COMPLIANCE CHECKLIST

OP1_General & Specialty Medical Services Facilities

The following checklist is intended to be used in the plan review applications for health care facilities submitted to the Massachusetts Department of Public Health. This checklist summarizes and references the applicable requirements from the Licensure Regulations and the 2018 Edition of the FGI Guidelines for Design and Construction of Outpatient Facilities. Applicants must verify compliance of the plans submitted to the Department with all referenced requirements from the Licensure Regulations and FGI Guidelines when completing this Checklist. A separate Checklist must be completed for each nursing unit, hospital or clinic department, or clinical suite.

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

- NFPA 101 Life Safety Code (2012) and applicable related standards contained in the appendices of the Code
- State Building Code (780 CMR)
- Accreditation requirements of The Joint Commission
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
- USP 797 & Regulations of the Massachusetts Board of Registration in Pharmacy
- Occupational Safety & Health Standards (OSHA)
- Accessibility Guidelines of the Americans with Disabilities Act (ADA)
- Architectural Access Board Regulations (521 CMR)
- Local Authorities having jurisdiction.

Instructions:

- 1. All requirement lines must be completed according to the following instructions and included in the plan submissions for Self-Certification Process or Abbreviated Review Process.
- 2. This checklist must be completed by the project architect or engineer based on the design actually reflected in the plans at the time of completion of the checklist.
- 3. Each requirement line (____) of this Checklist must be completed exclusively with one of the following marks, unless otherwise directed in the checklist. If a functional space is not affected by a renovation project, the mark "E" may be indicated on the requirement line (____) before the name of the functional space (associated requirements on indented lines below that name, or associated MEP requirements do not have to be completed in this case). If more than one functional space serves a given required function (e.g. patient room or exam room), that clarification should be provided in the Project Narrative, and the requirement lines are understood to only address the functional spaces that are involved in the project.
- **X** = Requirement is met, for new space, for renovated space, or for existing direct support space for an expanded service.
- E = Requirement relative to an existing suite or area that has been licensed for its designated function, is not affected by the construction project and does not pertain to a required direct support space for the specific service affected by the project. "E" must not be used for an existing required support space associated with a new patient care room or area.
- EX = Check box under section titles or individual requirements lines for optional services or functions that are not included in the project area.
- W = Waiver requested for specific section of the Regulations or FGI Guidelines, where hardship in meeting requirement can be demonstrated (a Physical Plant Waiver Form must be completed for each waiver request). An explicit floor plan or plan detail must be attached to each waiver request.
- 4. All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.
- 5. Mechanical, electrical & plumbing requirements are only partially mentioned in this checklist. The relevant section of the FGI Guidelines must be used for project compliance with all MEP requirements and for waiver references.
- 6. Oxygen, vacuum, medical air, waste anesthesia gas disposal and instrument air outlets (if required) are identified respectively by the abbreviations "OX", "VAC", "MA", "WAGD" & "IA".
- 7. Requirements referenced with "FI" result from formal interpretations from the FGI Interpretations Task Group.
- 8. The location requirements including asterisks (*) refer to the definitions of the Glossary in the beginning section of the FGI Guidelines and reproduced in this checklist.

DON Project Number: (if applicable)	
Building/Floor Location:	
_	
Submission Dates:	
nitial Date:	
evision Date:	

	Architectural Requirements	Building Systems Requirements	
2.2	GENERAL & SPECIALTY MEDICAL SERVICES FACILITIES		
2.2-2	ACCOMMODATIONS FOR CARE OF PATIENTS OF SIZE		
2.1-2.1.1.2	☐ check if <u>not</u> included in project (only if a Patient Handling & Movement Assessment that determines that the outpatient service does not have a need for expanded-capacity lifts & architectural details that support movement of patients of size in patient areas is attached to the Project Narrative)		
2.1-2.1.2	Location: spaces designated for care of or use by patients of size are provided in locations to accommodate population expected to be served by facility		
2.1-2.5 2.1-2.5.2	 Handwashing stations downward static force required for handwashing stations designated for patients of size accommodates maximum patient weight of patient population 		
2.1-2.6	Patient toilet room		
2.1-2.6.1	expanded-capacity toilet mounted min. 36" from finished wall to centerline of toilet on both sides (for caregiver assistance with lifts) or	Ventilation	
2.1-2.6.2	regular toilet mounted min. 44" from centerline of toilet on both sides to finished walls to allow for positioning of expanded- capacity commode over toilet	Ventilation: Min. 10 air changes per hour Exhaust Negative pressure No recirculating room units	Table 8.1/ Policy
2.1-2.6.3	rectangular clear floor area min. 46" wide extends 72" from front of toilet		
2.1-2.7	Single-patient exam/observation room		
2.1-2.7.1 2.1-2.7.1.1(1)	Space Requirements: min. 5'-0" clearance at foot of expanded-capacity exam table	Ventilation: Min. 4 air changes per hour	Table 8.1/ Policy
(2)	min. 3'-0" clearance on non-transfer side of expanded- capacity exam	Power: Each exam table is served by	2.2-8.3.6.2
(3)(a)	table min. 5'-0" on transfer side of expanded-capacity exam table with ceiling- or wall-mounted lift	at least one duplex receptacle	
(3)(b)	or min. 7'-0" on transfer side of expanded-capacity exam table in rooms without ceiling- or wall- mounted lift		
2.1-2.8 2.1-2.9 2.1-2.9.1	 Equipment & supply storage Waiting areas seating for persons of size be provided in waiting areas in outpatient facilities 		

Architectural Requirements Building Systems Requirements ___ waiting areas be sized to accommodate 2.1-2.9.2 expanded-capacity furniture required for patients & visitors of size 2.1-2.10.1 All plumbing fixtures, handrails, grab bars, patient lift, equipment, built-in furniture & other furnishings designed to accommodate maximum patient weight 2.1-2.10.2 **Door Openings:** 2.1-2.10.2.1 all door openings used for path of travel to public areas & areas where care will be provided for patients of size have min. clear width of 45.5" to provide access for expanded-capacity wheelchairs 2.1-2.10.2.2 door openings to toilet rooms designated for patients of size have min, clear width of 45.5" 2.2-3.2.1 **EXAMINATION ROOMS** 2.2-3.2.1.2 (may serve as both examination & treatment spaces) 2.1-3.2.1.1(1)(b) Provisions to preserve patient privacy from observation from outside exam room Single-patient examination room 2.1-3.2.1.2 ☐ check if <u>not</u> included in project Space Requirements: min. clear floor area of 80 sf (2)(a)room size allows min. clearance Ventilation: 2'-8" at each side & at foot of exam ___ Min. 4 air changes per hour **Table 8.1/** table or recliner Policy Power: room arrangement shown in ___ Each exam table is served by 2.2-8.3.6.2 the plans for each exam room at least one duplex receptacle (Layout #1) room arranged with particular (1)(b)placement of exam table, recliner or chair to accommodate type of patient being served ☐ check if not included in project room arrangement shown in the plans (Layout #2) proposed room arrangement to accommodate type of patient being served is explained in **Project Narrative** Exam Room Features: (3)portable or fixed exam light (a) ___ storage for supplies (b) accommodations for written or (c) electronic documentation (d) space for visitor's chair (e) handwashing station

	Architectural Requirements	Building Systems Requirements	
2.1-3.2.1.2	Single-patient exam/observation roomcheck if <u>not</u> included in project		
(1)(a)	immediately accessible* to nurse or control station & toilet room		
(2)(a)	Space Requirements: min. clear floor area of 80 sf room size allows min. clearance 2'-8" at each side & at foot of exam table or recliner	Ventilation: Min. 4 air changes per hour	Table 8.1/ Policy
	room arrangement shown in the plans for each exam room (Layout #1)	Power: Each exam table is served by at least one duplex receptacle	2.2-8.3.6.2
(1)(b)	 particular placement of exam table, recliner or chair check if not included in project room arrangement shown in the plans (Layout #2) 		
	proposed room arrangement to accommodate type of patient being served is explained in Project Narrative		
(3)	Exam Room Features:		
(a)	portable or fixed exam light		
(b)	storage for supplies accommodations for written or		
(-)	electronic documentation		
(d)	space for visitor's chair		
(e)	handwashing station		
(2)(b)	Single-patient exam room for specialty		
	clinical services (ENT or Eye examinations)		
	□ check if <u>not</u> included in project Space Requirements:		
	min. clear floor area 100 sf		
	min. clearance 3'-6" at sides, head or	Ventilation:	
	foot of exam table/chair as needed	Min. 4 air changes per hour	Table 8.1/
	for staff expected work positions	Davis	Policy
	min. clearance 1'-0" at sides, head or foot of exam table or chair other	Power: Each exam table is served by	2.2-8.3.6.2
	than work positions	at least one duplex receptacle	2.2 0.0.0.2
(3)	Exam Room Features:	·	
(a)	portable or fixed exam light		
(b)	storage for supplies accommodations for written or		
(c)	electronic documentation		
(d)	space for visitor's chair		
(e)	handwashing station		
2.2-3.8	SUPPORT AREAS FOR GENERAL & SPECIALTY MEDICAL SERVICES FACILITIES		
2.1-3.8.11.2	Clean workroom or clean work area		
(1)	work counter		
(2)	handwashing station	Ventilation:	
(3)	storage for clean & sterile supplies	Min. 4 air changes per hour	Table 8.1/
	or	Positive pressure	Policy

	Arc	chitectural Requirements	Building Systems Requirements	
2.1-3.8.11.3		Clean supply room or clean supply area used only for storage & holding as part of system for distribution of clean & sterile materials	Ventilation: Min. 4 air changes per hour Positive pressure	Table 8.1/ Policy
2.2-3.8.12 140.204	_	Soiled holding room patient care does not involve disposal of fluid waste	Ventilation: Min. 10 air changes per hour	Table 8.1/
2.1-3.8.12.1		does not have direct connection with clean workrooms or clean supply rooms	Exhaust Negative pressure No recirculating room units	Policy
140.204 2.1-3.8.12.3(2)	or	handwashing stationspace for separate covered containersfor waste & soiled linen		
2.1-3.8.12.1		Soiled workroom does not have direct connection with	Ventilation: Min. 10 air changes per hour	-
140.204 2.1-3.8.12.3(2)		clean workrooms or clean supply rooms handwashing station space for separate covered containers for waste & soiled linen	ExhaustNegative pressureNo recirculating room units	Table 8.1/ Policy
140.204		clinical service sink		
2.2-3.8.13		Equipment & supply storage		
2.2-4.2		_ Medication safety zones ☐ check if <u>not</u> included in project (only if a pharmacy is provided)		
2.1-3.8.8.1(2) (a)		Design Promoting Safe Medication Use: medication safety zones located		
(e)		out of circulation paths sharps containers placed at height that allows users to see top of container		
2.1-3.8.8.2 (1)		medication preparation room	Ventilation:	
(a)		work counter handwashing station lockable refrigerator locked storage for controlled drugs sharps containers	Min. 4 air changes per hour	Table 8.1
(b)		check if not included in project self-contained medication dispensing units check if not included in project	Lighting: Task lighting	2.1-2.8.8.1(2)(d)
(2)		or automated medication-dispensing unit		
(a)		located at nurse station, in clean	Lighting: Task lighting	21-2221/2\/~
(b)		workroom or in alcove handwashing station or hand sanitation dispenser provided next	rask lightning	2.1-3.8.8.1(2)(d)
(c)		to stationary meddispensing units countertop or cart provided adjacent* to stationary meddispensing units		
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Architectural Requirements Building Systems Requirements 2.2-3.10 SUPPORT AREAS FOR PATIENTS 2.2-3.10.2 Patient toilet room (may also serve waiting areas) 2.2-3.10.2.2 readily accessible* from exam rooms 2.2-3.10.2.1 2.1-3.10.2.1 Ventilation: located to permit access from patient Min. 10 air changes per hour **Table 8.1/** care areas without passing through Exhaust Policy publicly accessible areas Negative pressure 2.1-3.10.2.2 toilet & handwashing station No recirculating room units 2.2-4.1 LABORATORY SERVICES Laboratory services provided on-site Compliance Checklist OP2 has been submitted or Laboratory services provided off-site **SPECIMEN COLLECTION & STORAGE** 2.2-4.1.8 2.2-4.1.8.1 Specimen Collection: dedicated specimen collection toilet room Ventilation: (1) ____ accessible without reentering waiting Min. 10 air changes per hour **Table 8.1/** room or leaving clinical services area Exhaust Policy Negative pressure or patient toilet room used for specimen No recirculating room units collection accessible without reentering waiting room or leaving clinical services area (2) dedicated blood collection area or exam rooms used for blood collection 2.2-4.1.8.2 Specimen storage accommodations for storage of blood. (1) urine & other specimens blood storage facilities meet requirements (2)of CLIA standards for blood banks blood specimen stored in §493.1103(c)(1) monitored refrigerator blood storage conditions prevent deterioration of blood specimens 2.2-4.3 STERILE PROCESSING ☐ check if not included in project (only if only disposable instruments & supplies are used) 2.2-4.3.2 Facilities for on-site sterile processing are provided ___ Compliance Checklist OP4 has been submitted Sterile processing is performed off-site 2.2-4.3.3 Section 2.1-4.3.3 below is completed

Architectural Requirements Building Systems Requirements 2.1-4.3.3 Support areas for outpatient facilities using off-site sterile processing ☐ check if not included in project (only if sterile processing services are provided on-site & Compliance Checklist OP4 has been submitted) 2.2-4.3.3.1 area for breakdown (receiving/unpacking) of clean/sterile supplies 2.2-4.3.3.1 area for on-site storage of clean & sterile supplies 2.1-4.3.2.4(1) storage for sterile & clean instruments & supplies (a) separate equipment & supply storage room or designated equipment & supply storage area in clean workroom 2.1-4.3.3.3 room with flush-type device for gross decontamination & holding of soiled 2.2-4.3.3.2(2) instruments (may be combined with soiled workroom) 2.1-3.8.12.1 does not have direct connection with clean workrooms or clean supply rooms 2.1-3.8.12.2(1) Ventilation: (a) handwashing station Min. 10 air changes per hour (b) flushing-rim clinical service sink or Table 8.1 equivalent flushing-rim fixture Exhaust Negative pressure (c) work counter No recirculating room units (d) space for separate covered containers for waste & soiled linen 2.2-4.4 **LINEN SERVICES** ☐ check if not included in project (only if no linens are used in the facility) 2.1-4.4.2 Dedicated on-site linen processing area 2.1-4.4.2.1(1) area large enough for washer, dryer & any plumbing equipment needed to meet temperature requirements 2.1-4.4.2.1(2) area divided into distinct soiled area (sorting & washing) & clean area (drying & folding) 2.1-4.4.2.2 storage for laundry supplies 2.1-4.4.2.3 clean linen storage 2.1-4.4.2.4 handwashing station or 2.1-4.4.3 Outpatient facility uses off-site laundry services 2.1-4.4.3.1 soiled linen holding area or dedicated area for soiled laundry carts 2.1-4.4.3.2 clean linen storage area or dedicated area for clean linen carts

	Architectural Requirements	Building Systems Requirements	
2.2-5.3 2.1-5.3.1 2.1-5.3.1.1(3) 2.1-5.3.1.2(1) 2.1-5.3.1.2(2) 2.1-5.3.1.2(3)	ENVIRONMENTAL SERVICES Environmental services room (may serve more than one clinical service area on same floor) min. one ES room per floor service sink or floor-mounted mop sink provisions for storage of supplies & housekeeping equipment handwashing station or hand sanitation dispenser	Ventilation: Min. 10 air changes per hour Exhaust Negative pressure No recirculating room units	Table 8.1/ Policy
2.2-5.4 2.1-5.4.2.1 2.1-5.4.2.2 2.1-5.4.3	ENGINEERING & MAINTENANCE SERVICES Equipment rooms for HVAC, telecom. & electrical equipment secured with controlled access Building maintenance supplies & equipment storage room (may be shared)		
2.2-6.2 2.1-6.2.1 2.1-6.2.1.1 2.1-6.2.1.2 2.1-6.2.1.3	PUBLIC AREAS Vehicular drop-off & pedestrian entrance min. of one building entrance reachable from grade level building entrances used to reach outpatient services are clearly marked building entrances used to reach outpatient services located so patients need not go through other activity areas (except for shared lobbies in multi-		
2.1-6.2.2	occupancy buildings) Reception reception & information counter, desk or kiosk provided either at main entry or at each clinical service		
2.1-6.2.3 2.1-6.2.3.2	Waiting areavisible from staff area either by cameraor direct staff sight line		
2.1-6.2.4 2.1-6.2.4.2	 Public toilet room (may be located off public corridor in multi- tenant building) 	Ventilation: Min. 10 air changes per hour	Table 8.1
2.1-6.2.4.1	readily accessible* from waiting area without passing through patient care or staff work areas	<pre> Exhaust Negative pressure</pre>	rable 0.1
2.1-6.2.5	Provisions for telephone access access to make local phone calls	No recirculating room units	
2.1-6.2.6	Provisions for drinking water		
2.1-6.2.7.1	 Wheelchair storage □ check if <u>not</u> included in project located out of required corridor width directly accessible* to entrance provided for at least one wheelchair 		
2.1-6.2.7.2	Wheelchair parking space designated area for at least one patientowned wheelchair in non-public area located out of any required egress width or other required clearance		

Architectural Requirements Building Systems Requirements 2.2-6.3 **ADMINISTRATIVE AREAS** 2.1-6.3.2 Interview space ☐ check if not included in project (2) (may be combined with consultation room) separate from public areas (1) 2.1-6.3.3 Office space for business, administrative & professional staffs 2.1-6.3.5 Medical records space __ provisions made for securing medical records of all media types used by facility 2.1-6.3.5.1 location restricted to staff access to maintain confidentiality of record Space Requirements: 2.1-6.3.5.2 ___ space provided for medical (1) records management (2)physical space for electronic storage of forms or documents 2.1-6.3.6 Storage for office equipment & supplies 2.2-6.4 SUPPORT AREAS FOR STAFF Staff lounge 2.1-6.4.1 ☐ check if not included in project handwashing station Storage for staff personal effects 2.1-6.4.2 ____ locking drawers cabinets or lockers readily accessible* to individual work areas *LOCATION TERMINOLOGY: Directly accessible: Connected to the identified area or room through a doorway, pass-through, or other opening without going through an intervening room or public space Adjacent: Located next to but not necessarily connected to the identified area or room Immediately accessible: Available either in or adjacent to the identified area or room Readily accessible: Available on the same floor or in the same clinic as the identified area or room Architectural Details & MEP Requirements 2.1-7.2.2.3 DOORS & DOOR HARDWARE: Door Type: 2.1-7.2.2 ARCHITECTURAL DETAILS (1) CORRIDOR WIDTH: doors between corridors, rooms, (a) or spaces subject to occupancy 2.1-7.2.2.1 Min. 44" IBC 1018.2 swing type or sliding doors or Detailed code review incorporated in (b) sliding doors **Project Narrative** ☐ check if <u>not</u> included in project manual or automatic 421 CMR Corridors include turning spaces for sliding doors comply with wheelchairs NFPA 101 6.00 **CEILING HEIGHT:** 2.1-7.2.2.2 detailed code review ____ Min ceiling height 7'-6"in corridors & in incorporated in Project (1) normally unoccupied spaces Narrative Min. ceiling height 7'-10" in other areas no floor tracks (2)**Door Opening:**

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(a)

_ min. 34" clear door width min. 83.5" clear door height

(3)	Door Swing:	2.1-7.2.3	SURFACES
(a)	doors do not swing into corridors	2.1-7.2.3.1	FLOORING & WALL BASES:
	except doors to non-occupiable	(1)	Flooring surfaces cleanable &
	spaces (e.g. environmental		wear-resistant for location
	services rooms & electrical	(3)	Smooth transitions provided
	closets) & doors with emergency	(-)	between different flooring materials
	breakaway hardware	(4)	Flooring surfaces including those on
(4)	Lever hardware or push/pull latch	(' '	stairways are stable, firm &
. ,	hardware		slip-resistant
	Harawaro	(5)	· · · · · · · · · · · · · · · · · · ·
(5)	Doors for Patient Toilet Facilities:	(5)	Floors & wall bases of all areas
(a)	door that swings outward		subject to frequent wet cleaning are
()	or		constructed of materials that are not
			physically affected by germicidal or
	door equipped with emergency rescue hardware (permits quick		other types of cleaning solutions
	access from outside the room to	2.1-7.2.3.2	WALLS & WALL PROTECTION:
	prevent blockage of the door)	(1)(a)	
	or		Wall finishes are washable
		(1)(b)	Wall finishes near plumbing fixtures
	sliding door (not pocket door)		are smooth, scrubbable &
/h\		4-1	water-resistant
(b)	toilet room opens onto public	(2)	Wall surfaces in areas routinely
	area or corridor		subjected to wet spray or splatter (e.g.
	\Box check if <u>not</u> included in project		environmental services rooms) are
	visual privacy is maintained		monolithic or have sealed seams that
			are tight & smooth
2.1-7.2.2.8	HANDWASHING STATIONS:		
(3)		2.1-7.2.3.3	CEILINGS:
(a)	Handwashing station countertops	(1)	Ceilings provided in all areas except
	made of porcelain, stainless steel,		mechanical, electrical &
	solid-surface materials or impervious	(-)	communications equipment rooms
	plastic laminate assembly	(a)	Ceilings cleanable with routine
(b)	Countertops substrate	(b)	housekeeping equipment
	☐ check if <u>not</u> included in project	(b)	Acoustic & lay-in ceilings where used do not create ledges or crevices
	marine-grade plywood (or	2.1-7.2.4.3	Privacy curtains in patient care areas
	equivalent material) with	2.1-7.2.4.3	are washable
	impervious seal		are washable
(4)	Handwashing station casework	2.1-8.2	HEATING VENTILATION &
()	☐ check if not included in project	2.1 0.2	AIR-CONDITIONING (HVAC) SYSTEMS
	designed to prevent storage	2.1-8.2.1.3/	Ventilation rates meet requirements
	beneath sink	Policy	of Table 8.1 in Part 3 ASHRAE
(5)	Provisions for drying hands		Standard 170 (Policy based on input
,	☐ check if <u>not</u> included in project		from Facility Guidelines Institute)
	(only at hand scrub facilities)		•
(a)	hand-drying device does not	2.2-8.3	ELECTRICAL SYSTEMS
()	require hands to contact	2.2-8.3.4	EMERGENCY EGRESS LIGHTING
	dispenser		Automatic emergency lighting
(b)	hand-drying device is enclosed to		or
	protect against dust or soil		Facility has total floor area of not
(6)	Liquid or foam soap dispensers		more than 1,000 sf, is located at
			grade level & has direct access to
2.1-7.2.2.9	GRAB BARS:		exits to grade
(1)	Grab bars anchored to sustain		
(0)	concentrated load 250 pounds		
(3)	Ends of grab bars constructed to		
	prevent snagging clothes of patients		
	staff & visitors	I	