

**COMPLIANCE CHECKLIST**

**LTC4: Hospital Based Long Term Care Facility (HB/LTCF)**

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 nursing 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:

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Facility Address:

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Project Description:

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DoN Project Number: (if applicable)

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Nursing Care Unit Bed Complement:

Current =                      Proposed =

Building/Floor Location:

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Submission Dates:

Initial Date:

Revision Date:

**Architectural Requirements**

**Building Systems Requirements**

150.220

**PARKING**

- (A)  Parking provided in accordance with provisions of local zoning & building ordinances
- Off-street parking not less than one parking space for each four beds
- (B)(1)  At least two parking spaces provided & identified for use by physically disabled
  - located in close proximity to building entrance
  - comply with Architectural Access Board Regulations 521 CMR

150.230

**PROVISIONS FOR INDIVIDUALS WITH DISABILITIES**

- (A)  Gradients of Walks
  - Public walks min. 4'-0" wide
  - Gradient complies with Architectural Access Board 521 CMR
- (B)  Walks of continuing common surface, not interrupted by steps or abrupt changes in level
  - Blend to common level where crossing other walks, driveways or parking lots
- (C)  Access from parking areas through primary building entrance continuous level or ramped surface without stairs or abrupt changes in level

150.240

**OUTDOOR RECREATION**

- Min. 25 sf of accessible outdoor recreation area provided per licensed bed
  - accessible outdoor recreation areas do not include parking areas

150.150

**HB/LTCF LOCATION**

- (A)  Space for HB/LTCF and space for licensed hospital are not intermingled space
- Space that constitutes the hospital is contiguous space
- Space that constitutes the HB/LTCF is contiguous space
- (B)  HB/LTCF physically separated from the hospital by means of partitions, doors or other barrier
  - NFPA 101  2-hour rated fire barrier
- (C)  HB/LTCF not used as thoroughfare to other parts of the hospital building

150.300

**MAXIMUM NUMBER OF BEDS**

- (D)  HB/LTCF consists of at least 20 beds but not more than 41 beds

**Architectural Requirements**

**Building Systems Requirements**

150.310

**REQUIRED SUPPORTING ELEMENTS**

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

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

150.320

**RESIDENT BEDROOMS**

(A)  
(2)

- Floor Area:
- Single occupancy bedrooms
    - Min. floor area 100 sf, excluding closet, vestibule & toilet room
  - Multiple occupancy bedrooms
    - check if not included in project
    - Min. floor area 80 sf per bed, excluding closet, vestibule & toilet room

Lighting:

- Adequate lighting fixtures installed in each resident room to 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 nurse station 150.810(D)

(B)

- No bedroom contains more than 4 beds New Construction or Reconstruction (as defined by CMS)
  - check if not included in project
  - Each of affected resident bedrooms may not contain more than two beds

- Reading light for each resident 150.820
  - wall-mounted reading light
    - mounted directly over each bed
    - min. 64" from finished floor

(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

**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

(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

Power:

- 1 duplex receptacle per bed on headwall 150.840(A)
- on emergency power 150.830(D)
- 1 duplex receptacle on another wall

**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)

Nurse call System: 150.850(A)  
 1 call station for each bed

(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:  
 hospital-type beds min. 76" long by 36" wide  
 hospital-type bedside cabinet  
 easy chair or comfortable straight-back armchair

150.015(F)(4) (a)  Each resident room has direct outside exposure with adequate, unobstructed natural light  
 Each resident room has adequate ventilation

**SPECIAL CARE ROOM**

150.330 (A)  Single bedroom provided for occupancy by resident requiring isolation or intensive care  
 check if not included in project (only if all bedrooms in nursing 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  
 (B)  separate toilet, lavatory & bathing fixture

**NURSE STATION**

150.340 (A)  Nurse station  
 conveniently located within each nursing unit  
 all bedrooms are private  
 nurse station located not more than 150 feet from entrance to any resident bedroom  
**or**  
 not all bedrooms are private  
 nurse station located not more than 100 feet from entrance to any resident bedroom

**Architectural Requirements**

**Building Systems Requirements**

(B)  each nurse station sized to accommodate nursing & other clinical staff scheduled to be present during any given shift

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

150.350 (A)

**MEDICINE ROOM**

Separate, locked medicine room  
 sufficient square footage to accommodate staff working with medications  
 provided directly off or immediately adjacent to each nurse station  
 (B)  sufficient storage space  
 equipped with counter top & sink with hot & cold running water  
 (C)  separate locked compartment provided for storage of narcotics & other dangerous drugs  
 (D)  refrigerator for medications

Ventilation:  
 Min. 10 air changes/hour MGL C. 111 S. 72C  
  
 Lighting:  
 Emergency electrical connections to lighting circuits 150.830(C)  
  
 Power:  
 Receptacle on emergency power 150.830(D)

150.360

**ACTIVITY AREA – NURSING CARE UNITS**

Day room solarium, sitting room or equivalent area with direct outside exposure provided in each unit  
 min. area of 9 sf for each bed in nursing care unit

Lighting:  
 Emergency electrical connections to lighting circuits 150.830(C)  
 Nurse Call System:  
 Emergency pull-cord call station 150.850(A)

150.370 (A)

**RESIDENT BATHING & TOILET ROOMS**

Bathing Facilities:  
 Bathing facilities provided in ratio of not less than one per 15 residents  
 One of bathing facilities in long-term care facility is free-standing tub  
 accessible from two sides & one end with min. 3'-0" clearance  
 equipped with acceptable type bath lift  
 (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

Ventilation:  
 Min. 10 air changes/hour 150.710  
 Exhaust (A)(2)&(C)  
 Nurse call System:  
 Emergency pull-cord call station 150.850(B)  
  
 Ventilation:  
 Min. 10 air changes/hour 150.710  
 Exhaust (A)(2) & (C)  
 Nurse call System:  
 Emergency pull-cord call station 150.850(B)

**Architectural Requirements**

**Building Systems Requirements**

- private dressing area adjoining each common shower enclosure
    - all common bathing facilities separated by solid wall partitions or dividers
      - check if not included in project (only if nursing care unit has only private bathing facilities)
  
  - (D)  Tub & shower 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:
    - Resident bedrooms provided with at least one water closet & one lavatory (may be positioned between adjacent rooms)
      - directly accessible from each bedroom
  
  - (1)  One water closet & one lavatory provided for residents of each sex on each unit
    - located in areas convenient to day rooms & 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 are 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
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- Ventilation:
    - Min. 10 air changes/hour 150.710
    - Exhaust (A)(2)&(C)
  - Night Lights: 150.810(C)
    - Min. 15 watts incandescent equivalent
    - fixtures mounted not less than 12" from finished floor
  - Resident night lights controlled either by switch at entrance to resident bedroom or from nurse station 150.810(D)
  - Nurse call System:
    - Emergency pull-cord call station 150.850(B)
  - Ventilation:
    - Min. 10 air changes/hour 150.850(B)
    - Exhaust
  - Nurse call System:
    - Emergency pull-cord call station

**Architectural Requirements**

**Building Systems Requirements**

150.380

**STORAGE AREAS**

(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

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

150.016  
 (C)(3)  separate from utility rooms & toilet rooms  
 does not open off utility room or toilet room

(C)  General storage closet  
 (C)(1)  clear area large enough to permit easy storage of wheelchairs, lockers, resident lifts & other types of equipment

(C)(2)  Oxygen storage room  
 check if not included in project  
 provided in accordance with National Fire Protection Association Code

Ventilation:  
 Min. 10 air changes/hour 150.710(B)  
 Exhaust

150.390

**UTILITY ROOMS**

(B)  Clean utility room  
 wall hung & base cabinets  
 counter top  
 sink with hot & cold running water & gooseneck faucet

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

(C)  Soiled utility room  
 service sink with gooseneck faucet & hot & cold running water  
 clinical service sink  
**or**  
 device to ensure adequate waste disposal  
 means for washing & sanitizing equipment  
 work counter with contiguous space at least 24" wide & 36" high by 4'-0" long  
 handwashing facilities

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

150.500

**GENERAL STORAGE ROOM**

(A)  Total area of at least 10 sf per bed

Ventilation:  
 Min. 10 air changes/hour 150.710(B)

150.510

**GENERAL & SPECIAL ACTIVITY AREAS**

(A)  General activity room  
 (1)  min. floor area 8 sf per bed  
 (2)  storage closet provided adjacent to general activities room for equipment utilized in recreational, diversional & religious activities

Lighting:  
 Emergency electrical connections to lighting circuits 150.830(C)  
 Nurse Call System:  
 Call station 150.850(A)

**Architectural Requirements**

**Building Systems Requirements**

- 150.520  
(A) \_\_\_ Examination & treatment room
- (B) \_\_\_ min. floor area 125 sf
- \_\_\_ min. dimension 10'-0"
- (C) \_\_\_ handwashing facilities with hot & cold running water
- \_\_\_ sized & dimensioned to accommodate treatment table, instrument table & locked storage cabinet

- Ventilation:  
\_\_\_ Min. 10 air changes/hour 150.710(B)
- Nurse call System:  
\_\_\_ Call station 150.850(A)

- 150.530  
(A) \_\_\_ **OFFICE SPACE**
- (a) \_\_\_ Administrative offices
- \_\_\_ appropriate space & equipment provided for administrative activities & for storage of medical records
- (b) \_\_\_ Administrator office
- \_\_\_ min. floor area 80 sf
- \_\_\_ Director of nurses office
- \_\_\_ min. floor area 80 sf
- (B) (2) \_\_\_ Consultant offices
- \_\_\_  check if not included in project
- \_\_\_ min. floor area 100 sf

150.540 **REHABILITATION SERVICE AREAS**

check if not included in project

- (B) (1) \_\_\_ Physical therapy room
- \_\_\_ min. floor area 200 sf
- \_\_\_ min. dimension 10'-0"
- (2) \_\_\_ closet for storage of supplies & equipment
- \_\_\_ handwashing sink with hot & cold running water

- Nurse call System:  
\_\_\_ Call station 150.850(A)

- (A)(4) Required Equipment:
- (a) \_\_\_ Treatment table, footstool & chairs
- (b) \_\_\_ Adequate linen supply
- (c) \_\_\_ Sanitary waste containers
- (d) \_\_\_ Hamper for soiled linen
- (e) \_\_\_ Curtains or cubicles to assure privacy
- (f) \_\_\_ Desk or table & chair for clerical use

150.550 **STAFF & PUBLIC TOILET ROOMS**

- (A) \_\_\_ Toilet rooms, including handwashing facilities, for visitors & staff separate from those facilities used by residents
- (B) \_\_\_ Visitor toilet room (may also serve administrative staff)
- \_\_\_ conveniently located
- \_\_\_ accessible to normal visitors entrance & lobby
- (C) \_\_\_ Staff toilet rooms

- Ventilation:  
\_\_\_ Min. 10 air changes/hour 150.710
- \_\_\_ Exhaust (A)(2) &(C)

- Ventilation:  
\_\_\_ Min. 10 air changes/hour 150.710
- \_\_\_ Exhaust (A)(2) &(C)



**Architectural Requirements**

**Building Systems Requirements**

- (D)  Visitors & staff toilets have toilet paper holders, paper towel dispensers, soap dispensers & mirrors
- (E)  At least one public toilet room must be sized & appointed to accommodate physically disabled

- 150.570 **CENTRAL DINING**
- (A)  Resident dining areas
    - min. total floor area 10 sf per bed
  - (B)  Separate dining room provided for staff & employees

- Lighting:
- Emergency electrical connections to lighting circuits 150.830(C)
  - Nurse call System:
  - Call station 150.850(A)

- 150.580 **NOURISHMENT KITCHEN**
- (A)(C)  Nourishment kitchen room or alcove
    - located in unit
    - refrigerator
    - microwave oven
    - toaster
    - sink with hot & cold running water
    - storage cabinets
  - (B)

- Ventilation:
- Min. 10 air changes/hour 150.710(B)
  - Exhaust

**Architectural Details & MEP Requirements**

- 150.600 **CORRIDORS**
- (A)(1)  New corridors in areas used primarily by residents min. 8'-0" wide
  - (A)(2) **or**  Corridors used primarily by residents in HB/LTCF are existing & at least 4'-0" wide
  - Corridor widths in all other corridors comply with 780 CMR Chapter 10 & IBC Section 1018.2
    - staff corridor width min. 44" with 50 occupants or more
    - or**
    - staff corridor width min. 36" with less than 50 occupants
  - (B)  Handrails provided 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 minimum width of corridor, ramp or stair

- 150.610 **INTERIOR RAMPS**
- (A)  check if not included in project
    - Interior ramps in areas used primarily by residents min. 8'-0" wide
    - Widths of all other interior ramps comply with 780 CMR Chapter 10 & IBC Section 1018.2
  - (B)  Ramp surfaces constructed & maintained in such manner as to prevent slipping
  - (D)  Handrails provided on both sides of ramps
    - handrails firmly anchored
    - do not project more than 3½" into required minimum width of ramp
    - no less than 30" high above finished floor
    - curved returns
  - (E)  ramps gradient not greater than 8%
  - (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

- 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  
 specifications comply with Life Safety Code
- (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 screening
- (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 laundries, bathrooms, utility rooms, 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 kitchens, bathrooms, toilet rooms, utility rooms, nourishment kitchen & dishwashing areas finished to height of at least 72" from finished floor with impervious material
- (C)  Floors of bathrooms, toilets, showers, food preparation areas, utility rooms & nourishment kitchens covered with impervious material
- (D)  Cove bases provided for all tile floors
- 150.670 **CEILING HEIGHTS IN RESIDENT AREAS**
- 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)  Facility equipped with cooling system which is capable of maintaining maximum temperature of 75°F throughout resident 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

- 150.720 **WATER SUPPLY**  
 (A) \_\_\_ Volume & pressure of water supply sufficient to supply water to all fixtures with min. pressure of 15 psi at farthest point of usage during maximum demand periods
- (B) Domestic Hot Water Capacity:  
 \_\_\_ Resident area 6 ½ gal/hour/bed  
 \_\_\_ Food prep. area 4 gal/hour/bed  
 \_\_\_ Laundry area 4 ½ gal/hour/bed  
 Domestic Hot Water Temperature:  
 \_\_\_ Resident area 110-120°F  
 \_\_\_ Food prep. Area 180°F  
 \_\_\_ Laundry area 180°F

- 150.740 **ELEVATORS**  
 (A) \_\_\_ Each facility with residents housed on other than street floor provides at least one elevator of hospital type  
 check if not included in project (only if all resident areas on street level)

- 150.800 **LIGHTING**  
 (A) \_\_\_ Electrical lighting provided throughout facility  
 (B) \_\_\_ Adequate lighting fixtures installed in each resident room to provide uniform distribution of light  
 (C) \_\_\_ Outside walks, parking lots & entrances adequately lighted

- 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, nurse stations

- 150.830 **EMERGENCY ELECTRICAL SYSTEMS**  
 (D) \_\_\_ Emergency electrical connections provided for protection of vital equipment & materials & for operation of equipment essential to health & safety of occupants, including:  
 \_\_\_ nurse call  
 \_\_\_ alarm system  
 \_\_\_ corridor duplex receptacles  
 \_\_\_ telephone service
- (E) Electrical Power for Space Heating:  
 check if not included in project  
 \_\_\_ Emergency service provides for heating of resident rooms

- 150.850 **CALL SYSTEMS**  
 (B) \_\_\_ Nurse's 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 nurse 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
- (F) \_\_\_ Call system is not routinely connected to hospital call & paging system
- (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