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 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:

Facility Name:

- 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.

DoN Project Number: (if applied bla)

- 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.

Doin Project number. (ii applicable)
Building/Floor Location:
Submission Dates:
Initial Date:
Revision Date:
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	Architectural Requirements	Building Systems Requirements
2.12	OUTPATIENT REHABILITATION THERAPY FACILITIES	
2.12-1.1 2.12-1.1.1	Application: facilities where rehabilitation therapy & services are provided	
2.12-1.2.1	Shared Services & Space: ☐ check if <u>not</u> included in project	
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 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 2.1-2.6.1	Patient toilet room expanded-capacity toilet mounted min. 36 inches from finished wall to centerline of toilet on both sides (for caregiver assistance with lifts)	Ventilation: Min. 10 air changes per hour Table 8.1 Exhaust Negative pressure No recirculating room units
	or	

	Architectural Requirements	Building Systems Requirements	
2.1-2.6.2	regular toilet mounted min. 44 inches from centerline of toilet on both sides to finished walls to allow for positioning of expanded-capacity commode over toilet		
2.1-2.6.3	rectangular clear floor area min. 46" wide extends 72" from front of toilet		
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	Min. 4 air changes per hour Lighting:	Table 8.1
	side of expanded- capacity exam table	Portable or fixed exam light	2.1-8.3.4.3(1)
(3) (a)	min. 5'-0" on transfer side of	Power:	
	expanded-capacity exam table with ceiling- or wall-mounted lift	Min. 8 receptacles4 convenient to head of exam	Table 2.1-1
(b)	or min. 7'-0" on transfer side of expanded-capacity exam table in rooms without ceiling- or wall- mounted lift	table or gurney	
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 in outpatient facilities maiting 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	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		
2.1-2.10.2.2	wheelchairs access door openings to toilet rooms designated for patients of size have min. clear width of 45.5"		

	Architectural Requirements	Building Systems Requirements	
2.12-3 2.12-3.2 2.12-3.2.2.1 (1)	PATIENT CARE & DIAGNOSTIC AREAS Physical & Occupational Therapy Areas: Individual therapy room □ check if not included in project (only if undressing is not necessary for		
(2) (a) (b)	patient to receive treatment) Space Requirements: min. clear floor area 80 sf min. clearance of 2'-8" 8 on at least three sides of therapy furniture & equipment	Ventilation: Min. 6 air changes per hour Negative pressure	Table 8.1/ Policy
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices		
2.12-3.2.2.2 (1) (2) 2.12-3.8.13.2	Individual therapy/exercise area min. clear floor area 60 sf provisions for patient privacy designated storage for therapeutic equipment & safety devices	Ventilation: Min. 6 air changes per hour Negative pressure	Table 8.1/ Policy
2.1-3.8.7 2.1-3.8.7.1	Handwashing Station: located in each room where hands-on patient care is provided		
2.1-3.8.7.3	handwashing station serves multiple patient care stations		
(1)	 □ check if <u>not</u> included in project at least 1 handwashing station for every 4 patient care stations or fewer & for each major fraction thereof 		
(2)	handwashing stations evenly distributed based on arrangement of patient care stations		
2.12-3.2.3 2.12-3.2.3.1	 Exercise area layout includes staff work area where staff can view activities taking place in exercise area 		
2.12-3.2.3.2	Space Requirements: open barrier-free space for rehab therapy space based on number of patients treated at same time space based on number of staff members present at same time space accommodates clearance requirements for equipment used equipment layout shown on plans	Ventilation: Min. 6 air changes per hour Negative pressure	Table 8.1/ Policy
2.12-3.8.13.2	designated storage for therapeutic equipment & safety devices		
2.12-3.2.3.5	at least one handwashing station provided in exercise area		

	Architectural Requirements	Building Systems Requirements
2.12-3.2.4	Therapeutic pool ☐ check if <u>not</u> included in project	
2.12-3.2.4.2 (1)	patient changing area single unisex rooms 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. 10 air changes per hour Exhaust
(4) (a)	shower at least one shower provided	
(b)	separate from toilet room in or directly accessible* to toilet room	
(5)	securable lockers be provided	
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 not included in project (only if running water is not needed in prosthetic 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 not included in project	
2.12-3.3.2.2	Space Requirements: min. clear floor area 80 sf	Ventilation: Table 8.1/ Min. 6 air changes per hour Policy
2.12-3.3.2.3 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 2.1-3.8.7	Hand Hygiene: 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 not included in project		
2.1-3.8.8.1(2)	Design Promoting Safe Medication Use:		
(a)	medication safety zones located out of circulation paths		
(b)	work space designed so that staff can access information & perform required tasks	Lighting: Task-specific lighting level min. 100 foot-candles	2.1-3.8.8.1(2)(d)
(c)	work counters provide space to perform required tasks		
(e)	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	Min. 4 air changes per hour	Table 8.1
(b)	mandwashing station lockable refrigerator locked storage for controlled drugs sharps containers □ check if not included in project self-contained medication	Lighting: Task lighting	2.1-3.8.8.1(2)(d)
(-)	dispensing units check if not included in project room designed with space to prepare medications or		
(2)	automated medication-		
(a)	dispensing unit located at nurse station, in clean workroom or in	Lighting: Task lighting	2.1-3.8.8.1(2)(d)
(b)	alcove handwashing station or hand sanitation dispenser provided next to stationary medication-		
(c)	dispensing units countertop or cart provided adjacent* to stationary medication- dispensing units		
2.12-3.8.13.1(1)	Clean linen storage for clean linen & towels provided in cabinets, closets, room or alcove for clean linen carts		

	Architectural Requirements	Building Systems Requirements	
2.12-3.8.13.1(2) 140.204	Soiled linen holding room handwashing station	Ventilation: Min. 10 air changes per hour Exhaust Negative pressure No recirculating room units	Table 8.1/ Policy
2.12-3.10	Support Areas for Patients: Provisions for drinking water		
2.12-5 2.12-5.3 2.1-5.3.1.1(3)	Environmental services room (may serve more than one clinical service area on same floor)		
2.1-5.3.1.1(1)	min. one environmental services room per floor	Ventilation: Min. 10 air changes per hour	Table 8.1/
2.1-5.3.1.2(1) 2.1-5.3.1.2(2)	service sink or floor-mounted mop sinkprovisions for storage of supplies & housekeeping equipment	ExhaustNegative pressureNo recirculating room units	Policy
2.1-5.3.1.2(3)	handwashing station or hand sanitation dispenser		
2.12-6.2 2.1-6.2.1 2.1-6.2.1.1	PUBLIC AREAS Vehicular drop-off & pedestrian entrance min. of one building entrance reachable		
2.1-6.2.1.2	from grade level building entrances used to reach		
2.1-6.2.1.3	outpatient services be 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- occupancy 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		
2.1-6.2.3.2	visible from staff area either by camera or direct staff sight line		
2.1-6.2.4	Public toilet room		
2.1-6.2.4.2	(may be located off public corridor in multi- tenant building)	Ventiletien	
2.1-6.2.4.1	readily accessible* from waiting area without passing through patient care or staff work areas	Ventilation: Min. 10 air changes per hour Exhaust Negative pressure No recirculating room units	Table 8.1
2.1-6.2.5	Provisions for telephone accessaccess 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 		

Architectural Requirements 2.1-6.2.7.2 Wheelchair parking space ☐ check if not included in project (only if facility provides services that do not require patients to transfer to facility chair, recliner, exam table or stretcher) 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 office & clerical space (may be 2.12-6.3.1.2

Building Systems Requirements

*LOCATION TERMINOLOGY:

<u>Directly accessible</u>: 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

combined with reception area)

Readily accessible: Available on the same floor or in the same clinic as the identified area or room

Architectural Details & MEP Requirements (3)Door Swing: **ARCHITECTURAL DETAILS** 2.1-7.2.2 (a) doors do not swing into corridors CORRIDOR WIDTH: except doors to non-occupiable 2.1-7.2.2.1 Min. 44" spaces & doors with emergency IBC 1018.2 or breakaway hardware Detailed code review incorporated in (4) Lever hardware or push/pull latch **Project Narrative** hardware 421 CMR Corridors include turning spaces for Doors for Patient Toilet Facilities: (5)6.00 wheelchairs (a) door that swings outward 2.1-7.2.2.2 **CEILING HEIGHT:** or Min. ceiling height 7'-10" door equipped with emergency 2.1-7.2.2.3 DOORS & DOOR HARDWARE: rescue hardware (permits quick Door Type: (1)access from outside the room to doors between corridors, rooms, (a) prevent blockage of the door) or spaces subject to occupancy swing type or sliding doors sliding doors sliding door other than pocket (b) ☐ check if not included in project door manual or automatic (b) sliding doors comply with toilet room opens onto public **NFPA 101** area or corridor detailed code review ☐ check if not included in project incorporated in Project visual privacy is maintained Narrative no floor tracks (2) Door Opening: (a) min. 34" clear door width min. 83.5" clear door height

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2.1-7.2.2.8	HANDWASHING STATIONS:	2.1-7.2.3	SURFACES
(3)(a)	Handwashing station countertops	2.1-7.2.3.1	FLOORING & WALL BASES:
	made of porcelain, stainless steel,	(1)	Flooring surfaces cleanable &
	solid-surface materials or impervious		wear-resistant for location
	plastic laminate assembly	(3)	
(3)(b)	· · · · · · · · · · · · · · · · · · ·	(3)	Smooth transitions provided
(3)(b)	Countertops substrate	(4)	between different flooring materials
	□ check if <u>not</u> included in project	(4)	Flooring surfaces including those on
	marine-grade plywood (or		stairways are stable, firm &
	equivalent material) with		slip-resistant
	impervious seal	(5)	Floors & wall bases of all areas
(4)	Handwashing station casework		subject to frequent wet cleaning are
(¬)	☐ check if <u>not</u> included in project		constructed of materials that are not
			physically affected by germicidal or
	designed to prevent storage		
(5)	beneath sink	047000	other types of cleaning solutions
(5)	Provisions for drying hands	2.1-7.2.3.2	WALLS & WALL PROTECTION:
	□ check if <u>not</u> included in project	(1)(a)	Wall finishes are washable
	(only at hand scrub facilities)	(1)(b)	Wall finishes near plumbing fixtures
(a)	hand-drying device does not		are smooth, scrubbable &
	require hands to contact		water-resistant
	dispenser	(2)	
(b)	hand-drying device is enclosed to	(2)	Wall surfaces in areas routinely
(-)	protect against dust or soil		subjected to wet spray or splatter (e.g.
(6)	Liquid or foam soap dispensers		environmental services rooms) are
(0)	Elquid of fourth ocup dioportions		monolithic or have sealed seams that
2.1-7.2.2.9	GRAB BARS:		are tight & smooth
	Grab bars anchored to sustain	(4)	Wall protection devices & corner
(1)			guards durable & scrubbable
(0)	concentrated load 250 pounds	2.1-7.2.3.3	CEILINGS:
(3)	Ends of grab bars constructed to	(1)	Ceilings provided in all areas except
	prevent snagging clothes of patients		mechanical, electrical &
	staff & visitors		communications equipment rooms
		(a)	Ceilings cleanable with routine
2.1-7.2.2.10	HANDRAILS:	(ω)	housekeeping equipment
	☐ check if <u>not</u> included in project	(b)	Acoustic & lay-in ceilings where used
(2)	Rail ends return to wall or floor	(5)	do not create ledges or crevices
(3)	Handrail gripping surfaces & fasteners	2.1-7.2.4.3	Privacy curtains in patient care areas
(-)	are smooth (free of sharp or abrasive	2.1-7.2.4.3	are washable
	elements) with 1/8-inch min. radius		are washable
(4)	Handrails have eased edges & corners	0.4.0.0	LIEATING VENTU ATION O
(5)	Handrail finishes are cleanable	2.1-8.2	HEATING VENTILATION &
2.1-7.2.2.14	Decorative water features		AIR-CONDITIONING (HVAC) SYSTEMS
2.1-7.2.2.14		2.1-8.2.1.3	Ventilation rates meet requirements
(4)	□ check if <u>not</u> included in project		of Table 8.1 in Part 3 ASHRAE
(1)	no indoor unsealed (open)		Standard 170 (Policy based on input
	water features in confines of		from Facility Guidelines Institute)
(0)	outpatient suite		
(2)	no covered fish tanks in other	2.1-8.3	ELECTRICAL SYSTEMS
	than public areas of outpatient		
	suite	2.1-8.3.2	ELECTRICAL DISTRIBUTION &
			TRANSMISSION
2.12-7.2.3	FURNISHINGS	2.1-8.3.2.2	Panelboards:
2.12-7.2.3.1	Windows in therapy areas have	(1)	all panelboards accessible to
	curtains or shades to provide patient	` ′	health care tenants they serve
	privacy	(4)	panelboards not located in exit
	•	` ' '	enclosures or exit passageways
			cholocal co of oalt passage ways
		2.1-8.3.6	ELECTRICAL RECEPTACLES
		2.1-0.3.0	Receptacles in patient care areas are
			provided according to Table 2.1-1
		I	provided according to Table 2.1-1

2.1-8.4	PLUMBING SYSTEMS	(7)	anchored so that allowable
2.1-8.4.2 2.1-8.4.2.1(3)	Plumbing & Other Piping Systems: no plumbing piping exposed overhead or on walls where		stresses are not exceeded where vertical or horizontal force of 250 lbs. is applied
	possible accumulation of dust or	(8)	sinks used by staff, patients, &
2.1-8.4.2.5	soil may create cleaning problem Heated Potable Water Distribution		public have fittings that can be operated without using hands
(2)	Systems: heated potable water		(may be single-lever or wrist blade devices)
	distribution systems serving patient care areas are under	(a)	blade handles
	constant recirculation		□ check if <u>not</u> included in project 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
(3)(c)	piping (except for empty risers mains & branches for future use)	(b)	sensor-regulated water fixtures
(3)(b)	any existing dead-end piping is		☐ check if <u>not</u> included in project meet user need for
	removed		temperature & length of
(4)(a)	check if <u>not</u> included in projectwater-heating system supplies		time water flows
(1)(0)	water at following range of		designed to function at all times and during loss of
2.1-8.4.2.6	temperatures: 105–120°F Drainage Systems:		normal power
(1)(a)	drainage piping installed above	2.1-8.4.3.4	Ice-Making Equipment:
	ceiling of or exposed in electronic		check if <u>not</u> included in projectcopper tubing provided for
	data processing rooms & electrical rooms have special		supply connections to
	provisions to protect space below	0.4.0.4.0.0	ice-making equipment
	from leakage & condensation	2.1-8.4.3.9	Hydrotherapy Facilities: ☐ check if <u>not</u> included in project
(1)(b)	☐ check if <u>not</u> included in project	(1)	dedicated drain
(1)(0)	 drip pan for drainage piping above ceiling of sensitive area	(2)	handwashing sinks not used as drains for hydrotherapy units
	☐ check if <u>not</u> included in project accessible		
	overflow drain with outlet	2.1-8.7	ELEVATORS ☐ check if not included in project
	located in normally	2.1-8.7.4	Elevators are equipped with
	occupied area		two-way automatic
2.1-8.4.3	PLUMBING FIXTURES		level-maintaining device with accuracy of ± 1/4 inch
2.1-8.4.3.1(1)	Materials used for plumbing fixtures		accuracy of ± 1/4 mon
	are non-absorptive & acid-resistant	2.1-8.7.5	Elevator Controls:
2.1-8.4.3.2	Handwashing Station Sinks:	2.1-8.7.5.1	elevator call buttons & controls not activated by heat or smoke
(1)	sinks are designed with basins	2.1-8.7.5.2	light beams if used for operating
	that will reduce risk of splashing to areas where direct patient		door reopening devices without
(-)	care is provided		touch are used in combination with door-edge safety devices &
(2)	sink basins have nominal size of no less than 144 square inches		are interconnected with system
	sink basins have min. dimension	040750	of smoke detectors
	Q inches in width or length	2.1-8.7.5.3	elevator controls, alarm buttons
(2)	9 inches in width or length		& telephones are accessible to
(3)	sink basins are made of		& telephones are accessible to wheelchair occupants & usable
	sink basins are made of porcelain, stainless steel or solid-surface materials		
(3)	sink basins are made of porcelain, stainless steel or solid-surface materialswater discharge point of		wheelchair occupants & usable
	sink basins are made of porcelain, stainless steel or solid-surface materials		wheelchair occupants & usable