

COMPLIANCE CHECKLIST

LTC2: Long Term Care Facility – Level IV Resident Care Unit

The following checklist is for plan review of new long-term care facilities and new additions to existing long-term care facilities. This checklist also applies to renovations projects affecting long-term care facilities constructed under the regulations effective March 19, 1968, or under their subsequent revisions. This checklist is derived from long-term care licensure regulations 105 CMR 150.000, entitled "Standards for Long-Term Care Facilities", as well as relevant parts of Chapter 111 of Massachusetts General Laws (specific sections indicated below). Applicants must verify project compliance with all licensure requirements when filling out this checklist, and must include the DPH Affidavit when submitting project documents according to the Self-Certification or Abbreviated Review process.

A separate checklist must be completed for each resident care unit affected by the construction project.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code
- 708 CMR State Building Code
- The Joint Commission
- CDC Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings
- Accessibility Guidelines of the Americans with Disabilities Act (ADA)
- Architectural Access Board
- Local Authorities having jurisdiction

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E RESIDENTS BEDROOMS).

X = Requirement is met for new space, for renovated space, or for existing support space for additional beds. = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply to existing support spaces if the project includes additional beds. **W** = Waiver requested for regulation that is not met (for each waiver request, complete separate Waiver Form & list the regulation reference number on the Affidavit).

Facility Name:

Facility Address:

Project Description:

DoN Project Number: (if applicable)

Nursing Care Unit Bed Complement:

Current = Proposed =

Building/Floor Location:

Submission Dates:

Initial Date:

Revision Date:

Architectural Requirements

Building Systems Requirements

- 150.400 **MAXIMUM NUMBER OF BEDS**
 - Level IV unit (Resident Care Unit) consists of not more than 60 beds
- 150.001 Identifiable unit includes adjacent rooms
- 150.410 **REQUIRED SUPPORTING ELEMENTS**

Required supporting elements listed below in this section are centrally located in the resident care unit:

 - Attendant station
 - Staff toilet
 - Medicine room
 - Linen storage closet
 - Drinking fountain or water dispenser
 - Janitor's closet
 - Storage room for supplies & equipment

- 150.420 **RESIDENT BEDROOMS**
 - (A) Floor Area:
 - Single occupancy bedrooms
 - floor area, excluding closet, vestibule & toilet room min. 125 sf
 - Multiple occupancy bedrooms
 - check if not included in project
 - floor area, excluding closet, vestibule & toilet room 90 sf per bed
 - (B) No bedroom contains more than 4 beds
 - Multi-bed rooms designed to permit no more than three beds side by side parallel to window wall
 - check if not included in project
 - (C) Rooms shaped & sized so each bed can be placed at least 3'-0" from any lateral wall
 - Rooms shaped & sized so each bed can be at least 3'-0" from any window or radiator
 - Beds spaced at least 3'-0" from any other bed
 - Unobstructed passageway of at least 4'-0" maintained at foot of each bed
 - (D) Resident bedrooms have floor level above grade level adjacent to building
 - (E) All resident bedrooms located along exterior walls with window access to exterior
 - (F) All resident bedrooms open directly to main corridor
 - Each bedroom is permanently & clearly identified by number on or beside each entrance door

- Lighting:
 - Lighting fixtures provide uniform distribution of light 150.800(B)
 - Night lights 150.810(B)
 - appropriately located
 - min. 12" above finished floor
 - fixtures recessed into wall
 - slotted covers produce subdued light
 - controlled either by switch at entrance to bedroom or from attendant station 150.810(D)
 - Reading light for each resident 150.820
 - wall-mounted reading light
 - mounted directly over each bed
 - min. 64" from finished floor
 - or**
 - reading lamp located on bedside cabinet
 - stable & secure to minimize risk of fire
 - light switch located for easy operation by resident lying in bed
- Power:
 - 1 duplex receptacle per bed on headwall 150.840(A)
 - on emergency power 150.830(D)
 - 1 duplex receptacle on another wall
- Nurse call System: 150.850(A)
 - 1 call station for each bed

Architectural Requirements

Building Systems Requirements

- (G) Each bedroom has cubicle curtains or equivalent built-in devices for privacy for each resident
 - check if not included in project (only if all bedrooms are single occupancy)
- (H) Each resident bedroom contains closet
 - closet interior space min. 2'-0" by 2'-0" per resident
 - closet with at least 5'-0" clear hanging space for storage of personal belongings
 - each resident bedroom contains either built-in or free-standing multiple-drawer bureau not less than 2'-0" wide with min. of one drawer per resident
- (I) Furnishings Accommodated in Each Bedroom:
 - household size or hospital-type beds
 - bedside cabinet
 - easy chair or comfortable straight-back armchair
- (J) Unit does not encompass beds on more than one floor
- 150.015 (F)(4) (a) Each resident room has direct outside exposure with adequate, unobstructed natural light
- Each resident room has adequate ventilation
- 150.430 (A) **SPECIAL CARE ROOM**
 - Single bedroom provided for occupancy by resident requiring isolation or intensive care
 - check if not included in project (only if all bedrooms in resident care unit are single occupancy rooms with separate toilet, lavatory & bathing fixture)
 - located in close proximity to nurse station
 - no direct access to any other resident room
 - meets all resident bedrooms requirements
- (B) separate toilet, lavatory & bathing fixture
- 150.440 (A) **ATTENDANT STATION**
 - Attendant station
 - conveniently located within each resident care unit
 - located not more than 150 feet from entrance to any resident bedroom
- (B) each attendant station sized to accommodate staff scheduled to be present during any given shift

- Ventilation:
 - Min. 10 air changes/hour 150.710(A)(4)
- Lighting: 150.830(C)
 - Emergency electrical connections to lighting circuits
- Nurse Call System:
 - Master station 150.850(C)

	Architectural Requirements	Building Systems Requirements	
150.450	MEDICINE CLOSET		
(A)	___ Provided directly off or immediately adjacent to each attendant station		
(B)	___ Separate locked compartment provided for storage of narcotics & other dangerous drugs	Lighting: ___ Emergency electrical connections to lighting circuits	150.830(C)
(C)	___ refrigerator for medications	Power: ___ Receptacle on emergency power	150.830(D)
(D)	___ sufficient storage space ___ equipped with counter top & sink with hot & cold running water		
150.460	ACTIVITY AREA		
	___ Day room solarium, sitting room or equivalent area with direct outside exposure provided in each unit	Lighting: ___ Emergency electrical connections to lighting circuits	150.830(C)
	___ min. area of 9 sf for each bed in resident care unit	Nurse Call System: ___ Emergency pull-cord call station	150.850(A)
150.470	RESIDENT BATHING & TOILET ROOMS		
(A)	Bathing Facilities: ___ Bathing facilities provided in ratio of not less than one per 15 residents		
(B)	___ Showers ___ shower floors flush & without curbs ___ floor sloped to center of shower stall ___ mixing valves & controls mounted outside shower stall ___ shower enclosure not less than 4'-0" by 4'-0" or ___ shower enclosure not less than 5'-0" wide by 30" deep ___ private dressing area adjoining each common shower enclosure	Ventilation: ___ Min. 10 air changes/hour ___ Exhaust Nurse call System: ___ Emergency pull-cord call station	150.710 (A)(2) & (C) 150.850(B)
(D)	___ Shower & tub enclosures equipped with grab bars ___ grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0)		
(C)	Toilets & Handwashing Facilities:	Ventilation:	
(1)	___ all resident bedrooms provided with at least one water closet & one lavatory (may be positioned between adjacent rooms) ___ directly accessible from each bedroom	___ Min. 10 air changes/hour ___ Exhaust Night Lights: ___ Min. 15 watts incandescent equivalent ___ fixtures mounted not less than 12" from finished floor	150.710 (A)(2)&(C) 150.810(C)

Architectural Requirements

Building Systems Requirements

- (2) one water closet & one lavatory provided for residents of each sex on each unit
 - located in areas convenient to day rooms & any unit dining rooms
 - sized to accommodate residents wheelchairs
- (3) Common Toilet Facilities:
 - check if not included in project
 - all separated by solid wall partitions or dividers
- (D) Toilets equipped with grab bars
 - grab bars, accessories & anchorage meet structural & strength requirements in Architectural Access Board Regulations (521 CMR 5.0)
- (E) Hot water supplied to fixtures accessible to residents controlled to maintain temperature between 110° and 120°F
- 150.480 **STORAGE AREAS - RESIDENT CARE UNITS**
- (A) Linen storage closet provided in each unit
 - designed for storage of daily linen needs
- (B) Janitor's Closet
 - (1) one janitor's closet provided for each unit
 - (2) service sink equipped with hot & cold running water
 - (3) adequate space for housekeeping equipment
 - shelving for storage of cleaning supplies
- 150.016 separate from utility rooms & toilet rooms
 - (C)(3) does not open off utility room or toilet room
- (C) General storage closet
 - (C)(1) min. floor area 50 sf

- Resident night lights controlled either by switch at entrance to resident bedroom or from attendant station
- Nurse call System:
 - Emergency pull-cord call station

150.810(D)

150.850(B)

Ventilation:
 Min. 10 air changes/hour
 Exhaust
 150.710(A)(4) &(C)

Architectural Details & MEP Requirements

- 150.600 **CORRIDORS**
- (A)(1) Corridor widths in all other corridors comply with 780 CMR Chapter 10 & IBC Section 1018.2
 corridor width min. 44" with 50 occupants or more
or
 corridor width min. 36" with less than 50 occupants
- (B) Handrails on both sides of corridors
 handrails firmly anchored
 do not project more than 3½" into required min. width of corridor
 no less than 30" high above finished floor
 curved returns
- (C) No fixed appurtenance which may reduce required min. width of corridor, ramp or stair

- 150.610 **INTERIOR RAMPS**
- (A) check if not included in project
 Widths of ramps comply with 780 CMR Chapter 10 & IBC Section 1018.2
- (B) Ramp surfaces constructed & maintained in such manner as to prevent slipping
- (C) Exits to exterior above grade
 check if not included in project
 have at least one ramp leading to grade
 accommodate residents using wheelchair & litter residents
- (D) Handrails provided on both sides of ramps
 handrails firmly anchored
 do not project more than 3½" into required min. width of ramp
 no less than 30" high above finished floor
 curved returns
- (E) Ramps gradient not greater than 8%

- 150.620 **STAIRS & STAIRWAYS**
- check if not included in project
- (A) Surfaces of treads & landings constructed & maintained so as to prevent slipping
- (B) Handrails provided on both sides of stairs
 handrails firmly anchored
 do not project more than 3½" into required min. width of stairs
 no less than 30" high above finished floor
 curved returns
- (C) Steps in stairways do not have abrupt (square) nosing
 Risers tapered back approximately 1½" at bottom of each riser
 Risers do not exceed 7 inches

- 150.630 **DOORS & DOORWAYS**
- (A) Doors Used by Residents:
 swing-type
 min. 41.5" in clear width except doors to toilet rooms & stairways
- Resident Toilet Room Doors:
 min. 32" in clear width
 outswinging
or
 in-swinging, have pivots & manually operated emergency release
or
 surface mounted sliding doors
- (B) no locks on doors used by residents
or
 each lock can be operated without key or tools on both sides of door
- Doors in Exit Stairway Enclosures:
 check if not included in project
 min. 32" in clear width
- (C) Outside doors & doorways made draft-free by installation of weather stripping or caulking material

- 150.640 **WINDOWS**
- (A) Total glass area of windows in each resident room not less than 10% of entire floor area
 - (B) In order to furnish natural fresh air, windows in each resident bedroom operable
 - (C) Windows in Resident Areas:
 - window sills at least 30" from finished floor
 - or**
 - window sills less than 30" from finished floor provided with readily removable window guards or special safety beams for protection of residents
 - (D) operable windows provided with screens constructed from not less than 16 mesh wire screens
 - (E) Outside windows made draft-free by installation of either weather stripping or caulking material

- 150.650 **CARPETING**
- Carpet or carpet assemblies
 - check if not included in project
 - installed wall-to-wall
 - not installed in "wet areas", such as bathrooms or kitchens

- 150.660 **ROOM SURFACE FINISHES**
- (B) Interior wall surfaces of all areas assigned for resident housing, care, & recreation, finished with smooth, non-absorbent, washable surface
 - Walls of bathrooms, toilet rooms & nourishment kitchen to height of at least 72" from finished floor with impervious material
 - (C) Floors of bathrooms, toilets, showers & nourishment kitchens covered with impervious material
 - (D) Cove bases provided for all tile floors

- 150.670 **CEILING HEIGHT**
- ceiling height min. 8'-0" in areas used by residents

- 150.700 **HEATING & AIR CONDITIONING SYSTEMS**
- (A) Facility equipped with heating system which is sufficient to maintain minimum temperature of 75°F throughout facility at all times at winter design temperatures
 - (B) Heating fixtures & all exposed pipes shielded for safety of residents
 - (C) Each heating fixture equipped with hand temperature controls
 - or**
 - Individual automatic room temperature control is provided
 - (D) New Construction or Major Renovations (such as installation HVAC system or complete interior reconstruction)
 - check if not included in project
 - Facility equipped with cooling system which is capable of maintaining maximum temperature of 75°F throughout resident areas affected by new construction or renovation at all times at summer design temperatures

- 150.017(B)(13)(e) **or**
- Minor Renovations
 - Existing air conditioning systems maintained or improved in dining rooms, activity rooms, day rooms, solariums, sitting rooms or equivalent other common resident areas
 - Air conditioning systems are capable of maintaining a maximum temperature of 75° F in those areas at all times at summer design temperatures

- 150.710 **VENTILATION SYSTEMS**
- (D) Ducts penetrating floors or fire rated walls have fire dampers at point of penetration
 - (E) Corridors not used as plenums for supply or return air to heating or air conditioning systems

- 150.800 **LIGHTING**
- (A) Electrical lighting provided throughout facility
 - (B) Adequate lighting fixtures installed in each resident room to provide uniform distribution of light
- 150.810 Night Light Locations:
- (A) corridors
 - stairways
 - nurse stations
 - attendant station
- 150.015(F) (4)(b) Adequate artificial lighting available in all rooms, stairways, hallways, corridors, bathrooms, toilets, nurses or attendant stations
- (E) Electrical Power for Space Heating:
- check if not included in project
 - Emergency service provides for heating of resident rooms
- or**
- Facility is supplied by at least two utility service feeders, each supplied by separate generating sources
- (F) Automatic transfer switch installed to transfer to emergency power within ten seconds

- 150.850 **CALL SYSTEMS**
- (B) Nurse call in toilet, bath & shower rooms emergency call station
 - pull cord reachable by resident lying on floor near each toilet & each shower enclosure
 - (C) All calls register at attendant station
 - Actuate visible signal in corridor by room where call originates
 - (D) Bedrooms containing two or more calling stations
 - check if not included in project (only if all single-occupancy bedrooms)
 - indicating lights provided at each calling station
 - (G) Wireless nurse call (used in lieu of analog wired call system or digital wired call system)
 - check if not included in project
 - complies with UL Standard 1069: Hospital Signaling & Nurse Call Equipment