COMPLIANCE CHECKLIST

OP5 Outpatient Class 1 Imaging 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 not be used for an existing required support space associated with a new patient care room or area.

☒ = 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 & patient care station 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	
2.3	**SPECIFIC REQUIREMENTS FOR OUTPATIENT IMAGING FACILITIES**		
2.3-1.1	**APPLICATION**		
2.3-1.1.1	___ Imaging facility associated with this checklist is not located within an acute care hospital		
2.3-2	**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 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	___ Handwashing stations		
2.1-2.5.2	___ downward static force required for handw. stations designated for individuals of size accommodates maximum patient weight of patient population		
2.1-2.6	___ Patient toilet room		
2.1-2.6.1.1	___ 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)	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
	or		
2.1-2.6.1.2	___ 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		
2.1-2.6.1.3	___ rectangular clear floor area min. 46” wide extends 72” from front of toilet		
2.1-2.6.2.1	___ grab bars in toilet rooms intended for use by individuals of size are anchored to sustain concentrated load of 800 pounds		
2.1-2.6.2.2	___ adjustable/foldable grab bar mounted on horizontally movable track is provided		
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		

Architectural Requirements **Building Systems Requirements**

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 & care areas for individuals of size min. clear width 45.5”

2.1-2.10.2.2 ___ door openings to toilet rooms designated for individuals of size min. clear width 45.5”

2.1-3.5.1.2 ___ **Class 1** Imaging Room
Table 2.1-5 (for X-ray, fluoroscopy, mammography, CT scanner, ultrasound, MRI & other imaging modalities that may use natural orifice entry & do not pierce or penetrate natural protective membranes)
___ room is an unrestricted area
___ accessed from unrestricted area

2.1-3.5.3 **COMPUTED TOMOGRAPHY (CT) FACILITIES**
☐ check if not included in project

Class 1 CT Room:

Table 2.1-5 Flooring:
___ cleanable & wear-resistant for the location; stable, firm & slip-resistant
Wall Finishes:
___ washable
Ceiling:
___ cleanable with routine housekeeping equipment

Ventilation:
___ Min. 3 air changes per hour Table 8-2

Power:
___ Min. 8 receptacles Table 2.1-1
___ 4 on each lateral side of the imaging gantry

2.1-3.5.2.3(1) ___ handwashing station

2.1-3.5.1.2 Radiation Protection:
☐ check if not included in project
(only if imaging equipment does not emit ionizing radiations)
___ certified radiation physicist or equally qualified expert representing owner or appropriate state agency has specified type, location & amount of radiation protection to be installed in accordance with final approved imaging services layout & equipment selections
___ specifications of radiation shielding have been submitted to DPH Radiation Control Program

Architectural Requirements **Building Systems Requirements**

(1) ___ shielded control alcove or room

(a) ___ control room or alcove is at min. sized & configured in compliance with equipment manufacturer's recommendations for installation service & maintenance

(b) ___ shared control room or alcove
☐ check if not included in project
___ control room or alcove serves more than one imaging room
___ manufacturer recommendations for installation, service & maintenance are met for all rooms served
___ means to prevent patient in one imaging room from viewing patient in another imaging room

(c) ___ control room or alcove includes shielded view window
___ designed to provide full view of exam/procedure table & patient at all times including full view of patient during imaging activities (e.g. when table is tilted or chest X-ray is in use)
or
___ use of closed-circuit video monitoring in addition to view window

(2) ___ radiation protection requirements are incorporated into specifications & building plans

2.1-3.5.2.2 Space requirements:

(1)(a) ___ imaging room meets manufacturer recommended clearances for installation service & maintenance
___ installation plans from manufacturer have been submitted to DPH plan review

(1)(b) ___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly
___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly

Architectural Requirements **Building Systems Requirements**

2.1-3.5.2.4(d) Structural Support:
___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment

2.1-3.5.2.5 ___ System component room (SCR)
☐ check if not included in project

(1) Location:

(a)
___ opens into corridor or vestibule outside imaging room
or
___ opens into imaging room

___ SCR dedicated to each imaging room
or

(d)
___ SCR shared among multiple imaging rooms
___ equipment manufacturers permit such sharing
___ manufacturer recommendations for installation service & maintenance are met for all rooms served

(2) Space requirements:
___ SCR sized to accommodate following as indicated by imaging equipment manufacturers including clear floor area:

(a) ___ transformers
(b) ___ power distribution equipment
(c) ___ power conditioning/ uninterruptible power supply (UPS) equipment
(d) ___ computers
(e) ___ associated electronics & electrical gear

2.1-3.5.4.2 **RADIOGRAPHY ROOM**
☐ check if not included in project

Class 1 Radiography Room:

Table 2.1-5
Flooring:
___ cleanable & wear-resistant for the location; stable firm & slip-resistant
Wall Finishes:
___ washable
Ceiling:
___ cleanable with routine housekeeping equipment

Ventilation:
___ Min. 3 air changes per hour Table 8-2

Power:
___ Min. 8 receptacles Table 2.1-1
___ 4 on each lateral side of the imaging gantry

2.1-3.5.2.3(1) ___ handwashing station

Architectural Requirements **Building Systems Requirements**

2.1-3.5.1.2 Radiation Protection:

___ certified radiation physicist representing owner has specified type location & amount of radiation protection to be installed in accordance with layout & equipment selections

___ specifications of radiation shielding have been submitted to DPH Radiation Control Program

(1) ___ shielded control alcove or room

☐ check if not included in project (only if radiation-emitting imaging equipment is portable)

(a) ___ control room or alcove is at min. sized & configured in compliance with equipment manufacturer's recommendations for installation service & maintenance

(b) ___ shared control room or alcove

☐ check if not included in project

___ control room or alcove permitted to serve more than one imaging room provided manufacturer recommendations for installation service & maintenance are met for all rooms served

___ means to prevent patient in one imaging room from viewing patient in another imaging room

(c) ___ control room or alcove includes shielded view window

___ designed to provide full view of exam/procedure table & patient at all times including full view of patient during imaging activities (e.g when table is tilted or chest X-ray is in use)

or

___ use of closed-circuit video monitoring in addition to view window

(2) ___ radiation protection requirements are incorporated into specifications & building plans

2.1-3.5.2.2 Space requirements:

(1)(a) ___ imaging room meets manufacturer recommended clearances for installation service & maintenance

___ installation plans from manufacturer have been submitted to DPH plan review

	Architectural Requirements	Building Systems Requirements
(1)(b)	___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly ___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly	
2.1-3.5.2.4(d)	Structural Support: ___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment	
2.1-3.5.2.5	___ System component room (SCR) ☐ check if <u>not</u> included in project	
(1)	Location:	
(a)	___ opens into corridor or vestibule outside imaging room **or** ___ opens into imaging room	
(d)	___ SCR dedicated to each imaging room **or** ___ SCR shared among multiple imaging rooms ___ equipment manufacturers permit such sharing ___ manufacturer recommendations for installation service & maintenance are met for all rooms served	
(2)	Space requirements: ___ SCR sized to accommodate following as indicated by imaging equipment manufacturers including clear floor area:	
(a)	___ transformers	
(b)	___ power distribution equipment	
(c)	___ power conditioning/ uninterruptible power supply (UPS) equipment	
(d)	___ computers	
(e)	___ associated electronics & electrical gear	

	Architectural Requirements	Building Systems Requirements
2.1-3.5.4.3	**FLUOROSCOPY ROOM** ☐ check if not included in project	
	Class 1 Fluoroscopy Room:	
Table 2.1-5	Flooring: ___ cleanable & wear-resistant for the location; stable firm & slip-resistant Wall Finishes: ___ washable Ceiling: ___ cleanable with routine housekeeping equipment	Ventilation: ___ Min. 3 air changes per hour Table 8-2 Power: ___ Min. 8 receptacles Table 2.1-1 ___ 4 on each lateral side of the imaging gantry
2.1-3.5.2.3(1)	___ Handwashing station	
2.1-3.5.1.2	Radiation Protection: ___ certified radiation physicist representing owner has specified type location & amount of radiation protection to be installed in accordance with layout & equipment selections ___ specifications of radiation shielding have been submitted to DPH radiation control program	
(1)	___ shielded control alcove or room ☐ check if not included in project (only if radiation-emitting imaging equipment is portable)	
(a)	___ control room or alcove is at min. sized & configured in compliance with equipment manufacturer's recommendations for installation service & maintenance	
(b)	___ shared control room or alcove ☐ check if not included in project ___ control room or alcove permitted to serve more than one imaging room provided manufacturer recommendations for installation service & maintenance are met for all rooms served ___ means to prevent patient in one imaging room from viewing patient in another imaging room	
(c)	___ control room or alcove includes shielded view window ___ designed to provide full view of exam/procedure table & patient at all times including full view of patient during imaging activities (e.g when table is tilted or chest X-ray is in use) **or**	

	Architectural Requirements	Building Systems Requirements
	___ use of closed-circuit video monitoring in addition to view window	
(2)	___ radiation protection requirements are incorporated into specifications & building plans	
2.1-3.5.2.2	Space requirements:	
(1)(a)	___ imaging room meets manufacturer recommended clearances for installation service & maintenance	
	___ installation plans from manufacturer have been submitted to DPH plan review	
(1)(b)	___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly	
	___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly	
2.1-3.5.2.4(d)	Structural Support:	
	___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment	
2.1-3.5.3.3		
2.1-3.5.2.5	___ System component room (SCR)	
	☐ check if <u>not</u> included in project	
(1)	Location:	
(a)	___ opens into corridor or vestibule outside imaging room	
	or	
	___ opens into imaging room	
	___ SCR dedicated to each imaging room	
	or	
(d)	___ SCR shared among multiple imaging rooms	
	___ equipment manufacturers permit such sharing	
	___ manufacturer recommendations for installation service & maintenance are met for all rooms served	
(2)	Space requirements:	
	___ SCR sized to accommodate following as indicated by imaging equipment manufacturers including clear floor area:	
(a)	___ transformers	
(b)	___ power distribution equipment	

	Architectural Requirements	Building Systems Requirements	
(c)	___ power conditioning/ uninterruptible power supply (UPS) equipment		
(d)	___ computers		
(e)	___ associated electronics & electrical gear		
2.1-3.5.4.3(1)	___ Separate toilet room ___ handwashing station ___ directly accessible* from each dedicated Class 1 fluoroscopy room or combination radiography/ fluoroscopy room ___ patients are able to leave toilet room without reentering fluoroscopy room	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
2.1-3.5.4.4	**MAMMOGRAPHY ROOM** ☐ check if not included in project		
	Class 1 Mammography Room:		
Table 2.1-5	Flooring: ___ cleanable & wear-resistant for the location; stable firm & slip-resistant Wall Finishes: ___ washable Ceiling: ___ cleanable with routine housekeeping equipment	Ventilation: ___ Min. 3 air changes per hour Power: ___ Min. 8 receptacles ___ 4 on each lateral side of the imaging gantry	Table 8-2 Table 2.1-1
2.1-3.5.2.3(1)	___ Handwashing station		
2.1-3.5.2.2 (1)(a)	Space requirements: ___ imaging room meets manufacturer recommended clearances for installation service & maintenance ___ installation plans from manufacturer have been submitted to DPH plan review		
(1)(b)	___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly ___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly		
2.1-3.5.4.4(2)	Visual Privacy: ___ means to prevent views into mammography room by the public or other patients		

Architectural Requirements **Building Systems Requirements**

2.1-3.5.4.4(4) ___ Changing rooms for mammography patients
☐ check if not included in project (only if appropriate area for changing is provided in each mammography room)
___ immediately accessible* to waiting area
___ immediately accessible* to imaging rooms

2.1-3.5.10.3(2) ___ each room includes seat or bench & mirror

2.1-3.5.10.3(3) ___ provisions for hanging patient clothing & securing valuables located either in patient changing room or in shared secured storage

2.1-3.5.4.1(3)(b) Radiation Protection:
___ mammography machines has built-in shielding for operator:
___ letter from certified radiation physicist approving shielding for operator
or
___ shielded control alcove

BONE DENSITOMETRY ROOM
☐ check if not included in project

Table 2.1-5 Flooring:
___ cleanable & wear-resistant for the location; stable firm & slip-resistant
Wall Finishes:
___ washable
Ceiling:
___ cleanable with routine housekeeping equipment

Ventilation:
___ Min. 3 air changes per hour Table 8-2
Power:
___ Min. 8 receptacles Table 2.1-1
___ 4 receptacles on each lateral side of the imaging gantry

2.1-3.5.2.3(1) ___ handwashing station

2.1-3.5.1.2 Radiation Protection:
___ certified radiation physicist representing owner has specified type location & amount of radiation protection to be installed in accordance with layout & equipment selections
___ specifications of radiation shielding have been submitted to DPH radiation control program

2.1-3.5.2.2 (1)(a) Space requirements:
___ imaging room meets manufacturer recommended clearances for installation service & maintenance
___ installation plans from manufacturer have been submitted to DPH plan review

Architectural Requirements **Building Systems Requirements**

(1)(b)
___ 3-foot clearance on circulating sides of freestanding imaging device including patient imaging table (except on side of bone densitometry table that is placed against wall)
___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly

2.1-3.5.5 **MAGNETIC RESONANCE IMAGING (MRI) FACILITIES**
☐ check if not included in project

Class 1 MRI Scanner Room:

Table 2.1-5
Flooring:
___ cleanable & wear-resistant for the location; stable firm & slip-resistant
Wall Finishes:
___ washable
Ceiling:
___ cleanable with routine housekeeping equipment

Ventilation:
___ Min. 3 air changes per hour Table 8-2

Power:
___ Min. 8 receptacles Table 2.1-1
___ 4 on each lateral side of the imaging gantry

2.1-3.5.5.1 Configuration of MRI suite:

(1)
___ MRI suite with static magnetic field of 9 gauss contained within MRI scanner device
___ conforms to manufacturer's siting guidance

or

(2)
___ MRI suite with static magnetic field of 9 gauss that extends beyond MRI scanner device

(a)
___ MRI suite conforms to four-zone screening & access control protocols identified in current edition of American College of Radiology's "ACR Manual on MR Safety", as summarized below.
___ **Zone I**: all areas that are freely accessible to the general public
___ **Zone II**: interface between the publicly accessible uncontrolled Zone I & strictly controlled Zone III (space for screening questions & ferromagnetic detection)
___ **Zone III**: Controlled access areas reserved to screened persons & MRI personnel due to interactions between MRI scanner magnetic field and persons or equipment
___ **Zone IV**: MRI scanner room where access must be supervised by MRI personnel

	Architectural Requirements	Building Systems Requirements
(b)	___ MRI suite as well as spaces around, above & below (comply with IEC Standard 60601-2-33 to prevent unscreened individuals from entering 9-gauss volume around MRI equipment & to minimize electromagnetic or radiofrequency interference to or from other equipment	
(c)	**Specific Support Areas for MRI Suite:**	
(i)	___ space for patient interviews & physical & clinical screening separate from MRI scanner	
(ii)	___ patient code treatment/resuscitation area adjacent to MRI scanner room	
(iii)	___ ferromagnetic (only) detection & warning systems	
(iv)	___ access control	
(v)	___ space to accommodate site-specific clinical & operational requirements such as image-guided procedures emergent imaging or general anesthesia support	
(vi)	___ space for containment of non-MRI-safe objects outside restricted MRI safety zones	
(vii)	___ space for storage (patient lockers) of patient belongings & non-MRI-safe items	
(d)	___ any area in which magnetic field strength is equal to or greater than 9 gauss is physically restricted by use of key locks or pass-key locking systems	
2.1-3.5.2.3(2) 2.1-3.5.5.2(2)	Handwashing Station: ___ located in Class 1 MRI scanner room or directly outside entrance to Class 1 MRI scanner room	
2.1-3.5.2.2	MRI scanner room space requirements:	Superconducting MRI cryogen venting: 2.1-3.5.5.3
(1)(a)	___ imaging room meets manufacturer recommended clearances for installation service & maintenance ___ installation plans from manufacturer were submitted to DPH plan review	___ cryogen vent (quench) pipe provided in accordance with equipment manufacturer technical specifications (1) Cryogen venting points of discharge:
(1)(b)	___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly ___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly	___ clearly marked & shielded from staff & maintenance personnel areas (a) ___ substantially removed from all public & patient routes of travel ___ minimum clearances from air intakes, operable windows or doors, as defined by MRI system manufacturer (b)

Architectural Requirements

2.1-3.5.2.4(d) Structural Support:
___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment

2.1-3.5.2.5 ___ System component room (SCR)
☐ check if not included in project

(1) Location:
(a) ___ opens into corridor or vestibule outside imaging room
or
___ opens into imaging room

___ SCR dedicated to each imaging room
or
(d) ___ SCR shared among multiple imaging rooms
___ equipment manufacturers permit such sharing
___ manufacturer recommendations for installation service & maintenance are met for all rooms served

(2) Space requirements:
___ SCR sized to accommodate following as indicated by imaging equipment manufacturers including clear floor area:
(a) ___ transformers
(b) ___ power distribution equipment
(c) ___ power conditioning/ uninterruptible power supply (UPS) equipment
(d) ___ computers
(e) ___ associated electronics & electrical gear

2.1-3.5.5.4 ___ MRI control room
(1) ___ operator console positioned so operator has full view of principal approach & entrance to MRI scanner room
(2) ___ outward-swinging door
☐ check if not included in project
___ door in open position does not obstruct view of entry opening from operator's console

Building Systems Requirements

___ designed with weather head sufficient to protect against ingress of horizontally driven rain (c)
___ accessible areas around cryogen vent points of discharge marked to indicate safety exclusion zone in accordance with MRI equipment manufacturer standards (d)

Building/occupant protection: (2)
___ Emergency exhaust & passive pressure relief provided in accordance with equipment manufacturer specifications

	Architectural Requirements	Building Systems Requirements	
2.1-3.5.1.3(1)(a)	Space Requirements: ___ sized & configured according to manufacturer's recommendations		
2.1-3.5.1.3(1)(c)	___ shielded view window designed to provide full view patient at all times including full view of patient during imaging activities (use of additional closed-circuit video monitoring permitted)		
2.1-3.5.5.5	___ Control vestibule ☐ check if not included in project		
(3)	(only if 9-gauss volume does not extend beyond the MRI device)		
(1)	___ located outside MRI scanner room so that patients health care personnel & other employees must pass through it before entering MRI scanner room		
(2)	___ control vestibule is part of MRI control room **or** ___ control vestibule directly visible from control room		
2.1-3.5.5.6	___ Patient treatment/resuscitation area ___ adjacent* to MRI room ___ space suitable for patient code treatment/resuscitation	Ventilation: ___ Min. 3 air changes per hour	Table 8-2
2.1-3.5.5.7	**Special Design Elements for MRI Scanner Room**		
(1)	Architectural Details:		
(a)	___ ferromagnetic materials that may become detached or otherwise interfere with operation of MRI scanner must not be used in MRI scanner rooms		
(b)	___ radiofrequency (RF) shielding are provided for clinical MRI installations to attenuate stray radio frequencies that could interfere with MRI imaging process		
(c)	___ MRI scanner room located and/or shielded to avoid electromagnetic interference from elevators or other electromagnetic equipment		
(d)	___ magnetic field hazards or interferences are adequately controlled through facility planning (i.e. by physical distance) **or** ___ need for magnetic shielding has been assessed by certified physicist experienced in magnetic shielding design or equally qualified expert		
(e)	___ acoustic control provided to mitigate noise emitted by MRI scanner in compliance with Table 1.2-5		

	Architectural Requirements	**Building Systems Requirements**
(2)	Structural details:	
(a)	___ floor structure designed to support weight of MRI scanner equipment, minimize disturbance to MRI magnetic field & mitigate disruptive environmental vibrations	
(b)	___ structural designs keep ferrous content at or below MRI manufacturer requirements based on mass & proximity to MRI scanner	
(3)	Electrical details:	
(a)	___ power conditioning and/or uninterruptible power supplies provided as indicated by MRI manufacturer power requirements & specific facility conditions	
(b)	___ MRI magnet indicator sign that is lighted when magnet is on	
2.1-3.5.6	**ULTRASOUND FACILITIES** ☐ check if not included in project	
	Class 1 Ultrasound Room:	
Table 2.1-5	Flooring: ___ cleanable & wear-resistant for the location; stable firm & slip-resistant Wall Finishes: ___ washable Ceiling: ___ cleanable with routine housekeeping equipment	Ventilation: ___ Min. 3 air changes per hour Table 8-2 Power: ___ Min. 8 receptacles Table 2.1-1 ___ 4 on each lateral side of the imaging gantry
2.1-3.5.2.3(1)	___ handwashing station	
2.1-3.5.2.2	Space requirements:	
(1)(a)	___ imaging room meets manufacturer recommended clearances for installation service & maintenance	
(1)(b)	___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly ☐ check if not included in project (only for small mobile ultrasound equipment) ___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly ☐ check if not included in project (only for small mobile ultrasound equipment)	
2.1-3.5.6.2 2.1-3.5.10.2(2) (a)	___ Patient toilet room ___ directly accessible* from imaging room	Ventilation: ___ Min. 4 air changes per hour Table 8-2 ___ Exhaust ___ Negative pressure ___ No recirculating room units

	Architectural Requirements	Building Systems Requirements
2.1-3.5.10.2(2)	___ each toilet room serves one ultrasound room only **or**	
(b)	___ patient toilet room serves more than one ultrasound room	
(c)	___ shared toilet rooms have interlocking door access hardware	
2.1-3.5.7	**NUCLEAR/MOLECULAR IMAGING SERVICES** ☐ check if not included in project	
	Class 1 Nuclear Imaging Room (Scintigraphy Room PET Scanner Room or Single-Photon Emission Computed Tomography room (SPECT)):	
Table 2.1-5	Flooring: ___ cleanable & wear-resistant for the location; stable firm & slip-resistant Wall Finishes: ___ washable Ceiling: ___ cleanable with routine housekeeping equipment	Ventilation: ___ Min. 3 air changes per hour Table 8-2 Power: ___ Min. 8 receptacles Table 2.1-1 ___ 4 on each lateral side of the imaging gantry
2.1-3.5.2.3(1)	___ Handwashing station	
2.1-3.5.1.2	Radiation Protection: ___ certified radiation physicist representing owner has specified type location & amount of radiation protection to be installed in accordance with layout & equipment selections ___ specifications of radiation shielding have been submitted to DPH Radiation Control Program	
(1)	___ shielded control alcove or room	
(a)	___ control room or alcove is at min. sized & configured in compliance with equipment manufacturer's recommendations for installation service & maintenance	
(b)	___ shared control room or alcove ☐ check if not included in project ___ control room or alcove permitted to serve more than one imaging room provided manufacturer recommendations for installation service & maintenance are met for all rooms served ___ means to prevent patient in one imaging room from viewing patient in another imaging room	

Architectural Requirements **Building Systems Requirements**

(c) ___ control room or alcove includes shielded view window
- ___ designed to provide full view of exam/procedure table & patient at all times including full view of patient during imaging activities (e.g. when table is tilted or chest X-ray is in use)

or

- ___ use of closed-circuit video monitoring in addition to view window

(2) ___ radiation protection requirements are incorporated into specifications & building plans

2.1-3.5.2.2 Space requirements:

(1)(a) ___ imaging room meets manufacturer recommended clearances for installation service & maintenance
- ___ installation plans from manufacturer have been submitted to DPH plan review

(1)(b) ___ 3-foot clearance on all circulating sides of freestanding imaging device including patient imaging table/bed/couch gantry or assembly

___ 4-foot clearance on at least one designated patient transfer side of imaging table/bed/couch gantry or assembly

2.1-3.5.2.4(d) Structural Support:

___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment

2.1-3.5.2.5 ___ System component room

☐ check if not included in project

(1) Location:

(a)
- ___ opens into corridor or vestibule outside imaging room

or

- ___ opens into imaging room

___ system component room dedicated to each imaging room

or

(d) ___ system component room shared among multiple imaging rooms
- ___ equipment manufacturers permit such sharing
- ___ manufacturer recommendations for installation service & maintenance are met for all rooms served

Architectural Requirements **Building Systems Requirements**

(2) Space requirements:
___ system component room sized to accommodate following as indicated by imaging equipment manufacturers including clear floor area:
(a) ___ transformers
(b) ___ power distribution equipment
(c) ___ power conditioning/ uninterruptible power supply (UPS) equipment
(d) ___ computers
(e) ___ associated electronics & electrical gear

2.1-3.5.7.1(3) ___ Exercise area or room
☐ check if not included in project
(a) ___ space for exercise equipment in imaging room
or
___ space for exercise equipment in separate room directly accessible* to imaging room

(b) ___ staff work space in imaging room
or
___ staff work space in separate room directly accessible* to imaging room

2.1-3.5.7.1(4) Handwashing Stations:
___ provided throughout nuclear imaging suite at locations of patient contact
___ provided throughout nuclear imaging suite at locations where radiopharmaceutical materials are handled, prepared or disposed

2.1-3.5.7.1(5)(c)(d) ___ Nuclear imaging dose administration area (may be combined with pre-procedure patient care area or PET patient uptake/cool-down room)
(a) ___ located near preparation area
(b) ___ provisions for visual privacy from other areas

2.1-3.5.7.1(6) ___ Surfaces throughout nuclear imaging suite constructed of cleanable non-porous materials that can be decontaminated

	Architectural Requirements	Building Systems Requirements
2.1-3.5.7.2	___ **Scintigraphy (gamma camera) rooms** ☐ check if not included in project	
2.1-3.5.2.2	Space Requirements:	
(1)	___ imaging rooms are sized & configured to comply with manufacturer recommendations	
	___ installation plans from manufacturer have been submitted to DPH Plan Review	
(2)(a)	___ min. clearance 4'-0" on all circulating sides of patient table/bed/couch gantry or assembly	
2.1-3.5.2.4(d)	Structural Support:	
	___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment	
2.1-3.5.7.2(2)	___ handwashing station	
2.1-3.5.7.3	___ **Positron emission tomography suite (PET)** ☐ check if not included in project	
(1)	PET Suite Configuration:	
(a)	___ PET suites designed & positioned in facility to restrict incidental exposure to ionizing radiation sources by persons not immediately involved in PET examination	
(b)	___ certified radiation physicist has determined extent of radiation shielding at radio-pharmacy hot lab scanner room patient holding & other spaces	
	___ specifications of radiation shielding have been submitted to DPH Radiation Control Program	
2.1-3.5.7.3(3)(b)	___ control room (may serve more than one PET scanner room)	
2.1-3.5.7.3(5)	___ cyclotron room ☐ check if not included in project (only if radiopharmaceuticals are provided by commercial sources)	
(a)	___ located in access-restricted areas	
(b)	___ shielding requirements for cyclotron facilities coordinated between equipment manufacturer & reviewing medical physicist	
	___ specifications of radiation shielding have been submitted to DPH Radiation Control Program	
(c)	___ handwashing station	

	Architectural Requirements	Building Systems Requirements	
(6)	___ patient uptake/cool-down room		
	___ radiation shielding provided for patient uptake/cool-down		
(a)	___ provided as appropriate to examinations & radiopharmaceuticals used for PET service		
(b)	___ configured & appointed to minimize patient movement during radiopharmaceutical uptake period		
(c)	___ toilet room with handwashing station & dedicated “hot” toilet to accommodate radioactive sanitary waste	Ventilation:	
		___ Min. 4 air changes per hour	Table 8-2
	___ directly accessible* or adjacent* to uptake/cool-down room	___ Exhaust	
		___ Negative pressure	
		___ No recirculating room units	
2.1-3.5.7.4	___ **Single-photon emission computed tomography room (SPECT)**		
	☐ check if not included in project		
2.1-3.5.3.1	___ SPECT scanner room meets above requirements for Class 1 imaging rooms		
2.1-3.5.2.2	Space Requirements:		
(1)	___ imaging rooms are sized & configured to comply with manufacturer’s recommendations		
	___ installation plans from manufacturer have been submitted to DPH Plan Review		
(2)(a)	___ min. clearance 4’-0” on all circulating sides of patient table/bed/couch gantry or assembly		
2.1-3.5.2.4(d)	Structural Support:		
	___ floor & if applicable ceiling structures in imaging rooms designed to support weight of imaging equipment as well as other fixed & movable ancillary equipment		
2.1-3.5.8	**SUPPORT AREAS FOR IMAGING SERVICES** (may be shared with other clinical services)		
2.1-3.5.8.2	___ Reception area with control desk		
2.1-3.5.8.3	___ Documentation area		
	___ accommodations for written and/or electronic documentation provided for staff		
2.1-3.5.8.4	___ Consultation area		
	___ for consultation with patients or referring clinician (including remote consultation)		

	Architectural Requirements	Building Systems Requirements	
2.1-3.5.8.8(1)	___ Medication safety zone & storage ☐ check if not included in project		
	___ immediately accessible* from pre- & post-procedure patient care areas		
2.1-3.5.8.8(2)	___ provision for locked storage of medications		
2.1-2.8.8.1(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	2.1-2.8.8.1(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		
(f)	___ max 45 dBA noise level caused by building systems		
2.1-2.8.8.2(1)	___ medication preparation room		
(a)	___ under visual control of nursing staff	Ventilation:	
(b)	___ work counter	___ Min. 2 air changes per hour	Table 8-2
	___ handwashing station	Lighting:	
	___ lockable refrigerator	___ Task lighting	2.1-2.8.8.1(2)(d)
	___ locked storage for controlled drugs		
	___ sharps containers ☐ check if not included in project		
(c)	___ self-contained medication-dispensing unit ☐ check if not included in project		
	___ room designed with space to prepare medications		
	or		
2.1-2.8.8.2(2)	___ automated medication-dispensing unit		
(a)	___ located at nurse station in clean workroom or in alcove	Lighting: ___ Task lighting	2.1-2.8.8.1(2)(d)
(c)	___ handwashing station located next to stationary medication-dispensing units or stations		
2.1-3.5.8.11	___ Clean workroom or clean supply room		
(1)	___ readily accessible* to imaging rooms		
2.1-2.8.11.2	___ clean workroom	Ventilation:	
	___ used for preparing patient care items	___ Min. 2 air changes per hour	Table 8-2
(1)	___ work counter	___ Positive pressure	
(2)	___ handwashing station		
(3)	___ storage facilities for clean & sterile supplies		
	or		

	Architectural Requirements	Building Systems Requirements	
2.1-2.8.11.3	___ clean supply room ___ used only for storage & holding as part of system for distribution of clean & sterile supplies	Ventilation: ___ Min. 2 air changes per hour ___ Positive pressure	Table 8-2
2.1-3.5.8.12	Soiled workroom or soiled holding room		
2.1-2.8.12.2	___ soiled workroom	Ventilation:	
(1)(a)	___ handwashing station	___ Min. 6 air changes per hour	Table 8-2
(1)(b)	___ flushing-rim clinical service sink with bedpan-rinsing device or equivalent flushing-rim fixture	___ Exhaust ___ Negative pressure ___ No recirculating room units	
(1)(c)	___ work counter		
(1)(d)	___ space for separate covered containers for waste & soiled linen		
(b)	**or**		
2.1-2.8.12.3	___ soiled holding room	Ventilation:	
(1)	___ handwashing station or hand sanitation station	___ Min. 6 air changes per hour ___ Exhaust	Table 8-2
(2)	___ space for separate covered containers for waste & soiled linen	___ Negative pressure ___ No recirculating room units	
2.1-3.5.8.12(2)	___ Soiled workroom or soiled holding room dedicated to imaging facility **or** ___ Soiled workroom or soiled holding room is shared with another clinical service (under same outpatient license) ___ soiled workroom or soiled holding room readily accessible to imaging facility		
2.1-3.5.8.12(3)	___ Contaminated (hot) soiled holding ☐ check if <u>not</u> included in project (only if written statement from medical physicist is included)		
(a)	___ provided in soiled workroom or soiled holding room ___ separate from other waste holding areas		
2.1-3.5.8.13(4)	___ Clean linen storage		
2.1-3.5.8.14	___ Environmental services room		
(1)	___ immediate access to imaging suite		
2.1-2.8.14.2(1)	___ service sink or floor-mounted mop sink		
2.1-2.8.14.2(2)	___ provisions for storage of supplies & housekeeping equipment	Ventilation: ___ Min. 6 air changes per hour	Table 8-2
2.1-2.8.14.2(3)	___ handwashing station **or** ___ hand sanitation station	___ Exhaust ___ Negative pressure ___ No recirculating room units	

	Architectural Requirements	Building Systems Requirements
2.1-3.5.8.15 (1)	Pre- and post-procedure patient care area: ___ min. of one patient care station provided for every three Class 1 imaging rooms or fraction thereof ☐ check if not included in project (only if imaging patients do not receive point-of-care lab work or injection preparation)	
2.1-3.5.8.16 (3)	___ Contrast media preparation area (may serve multiple imaging rooms) ☐ check if not included in project	
(1)(a) & (b)	___ sink & counter ☐ check if not included in project (only if prepared media are used)	
(2) (c)	___ storage to accommodate preparation of contrast media	
(d)	___ secure lockable storage	
(4)	___ dedicated contrast media preparation area **or** ___ contrast media preparation area is integrated in medication preparation area	
2.1-3.5.8.17	___ Image management system	
2.1-6.3.5.1	___ to maintain confidentiality of records digital image management system area is restricted to staff access	
2.1-6.3.5.2(1)	___ space provided for digital image management system	
2.1-3.5.8.17(2)	___ on-site location of image management system **or** ___ location of image management system off-site	
2.1-3.5.8.18	___ Image interpretation/reading rooms	
(1)	___ remote location of image interpretation/ reading areas ___ radiologist is immediately available when interventional imaging procedures are performed	
	or	
(2)	___ on-site location of image interpretation/ reading areas	
(a)	___ adjustable ambient lighting with minimal glare projected onto computer monitors ___ higher level of illumination for room maintenance (activated separately from ambient reading lighting) ___ workstation task lighting for writing or reading hard copy	

	Architectural Requirements	Building Systems Requirements	
(b)	___ acoustic control ___ materials finishes & sound masking minimize disruption from conversational speaking dictation & surrounding noise		
2.1-3.5.8.19	Facilities for Processing Ultrasound Probes: ☐ check if not included in project (only if ultrasound room is not provided)		
(1)	___ dedicated ultrasound probe processing room	Ventilation: ___ Min. 6 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
(c)	___ processing room allows for flow of ultrasound probes from decontamination area to clean area & then to storage		
(d)	___ decontamination area ___ work counter ___ instrument-washing sink appropriate to method of decontamination used ___ handwashing station ___ space & utility connections to support high-level disinfection process & equipment used		
	or		
(2)	___ ultrasound probes processed at point of use or in separate room or area using self-contained automated high-level disinfection unit specifically designed for ultrasound probes		
(a)	___ space for disinfection device with access to electrical receptacle		
(b)	___ access to soiled workroom provided in same clinical area to support probe decontamination ___ soiled workroom equipped with instrument-washing sink		
(3)	___ clean ultrasound probe storage		
2.1-3.5.8.21	___ Radiopharmaceutical production pharmacy ☐ check if not included in project ___ radiopharmacy provided with appropriate shielding		
(1)	Space Requirements:	Ventilation:	
(a)	___ space provided for dose calibration quality assurance & record-keeping activities	___ Hoods for pharmaceutical preparation meet applicable standards	2.1-3.5.8.21(3)
(b)	___ space provided for storage of radionuclides chemicals for preparation dose calibrators & records		
(2)	___ floors & walls be constructed of easily decontaminated materials		

	Architectural Requirements	Building Systems Requirements	
2.1-3.5.8.22	___ Hot lab for nuclear imaging services ☐ check if not included in project		
	___ securable area or room for storage & dosage of radiopharmaceuticals	Ventilation: ___ Min. 6 air changes per hour	Table 8-2
(2)	___ hot lab shielded according to manufacturer's technical specifications	___ Exhaust ___ Negative pressure ___ No recirculating room units	
	___ manufacturer's specifications have been submitted to DPH		
(3)(a)	___ source storage area		
(3)(b)	___ dose storage area		
(3)(c)	___ storage area for syringe shields		
(3)(d)	___ emergency eyewash & shower		
2.1-3.5.9	**SUPPORT AREAS FOR IMAGING SERVICES STAFF**		
2.1-3.5.9.1	___ Staff lounge		
(1)	___ readily accessible* to imaging suite		
(2)	___ Provisions for securing staff belongings		
2.1-3.5.9.2	Staff toilet room:		
	___ imaging suite has fewer than 3 imaging rooms	Ventilation: ___ Min. 4 air changes per hour	Table 8-2
	___ staff toilet room adjacent to staff lounge	___ Exhaust ___ Negative pressure ___ No recirculating room units	
	or		
	___ imaging suite has 3 or more imaging rooms		
	___ staff toilet room adjacent to staff lounge		
	___ staff toilet room immediately accessible* to imaging suite		
2.1-3.5.10	**SUPPORT AREAS FOR IMAGING PATIENTS**		
2.1-3.5.10.2	___ Patient toilet rooms	Ventilation:	
	___ handwashing stations	___ Min. 4 air changes per hour	Table 8-2
(1)	___ immediately accessible to waiting areas & patient changing rooms	___ Exhaust ___ Negative pressure ___ No recirculating room units	
(2)	Toilet rooms for imaging rooms:		
(a)	___ patient toilet room directly accessible from imaging room ☐ check if not included in project (only if the procedures performed do not require patient access to toilets)	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
(b)	___ each patient toilet room serves only one imaging room		
	or		
	___ patient toilet room serves more than one imaging room		
(c)	___ shared toilet rooms have interlocking door access hardware		

	Architectural Requirements	Building Systems Requirements	
(3)	___ Toilet rooms for nuclear imaging patients ☐ check if not included in project (only if Nuclear Imaging services are not included)		
(a)	___ immediately accessible* to waiting areas ___ immediately accessible* to nuclear imaging rooms	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
(b)	___ dedicated “hot” toilet rooms for dosed nuclear imaging patients	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
2.1-3.5.10.3	___ Patient changing rooms ☐ check if not included in project		
(1)	___ located adjacent* to imaging rooms		
(2)	___ each room has seat or bench & mirror		
(3)	___ means for individual lockable storage for patient clothing & valuables ___ immediately accessible to changing rooms		
2.1-3.5.10.4	___ Patient waiting room or area		
(1)	___ waiting room or area for patients receiving imaging services		
(a)	___ access to toilet facilities		
(b)	___ access to drinking water		
(c)	___ access to public communications services		
(2)	___ Sub-waiting areas ☐ check if not included in project		
(a)	___ provision of sub-waiting areas for individual modalities **or** ___ sharing of waiting areas among similar modalities		
(b)	___ sub-waiting areas separated from unrelated traffic ___ under staff control		
(3)	___ Low-level hot patient waiting area ☐ check if not included in project		
(b)	(only if medical physicist report indicates it is not necessary)		
(a)	___ sub-waiting area to isolate patients with low levels of radiation (low-level hot)		
2.3-4.4	**LINEN SERVICES**		
2.1-4.4.2	___ Dedicated on-site linen processing area ☐ check if not included in project (only if linen is processed off-site)		
2.1-4.4.2.1(1)	___ area large enough to accommodate washer dryer & any plumbing equipment needed to meet temperature requirements		

	Architectural Requirements	Building Systems 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		
2.1-4.4.3	___ Support areas for outpatient facilities using off-site laundry services ☐ check if not included in project (only if linen is processed on-site)		
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		
2.3-5.1	**MATERIALS MANAGEMENT**		
2.1-5.1.2	___ Receiving facilities		
	___ unpacking or box breakdown area accessible from designated delivery door		
2.1-5.1.3	___ Service entrance		
	☐ check if not included in project		
	___ protected from inclement weather		
2.3-5.3	**ENVIRONMENTAL SERVICES**		
2.1-5.3.1	___ Environmental services room		
2.1-5.3.1.1(3)	(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. 6 air changes per hour	Table 8-2
2.1-5.3.1.1(2)	___ additional ES rooms provided on floor according to needs of areas served	___ Exhaust ___ Negative pressure	
2.1-5.3.1.2(1)	___ service sink or floor-mounted mop sink	___ No recirculating room units	
2.1-5.3.1.2(2)	___ provisions for storage of supplies & housekeeping equipment		
2.1-5.3.1.2(3)	___ handwashing station or hand sanitation dispenser		
2.1-5.4.2.1	___ Equipment rooms for HVAC telecom & electrical equipment		
2.1-5.4.2.2	___ secured with controlled access		
2.1-5.4.3	___ Building maintenance supplies & equipment storage room		
2.3-5.4	**ENGINEERING & MAINTENANCE SERVICES**		
2.1-5.4.2.1	___ Equipment rooms for HVAC telecom & electrical equipment		
2.1-5.4.2.2	___ secured with controlled access		
2.1-5.4.3	___ Building maintenance supplies & equipment storage room		
2.1-6.2	**PUBLIC AREAS**		
2.1-6.2.1	___ Vehicular drop-off & pedestrian entrance		
2.1-6.2.1.1	___ min. of one building entrance reachable from grade level		
2.1-6.2.1.2	___ building entrances used to reach outpatient services be clearly marked		

	Architectural Requirements	Building Systems Requirements	
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 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)		
2.1-6.2.4.1	___ readily accessible* from waiting area without passing through patient care or staff work areas	Ventilation: ___ Min. 4 air changes per hour ___ Exhaust ___ Negative pressure ___ No recirculating room units	Table 8-2
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		
	___ provided for at least one wheelchair		
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)		
	___ 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		
2.1-6.3	**ADMINISTRATIVE AREAS**		
2.1-6.3.2	___ Interview space		
	☐ check if <u>not</u> included in project		
(2)	(may be combined with consultation room)		
(1)	___ separate from public areas		
2.1-6.3.3	___ Office space for business administrative & professional staffs		
2.1-6.3.5	___ Medical records space		
	___ provisions be 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		

Architectural Requirements **Building Systems Requirements**

2.1-6.3.5.2 Space Requirements:
(1) ___ space provided for medical records management
(2) ___ physical space for electronic storage of forms or documents
2.1-6.3.6 ___ Storage for office equipment & supplies

2.1-6.4 **SUPPORT AREAS FOR STAFF**
2.1-6.4.1 ___ Staff lounge
☐ check if not included in project
___ handwashing station
2.1-6.4.2 ___ Storage for staff personal effects
___ locking drawers cabinets or lockers
___ readily accessible* to individual work areas

*LOCATION TERMINOLOGY:

Directly accessible: 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**
CORRIDOR WIDTH:
2.1-7.2.2.1 IBC 1018.2 ___ Min. 44”
or
___ Detailed code review incorporated in Project Narrative

421 CMR 6.00 ___ Corridors include turning spaces for wheelchairs

2.1-7.2.2.2 CEILING HEIGHT:
(1) ___ Min. ceiling height 7'-6"in corridors & in normally unoccupied spaces
(2) ___ Min. height 7’-6” above floor of suspended tracks, rails & pipes located in traffic path
___ Min. ceiling height 7’-10” in other areas

2.1-7.2.2.3 DOORS & DOOR HARDWARE:
(1) Door Type:
(a) ___ doors between corridors, rooms or spaces subject to occupancy swing type or sliding doors
(b) ___ sliding doors
☐ check if not included in project
___ manual or automatic sliding doors comply with NFPA 101
___ detailed code review incorporated in Project Narrative
___ no floor tracks

(2) Door Opening:
(a) ___ min. 32” clear door width
___ min. 83.5” clear door height
(3) Door Swing:
(a) ___ doors do not swing into corridors except doors to non-occupiable spaces (e.g environmental services rooms & electrical closets) & doors with emergency breakaway hardware

(4) ___ Lever hardware or push/pull latch hardware

(5) Doors for Patient Toilet Facilities:
(a) ___ door that swings outward
or
___ door equipped with emergency rescue hardware (permits quick access from outside the room to prevent blockage of the door)
or
___ sliding door other than pocket door

(b) ___ toilet room opens onto public area or corridor
☐ check if not included in project
___ visual privacy is maintained

2.1-7.2.2.8 HANDWASHING STATIONS:
(3)(a) ___ Handwashing station countertops made of porcelain stainless steel solid-surface materials or impervious plastic laminate assembly
(3)(b) ___ Countertops substrate
☐ check if not included in project
___ marine-grade plywood (or equivalent material) with impervious seal
(4) ___ Handwashing station casework
☐ check if not included in project
___ designed to prevent storage beneath sink
(5) ___ Provisions for drying hands
☐ check if not 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 GRAB BARS:
(1) ___ 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 not included in project
(1) ___ Rail ends return to wall or floor
(2) ___ Handrail gripping surfaces & fasteners are smooth (free of sharp or abrasive elements) with 1/8-inch min. radius
(3) ___ Handrails have eased edges & corners
(4) ___ Handrail finishes are cleanable

2.1-7.2.2.14 ___ Decorative water features
☐ check if not 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

2.1-7.2.3 **SURFACES**
2.1-7.2.3.1 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:
(1)(a) ___ Wall finishes are washable
(1)(b) ___ Wall finishes near plumbing fixtures are smooth scrubbable & water-resistant
(2) ___ Wall surfaces in areas routinely subjected to wet spray or splatter (e.g environmental services rooms) are monolithic or have sealed seams that are tight & smooth
(4) ___ Wall protection devices & corner guards durable & scrubbable

2.1-7.2.3.3 CEILINGS:
(1) ___ Ceilings provided in all areas except mechanical electrical & communications equipment rooms
(a) ___ Ceilings cleanable with routine housekeeping equipment
(b) ___ Acoustic & lay-in ceilings where used do not create ledges or crevices

2.1-7.2.4.3 ___ Privacy curtains in patient care areas are washable

2.1-8.2 **HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS**
2.1-8.2.1.3 ___ Ventilation rates meet requirements of Table 8-2 in Part 3 ASHRAE Standard 170

2.1-8.3 **ELECTRICAL SYSTEMS**

2.1-8.3.2 **ELECTRICAL DISTRIBUTION & TRANSMISSION**
2.1-8.3.2.2 Panelboards:
(1) ___ all panelboards accessible to health care tenants they serve
(4) ___ panelboards not located in exit enclosures or exit passageways

2.1-8.3.6 **ELECTRICAL RECEPTACLES**
___ Receptacles in patient care areas are provided according to Table 2.1-1

2.1-8.4 **PLUMBING SYSTEMS**

2.1-8.4.2 Plumbing & Other Piping Systems:

2.1-8.4.2.1(3) ___ no plumbing piping exposed overhead or on walls where possible accumulation of dust or soil may create cleaning problem

2.1-8.4.2.5 Heated Potable Water Distribution Systems:

(2) ___ heated potable water distribution systems serving patient care areas are under constant recirculation

___ non-recirculated fixture branch piping not more than 25'-0" long

(3)(a) ___ no installation of dead-end piping (except for empty risers mains & branches for future use)

(3)(c)

(3)(b) ___ any existing dead-end piping is removed

☐ check if not included in project

(4)(a) ___ water-heating system supplies water at following range of temperatures: 105–120°F

2.1-8.4.2.6 Drainage Systems:

(1)(a) ___ drainage piping installed above ceiling of or exposed in electronic data processing rooms & electrical rooms have special provisions to protect space below from leakage & condensation

☐ check if not included in project

(1)(b) ___ drip pan for drainage piping above ceiling of sensitive area

☐ check if not included in project

___ accessible

___ overflow drain with outlet located in normally occupied area that is not open to restricted area

2.1-8.4.3 **PLUMBING FIXTURES**

2.1-8.4.3.1(1) ___ Materials used for plumbing fixtures are non-absorptive & acid-resistant

2.1-8.4.3.2 Handwashing Station Sinks:

(1) ___ sinks are designed with basins & faucets that will reduce risk of splashing to areas where direct patient care is provided & medications are prepared

(2) ___ sink basins have nominal size of no less than 144 square inches

___ sink basins have min. dimension 9 inches in width or length

(3) ___ sink basins are made of porcelain stainless steel or solid-surface materials

(5) ___ water discharge point of faucets is at least 10" above bottom of basin

(7) ___ anchored so that allowable stresses are not exceeded where vertical or horizontal force of 250 lbs is applied

(8) ___ sinks used by staff patients & public have fittings that can be operated without using hands (may be single-lever or wrist blade devices)

(a) ___ blade handles

☐ check if not included in project

___ at least 4 inches in length

___ provide clearance required for operation

(b) ___ sensor-regulated water fixtures

☐ check if not included in project

___ meet user need for temperature & length of time water flows

___ designed to function at all times & during loss of normal power

2.1-8.7 **ELEVATORS**

☐ check if not included in project

2.1-8.7.3 Dimensions of Elevators Used for Transport of Outpatients on Gurneys:

___ elevator cars have min. inside floor dimension of 5'-8" wide by 7'-9" deep

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 Elevator Controls:

2.1-8.7.5.1 ___ elevator call buttons & controls not activated by heat or smoke

2.1-8.7.5.2 ___ light beams if used for operating door reopening devices without touch are used in combination with door-edge safety devices & are interconnected with system of smoke detectors

2.1-8.7.5.3 ___ elevator controls alarm buttons & telephones are accessible to wheelchair occupants & usable by the blind