COMPLIANCE CHECKLIST

OP17_Outpatient Rehabilitation Therapy 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 2022 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 <u>not</u> 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.

Facility Name:	DoN Project Number: (if applicable)
Facility Address:	
Satellite Name: (if applicable)	Building/Floor Location:
Satellite Address: (if applicable)	
	Submission Dates:
Project Description:	Initial Date:
	Revision Date:

	Architectural Requirements	Building Systems Requirements
2.12	OUTPATIENT REHABILITATION THERAPY FACILITIES	
2.12-1.1	Application:	
2.12-1.1.1	facilities where rehabilitation therapy & services are provided	
2.12-1.2.1	Shared Services & Space:	
2.1-1.2.3	 details of shared or purchased space and/or services are indicated in functional program contained in Project Narrative waiver requests have been submitted for shared or purchased space (except as explicitly allowed below) 	
2.12-1.2.1.1	outpatient rehabilitation facility located in facility housing other services has its own identifiable space	
2.12-1.2.1.2	dedicated support areas	
	or support areas are shared with adjacent facility	
2.12-2	ACCOMMODATIONS FOR CARE OF INDIVIDUALS 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 individuals 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 individuals 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 individuals of size accommodates maximum patient weight of patient population 	
2.1-2.6 2.1-2.6.1.1	Patient toilet room expanded-capacity toilet mounted Min. 36" from finished wall to centerline of toilet on both sides (for caregiver assistance and/or use of floor-based lift) or	Ventilation: Min. 4 air changes per hour Exhaust Negative pressure No recirculating room units

Table 8.1

Architectural Requirements ____ regular toilet 2.1-2.6.1.2

	capacity commode over toilet		
2.1-2.6.1.3	<pre> rectangular clear floor area Min. 46" wide extends 72" from front of toilet</pre>		
2.1-2.6.2.1	grab bars in toilet rooms intended for use by individuals of size are anchored to		
2.1-2.6.2.2	sustain concentrated load of 800 pounds adjustable/foldable grab bar mounted on horizontally movable track is provided		
2.1-2.7 2.1-2.7.1 2.1-2.7.1.1	Single-patient therapy room Space Requirements:		
(1)	min. 5'-0" clearance at foot of	Ventilation:	
(2)	expanded-capacity exam table min. 3'-0" clearance on non-transfer side of expanded- capacity exam table	Min. 2 air changes per hour	Table 8-2
(3)	min. 5'-0" on transfer side of		
(a)	expanded-capacity exam table		
(b)	with ceiling- or wall-mounted lift or		
(-)	min. 7'-0" on transfer side of expanded-capacity exam table in rooms without ceiling- or wall- mounted lift		
2.1-2.8	Equipment & supply storage		
2.1-2.9	Waiting areas		
2.1-2.9.1	seating for persons of size be provided in waiting areas in outpatient facilities		
2.1-2.9.2	 waiting areas be sized to accommodate 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 2.1-2.10.2.1	Door Openings: all door openings used for path of travel to public areas & areas where care will be provided for individuals of size have min. clear width of 45.5" to provide		
2.1-2.10.2.2	access for expanded-capacity wheelchairs access door openings to toilet rooms designated for individuals of size have min. clear width of 45.5"		

	Architectural Requirements	Building Systems Requirements
2.12-3	PATIENT CARE & DIAGNOSTIC AREAS	
2.12-3.2	Physical & occupational therapy areas:	
2.12-3.2.2.1 (1) (2) (a) (b)	 Individual therapy room check if <u>not</u> included in project (only if undressing is not necessary for patients to receive treatment) Space Requirements: min. clear floor area 80 sf min. clearance of 2'-8" on at least three sides of therapy furniture & equipment 	Ventilation: Min. 3 air changes per hour Table 8-2
(3)	handwashing station	
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices	
2.12-3.2.2.2	Multiple-patient therapy or exercise area	
(1)	layout of multiple-patient therapy or exercise area includes staff work area located so staff can view activities taking place in exercise area	
(2) (a)	 Space requirements: open, barrier-free space for rehab therapy is sized based on following: Number of patients to be treated at same time Number of staff members to be present at same time Manufacturer's clearance requirements for equipment used Clearances to accommodate therapist or other caregiver above listed information is included in Project Narrative 	
(b)	individual therapy spaces	
(3)	<pre> min. clear floor area 60 sf provisions for patient privacy</pre>	
(4)	handwashing station	
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices	

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	Architectural Requirements	Building Systems Requirements	
2.12-3.2.4 2.12-3.2.4.2	Therapeutic pool □ check if <u>not</u> included in project patient changing area		
(1)	or gender designated common locker rooms		
(2)	directly accessible to pool without entering public or exercise areas		
(3)	patient toilet room directly accessible to changing area	Ventilation: Min. 4 air changes per hour Exhaust Negative pressure No recirculating room units	Table 8-2
(4) (a)	shower at least one shower provided separate from toilet room		
(b)	directly accessible to toilet room		
(5)	securable lockers		
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices		
2.12-3.3.1	Prosthetics & orthotics area □ check if <u>not</u> included in project Application: evaluation & fitting of prosthetics & orthotics		
2.12-3.3.1.1 2.12-3.3.1.2 2.12-3.3.1.3	 provision for privacy handwashing station clinical sink check if <u>not</u> included in project (only if running water is not needed in prosthetic & orthotic areas for materials preparation) 		
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices		
2.12-3.3.1.4	eyewash station		
2.12-3.3.2	Speech & hearing therapy rooms □ check if <u>not</u> included in project		
2.12-3.3.2.2	Space Requirements: min. clear floor area 80 sf	Ventilation:	Table 8-2
2.12-3.3.2.3	sound insulated gasketed door w/ sweep	Min. 3 air changes per hour	Table 0-2
2.12-3.8.13.2	 sound insulated gasketed door w/ sweep designated storage for therapeutic equipment & safety devices 		
2.12-3.3.2.4	Hand Hygiene:		
2.1-3.8.7	hands-on patient care is provided handwashing station or		
2.12-3.3.2.4(2)	hands-on patient care is <u>not</u> provided dedicated hand sanitation dispenser		

	Architectural Requirements	Building Systems Requirements	
2.12-3.8	Support Areas for Therapy & Other Patient Care Areas:		
2.12-3.8.3	Documentation area		
2.12-3.8.8	Medication safety zone □ check if <u>not</u> included in project		
2.1-3.8.8.1(2) (a)	Design Promoting Safe Medication Use: medication safety zones located out of circulation paths		
(b)	work space designed so that staff can access information & perform	Lighting: Task-specific lighting level	2.1-3.8.8.1(2)(d)
(c)	required tasks work counters provide space to	min. 100 foot-candles	
(e)	perform required tasks sharps containers placed at height that allows users to see top of container		
2.1-3.8.8.2			
(1) (a)	medication preparation room work counter	Ventilation: Min. 4 air changes per hour	Table 8.1
	 handwashing station lockable refrigerator locked storage for controlled drugs sharps containers check if not included in project 	Lighting: Task lighting	2.1-3.8.8.1(2)(d)
(b)	self-contained medication dispensing units □ check if not included in project room designed with space to prepare medications		
(2)	or automated medication-dispensing		
(a)	unit located at nurse station, in	Lighting:	
(b)	clean workroom or in alcove handwashing station or hand sanitation dispenser provided next to stationary medication-	Task lighting	2.1-3.8.8.1(2)(d)
(c)	dispensing units countertop or cart provided adjacent to stationary medication-dispensing units		
2.12-3.8.9	Nourishment area or room		
2.1-3.8.9.1	 check if <u>not</u> included in project handwashing station in or directly accessible to nourishment room or area 		
2.1-3.8.9.2 2.1-3.8.9.3 2.1-3.8.9.4	 work counter storage fixtures & appliances for beverages and/or nourishment provided in facility 		

Architectural Requirements Building Systems Requirements ____ Clean linen storage for clean linen & towels 2.12-3.8.13.1(1) provided in cabinets, closets, room or alcove for clean linen carts ____ Soiled linen holding room 2.12-3.8.13.1(2) Ventilation: handwashing station Min. 6 air changes per hour Table 8-2 140.204 Exhaust ____ Negative pressure No recirculating room units 2.12-3.8.13.3 Wheelchair, lift & gurney storage space 2.12-3.10 Support Areas for Patients: 2.12-3.10.1 Patient toilet room (may be shared by patients and staff) 2.12-3.10.1.2 separate from public use toilet rooms & 2.12-3.10.1.1 Ventilation: located to permit access from patient Min. 4 air changes per hour Table 8-2 2.1-3.10.2.1 ____ Exhaust care areas without passing through publicly accessible areas ____ Negative pressure equipped with toilet & handwashing 2.1-3.10.2.2 station No recirculating room units 2.12-3.10.2 Provisions for drinking water 2.12-5 **BUILDING SUPPORT FACILITIES** 2.12-5.3 Environmental services room 2.1-5.3.1.1(3) (may serve more than one clinical service area on same floor) ____ min. one environmental services room 2.1-5.3.1.1(1) Ventilation: per floor Min. 6 air changes per hour Table 8-2 _ service sink or floor-mounted mop sink $2.1 - 5.3 \cdot 1.2(1)$ ____ Exhaust ____ Negative pressure 2.1-5.3.1.2(2) provisions for storage of supplies & housekeeping equipment No recirculating room units handwashing station or hand sanitation $2.1 - 5.3 \cdot 1.2(3)$ dispenser **PUBLIC AREAS** 2.12-6.2 Vehicular drop-off & pedestrian entrance 2.1-6.2.1 ____ min. of one building entrance reachable 2.1-6.2.1.1 from grade level building entrances used to reach 2.1-6.2.1.2 outpatient services be clearly marked 2.1-6.2.1.3 building entrances used to reach outpatient services located so patients need not go through other activity areas (except for shared lobbies in multioccupancy buildings) 2.1-6.2.2 Reception reception & information counter, desk or kiosk provided either at main entry or at each clinical service 2.1-6.2.3 Waiting area visible from staff area either by camera 2.1-6.2.3.2 or direct staff sight line

Architectural Requirements

	Architectural Requirements
2.1-6.2.4 2.1-6.2.4.2	Public toilet room (may be located off public corridor in multi- tenant building)
2.1-6.2.4.1	<pre> readily accessible from waiting area without passing through patient care or staff work areas</pre>
2.1-6.2.5	Provisions for telephone access access to make local phone calls
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 designated area located out of required corridor width directly accessible to entrance

Building Systems Requirements

Ventilation:

- ____ Min. 4 air changes per hour Table 8.1
- ____ Exhaust
- ____ Negative pressure
- No recirculating room units

2.1-6.2.7.2 Wheelchair parking space

☐ check if <u>not</u> included in project (only if facility provides services that do not require patients to transfer to facility chair, recliner, exam table or stretcher)

____ provided for at least one wheelchair

- designated area provided for parking at least one patient-owned wheelchair in non-public area
- ___ located out of any required egress
- width or other required clearance

2.12-6.3 ADMINISTRATIVE AREAS

2.12-6.3.1 ____ Office space

- 2.12-6.3.1.1 _____ staff office space & file storage
- 2.12-6.3.1.2 _____ office & clerical space (may be combined with reception area)

LOCATION TERMINOLOGY:

<u>Directly accessible</u>: Connected to the identified area or room through doorway, pass-through, or other opening without going through 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	ARCHITECTURAL DETAILS	2.1-7.2.2.2 (1)	CEILING HEIGHT: Min. ceiling height 7'-6"in corridors & in
2.1-7.2.2.1 IBC 1018.2	CORRIDOR WIDTH: Min. 44" or Detailed code review incorporated in Project Narrative	(2)	 normally unoccupied spaces Min. height 7'-6" above floor of suspended tracks, rails & pipes located in traffic path Min. ceiling height 7'-10" in other areas
421 CMR 6.00	Corridors include turning spaces for wheelchairs		

2.1-7.2.2.3	DOORS & DOOR HARDWARE:	(5)	-
(1) (a)	Door Type: doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors	(a)	
(b)	sliding doors □ check if <u>not</u> included in project	(b)	
	manual or automatic sliding doors comply with NFPA 101	(6)	-
	detailed code review	2.1-7.2.2.9	(
	incorporated in Project	(1)	-
	no floor tracks	(3)	_
(2)	Door Opening:		
(a)	min. 32" clear door width		
(3)	min. 83.5" clear door height Door Swing:	2.1-7.2.2.10	L
(3) (a)	doors do not swing into corridors	2.1-1.2.2.10	י [
()	except doors to non-occupiable	(2)	
	spaces & doors with emergency	(3)	-
	breakaway hardware		
(4)	Lever hardware or push/pull latch	(4)	
	hardware	(4) (5)	-
(5)	Doors for Patient Toilet Facilities:	(3)	-
(a)	door that swings outward	2.1-7.2.2.14	_
	or		
	door equipped with emergency	(1)	
	rescue hardware (permits quick access from outside the room to		
	prevent blockage of the door)	(2)	
	or	(-)	
	sliding door other than pocket door		
(b)	toilet room opens onto public	2.12-7.2.3	ľ
(b)	area or corridor	2.12-7.2.3.1	
	\Box check if <u>not</u> included in project		
	visual privacy is maintained		
047000		2.1-7.2.3	9
2.1-7.2.2.8 (3)(a)	HANDWASHING STATIONS:	2.1-7.2.3.1	F
(J)(a)	— Handwashing station countertops made of porcelain, stainless steel,	(1)	
	solid-surface materials or impervious		-
	plastic laminate assembly	(3)	_
(3)(b)	Countertops substrate		
	\Box check if <u>not</u> included in project	(4)	_
	marine-grade plywood (or		
	equivalent material) with	(5)	
(\mathbf{A})	impervious seal		-
(4)	Handwashing station casework □ check if <u>not</u> included in project		
	designed to prevent storage		
	beneath sink		
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(5)	Provisions for drying hands □ check if <u>not</u> included in project (only at hand scrub facilities)
(a)	hand-drying device does not require hands to contact dispenser
(b)	hand-drying device is enclosed to protect against dust or soil
(6)	Liquid or foam soap dispensers
2.1-7.2.2.9 (1)	GRAB BARS: Grab bars anchored to sustain concentrated load 250 pounds
(3)	Ends of grab bars constructed to prevent snagging clothes of patients staff & visitors
2.1-7.2.2.10	HANDRAILS: Check if <u>not</u> included in project
(2) (3)	 Rail ends return to wall or floor Handrail gripping surfaces & fasteners are smooth (free of sharp or abrasive elements) with 1/8-inch min. radius
(4) (5)	 Handrails have eased edges & corners Handrail finishes are cleanable
2.1-7.2.2.14	Decorative water features □ check if <u>not</u> included in project
(1)	no indoor unsealed (open) water features in confines of outpatient suite
(2)	no covered fish tanks in other than public areas of outpatient suite
2.12-7.2.3 2.12-7.2.3.1	FURNISHINGS Windows in therapy areas have curtains or shades to provide patient privacy
2.1-7.2.3 2.1-7.2.3.1	SURFACES FLOORING & WALL BASES:
(1)	Flooring surfaces cleanable & wear-resistant for location
(3)	Smooth transitions provided between different flooring materials
(4)	Flooring surfaces including those on stairways are stable, firm & slip-resistant
(5)	Floors & wall bases of all areas subject to frequent wet cleaning are constructed of materials that are not physically affected by germicidal or other types of cleaning solutions

2.1-7.2.3.2	WALLS & WALL PROTECTION:	(3)(b)	any existing dead-end piping is
(1)(a)	Wall finishes are washable	(0)(0)	removed
			\Box check if <u>not</u> included in project
(1)(b)	Wall finishes near plumbing fixtures	(4)(a)	water-heating system supplies
	are smooth, scrubbable &	(4)(4)	water at following range of
(0)	water-resistant		temperatures: 105–120°F
(2)	Wall surfaces in areas routinely	2.1-8.4.2.6	Drainage Systems:
	subjected to wet spray or splatter (e.g.	(1)(a)	drainage piping installed above
	environmental services rooms) are	(1)(4)	ceiling of or exposed in electronic
	monolithic or have sealed seams that		data processing rooms &
$\langle A \rangle$	are tight & smooth		electrical rooms have special
(4)	Wall protection devices & corner		provisions to protect space below
2.1-7.2.3.3	guards durable & scrubbable CEILINGS:		from leakage & condensation
(1)	Ceilings provided in all areas except		\Box check if <u>not</u> included in project
(1)	mechanical, electrical &	(1)(b)	drip pan for drainage piping
	communications equipment rooms	(1)(0)	above ceiling of sensitive area
(a)	Ceilings cleanable with routine		\Box check if <u>not</u> included in project
(u)	housekeeping equipment		
(b)	Acoustic & lay-in ceilings where used		accessible
(2)	do not create ledges or crevices		overflow drain with outlet
2.1-7.2.4.3	Privacy curtains in patient care areas		located in normally
-	are washable		occupied area
		04040	
2.1-8.2	HEATING VENTILATION &	2.1-8.4.3 2.1-8.4.3.1(1)	PLUMBING FIXTURES
	AIR-CONDITIONING (HVAC) SYSTEMS	2.1-0.4.3.1(1)	Materials used for plumbing fixtures are non-absorptive & acid-resistant
2.1-8.2.1.3	Ventilation rates meet requirements		are non-absorptive & acid-resistant
	of Table 8-2 in Part 3 ASHRAE	2.1-8.4.3.2	Handwashing Station Sinks:
	Standard 170	(1)	sinks are designed with basins
		(.)	& faucets that will reduce risk of
2.1-8.3	ELECTRICAL SYSTEMS		splashing to areas where direct
24022			patient care is provided
2.1-8.3.2	ELECTRICAL DISTRIBUTION & TRANSMISSION	(2)	sink basins have nominal size of
2.1-8.3.2.2	Panelboards:	. ,	no less than 144 square inches
(1)	all panelboards accessible to		sink basins have min. dimension
(')	health care tenants they serve		9 inches in width or length
(4)	panelboards not located in exit	(3)	sink basins are made of
()	enclosures or exit passageways		porcelain, stainless steel or
	1 0 9		solid-surface materials
2.1-8.3.6	ELECTRICAL RECEPTACLES	(5)	water discharge point of
	Receptacles in patient care areas are		faucets is at least 10" above
	provided according to Table 2.1-1	(7)	bottom of basin anchored so that allowable
2.1-8.4	PLUMBING SYSTEMS	(7)	stresses are not exceeded
2.1-8.4.2	Plumbing & Other Piping Systems:		where vertical or horizontal
2.1-8.4.2.1(3)	no plumbing piping exposed		force of 250 lbs. is applied
	overhead or on walls where	(8)	sinks used by staff, patients, &
	possible accumulation of dust or	(0)	public have fittings that can be
040405	soil may create cleaning problem		operated without using hands
2.1-8.4.2.5	Heated Potable Water Distribution		(may be single-lever or wrist
(2)	Systems: heated potable water		blade devices)
(2)	distribution systems serving	(a)	blade handles
	patient care areas are under	()	\square check if <u>not</u> included in project
	constant recirculation		at least 4 inches in length
	non-recirculated fixture branch		
	piping length max. 25'-0"		provide clearance
(3)(a)	no installation of dead-end		required for operation
	piping (except for empty risers		
(3)(c)	mains & branches for future use)		
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(b)	 sensor-regulated water fixtures check if <u>not</u> included in project meet user need for temperature & length of time water flows designed to function at all times & during loss of normal power
2.1-8.4.3.4	Ice-Making Equipment: Check if <u>not</u> included in project <u>copper tubing provided for</u> supply connections to ice-making equipment
2.1-8.4.3.9	Hydrotherapy Facilities:
(1) (2)	 dedicated drain handwashing sinks not used as drains for hydrotherapy units
2.1-8.7	ELEVATORS
2.1-8.7.4	 Elevators are equipped with two-way automatic level-maintaining device with accuracy of ± 1/4 inch
2.1-8.7.5	Elevators are equipped with two-way automatic level-maintaining device with accuracy of ± 1/4 inch Elevator Controls:
	Elevators are equipped with two-way automatic level-maintaining device with accuracy of ± 1/4 inch