**COMPLIANCE CHECKLIST**

**OP8\_Outpatient Infusion Centers**

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:

1. NFPA 101 Life Safety Code (2012) and applicable related standards contained in the appendices of the Code
2. State Building Code (780 CMR)
3. Accreditation requirements of The Joint Commission
4. CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
5. USP 797 & Regulations of the Massachusetts Board of Registration in Pharmacy
6. Occupational Safety & Health Standards (OSHA)
7. Accessibility Guidelines of the Americans with Disabilities Act (ADA)
8. Architectural Access Board Regulations (521 CMR)
9. 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. | ⌧ = Check box under section titles or individual requirements lines for optional services or functions that are not included in the project area. |
| **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. | **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. |

1. All room functions marked with "X" must be shown on the plans with the same name labels as in this checklist.
2. 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.
3. 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”.
4. Requirements referenced with “FI” result from formal interpretations from the FGI Interpretations Task Group.
5. 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** |  |
| --- | --- | --- | --- |
| 2.6 | **OUTPATIENT INFUSION CENTERS** |  |  |
|  |  |  |  |
| 2.6-2  2.1-2.1.1.2 | **ACCOMMODATIONS FOR CARE OF INDIVIDUALS OF SIZE**  check if not 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 | \_\_\_ Handwashing stations |  |  |
| 2.1-2.5.2 | \_\_\_ downward static force required for handwashing 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)  **or** | Ventilation:  \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure  \_\_\_ No recirculating room units | Table 8-1 |
| 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 extend 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 |  |  |
|  |  |  |  |
| 2.1-2.7 | \_\_\_ Single-patient exam/observation room |  |  |
| 2.1-2.7.1 | Space Requirements: |  |  |
| 2.1-2.7.1.1(1) | \_\_\_ min. 5'-0" clearance at foot of expanded‑capacity exam table | Ventilation:  \_\_\_ Min. 4 air changes per hour | Table 8-1 |
| (2) | \_\_\_ min. 3'-0" clearance on non-transfer side of expanded- capacity exam table | Lighting:  \_\_\_ Portable or fixed exam light  Power: | 2.1-8.3.4.3(1) |
| (3)(a) | \_\_\_ min. 5’-0” on transfer side of expanded-capacity exam table with ceiling- or wall-mounted lift  **or** | \_\_\_ Min. 8 receptacles  \_\_\_ 4 convenient to head of exam table or gurney | Table 2.1-1 |
|  |  |  |  |
| (b) | \_\_\_ 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 | 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 have min. clear width of 45.5” |  |  |
| 2.1-2.10.2.2 | \_\_\_ door openings to toilet rooms designated for individuals of size have min. clear width of 45.5” |  |  |
|  |  |  |  |
| 2.6-3.1 | **INFUSION AREA** |  |  |
| 2.6-3.1.1.2 | \_\_\_ Infusion area is separate from administrative & waiting areas |  |  |
|  |  |  |  |
| 2.6-3.1.2.2 | Space requirements: |  |  |
| (1) | \_\_\_ Infusion bays  check if not included in project |  |  |
| (a) | \_\_\_ min. clearance 5’-0” between patient gurneys or lounge chairs | Ventilation:  \_\_\_ Min. 6 air changes per hour | Table 8-1 |
| (b) | \_\_\_ min. clearance 3’-0” between sides of patient gurneys or lounge chairs & any fixed object |  |  |
| (c) | \_\_\_ min. clearance 2’-0” at foot of patient gurneys or lounge chairs in fully reclined position |  |  |
|  |  |  |  |
| (2) | \_\_\_ Infusion cubicles  check if not included in project |  |  |
| (a) | \_\_\_ min. clearance 3’-0” between sides of patient gurneys or lounge chairs & any fixed object | Ventilation:  \_\_\_ Min. 6 air changes per hour | Table 8-1 |
| (b) | \_\_\_ min. clearance 2’-0” at foot of patient gurneys or lounge chairs in fully reclined position |  |  |
|  |  |  |  |
| (3) | \_\_\_ Infusion single-patient rooms  check if not included in project |  |  |
|  | \_\_\_ space provided to allow for 3’-0” clearance at sides & foot of patient gurneys or lounge chairs in fully reclined position | Ventilation:  \_\_\_ Min. 6 air changes per hour | Table 8-1 |
| 2.6-3.1.2.3 | Patient privacy: |  |  |
| (1) | \_\_\_ each infusion patient care station has provisions for visual privacy |  |  |
|  |  |  |  |
| 2.6-3.1.5 | \_\_\_ Handwashing stations |  |  |
| 2.6-3.1.5.2 | \_\_\_ located in, next to or directly accessible\* to nurse station |  |  |
| 2.1-3.8.7.1 | \_\_\_ located in each room where hands-on patient care is provided |  |  |
|  |  |  |  |
| 2.1-3.8.7.3 | \_\_\_ handwashing station serves multiple patient care stations  check if not included in project |  |  |
| (1) | \_\_\_ at least one handwashing station provided for every four patient care stations or fewer & for each major fraction thereof |  |  |
| (2) | \_\_\_ handwashing stations evenly distributed based on arrangement of patient care stations |  |  |
|  |  |  |  |
| 2.6-3.1.6 | \_\_\_ Patient toilet room |  |  |
| 2.6-3.1.6.1 | \_\_\_ at least one patient toilet room with handwashing station immediately accessible\* to infusionarea | Ventilation:  \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure  \_\_\_ No recirculating room units | Table 8-1 |
| 2.6-3.1.6.2 | \_\_\_ additional toilet rooms provided at ratio of one patient toilet for every eight infusion patient care stations & for each major fraction thereof |  |  |
|  |  |  |  |
| 2.6-3.2 | **EXAMINATION ROOM**  check if not included in project |  |  |
| 2.1-3.2.2.2 | \_\_\_ Single-patient exam/observation room |  |  |
| (1)(a) | \_\_\_ immediately accessible to nurse or control station & toilet room |  |  |
|  |  |  |  |
|  | Space Requirements: |  |  |
| (2)(a) | \_\_\_ min. clear floor area of 80 sf |  |  |
|  | \_\_\_ room size allows min. clearance 2’‑8” at each side & at foot of exam table or recliner | Ventilation:  \_\_\_ Min. 4 air changes per hour  Power: | Table 8-1 |
|  | \_\_\_ room arrangement shown in the plans for each exam room (Layout #1) | \_\_\_ Min. 8 receptacles  \_\_\_ 4 convenient to head of exam table or gurney | Table 2.1-1 |
| (1)(b) | \_\_\_ particular placement of exam table recliner or chair  check if not included in project |  |  |
|  | \_\_\_ room arrangement shown in the plans (Layout #2)  \_\_\_ proposed room arrangement to accommodate type of patient being served is explained in Project Narrative |  |  |
| (2)(b) | \_\_\_ single-patient exam/observation room with dual entry  check if not included in project |  |  |
|  | \_\_\_ min. clear floor area of 100 sf |  |  |
|  | \_\_\_ room size accommodates min. clearance of 2’-8” at each side & at foot of exam table or recliner |  |  |
|  |  |  |  |
| (3) | Exam Room Features: |  |  |
| (a) | \_\_\_ portable or fixed exam light |  |  |
| (b) | \_\_\_ storage for supplies |  |  |
| (c) | \_\_\_ accommodations for written or electronic documentation |  |  |
| (d) | \_\_\_ space for visitor’s chair |  |  |
| (e) | \_\_\_ handwashing station |  |  |
|  |  |  |  |
| 2.6-3.4.1  2.6-3.4.1.1 | **AIRBORNE INFECTION ISOLATION (AII) ROOM**  check if not included in project (only if Infection Control Risk Assessment (ICRA) attached to Project Narrative states that no AII room is needed) |  |  |
| 2.1-3.3.2 |  |  |  |
| 2.6-3.1.2.2(3) | \_\_\_ space provided to allow for 3’-0” clearance at sides & foot of patient gurneys or lounge chairs in fully reclined position | Ventilation:  \_\_\_ Min. 12 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure | Table 8-1 |
| 2.1-3.3.2.2(1)  2.1-3.3.2.2(2) | Capacity:  \_\_\_ each AII room accommodates only one patient  \_\_\_ Handwashing station | \_\_\_ No recirculating room units  \_\_\_ Exhaust register located directly above patient bed on ceiling or on wall near head of bed | Part 3/7.2.1 |
| 2.1-3.3.2.2(3) | \_\_\_ Personal protective equipment (PPE) storage  \_\_\_ PPE storage & disposal at entrance to room |  |  |
| 2.1-3.3.2.3 | Anteroom:  check if not included in project |  |  |
| (2)(a) | \_\_\_ anteroom provide space for persons to don PPE before entering AII room & doff PPE after leaving room |  |  |
| (2)(b) | \_\_\_ all doors to anteroom have self-closing devices. |  |  |
| (2)(c) | \_\_\_ handwashing station  \_\_\_ storage for unused PPE  \_\_\_ disposal/holding container for used PPE |  |  |
|  |  |  |  |
| 2.1-3.3.2.3 | \_\_\_ Anteroom  check if not included in project |  |  |
| (1)  (2) | \_\_\_ anteroom provide space for persons to don PPE before entering AII room  \_\_\_ all doors to anteroom have self-closing devices | Ventilation:  \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ No recirculating room units | Table 8-1 |
| (3)(a) | \_\_\_ handwashing station |  |  |
| (3)(b) | \_\_\_ storage for unused PPE |  |  |
| (3)(c) | \_\_\_ disposal/holding container for used PPE |  |  |
| 2.1-3.3.2.4 | Architectural Details & Furnishings: |  |  |
| (1)(a) | \_\_\_ perimeter walls ceiling & floor including penetrations are constructed to prevent air exfiltration |  |  |
| (1)(b) | \_\_\_ self-closing devices on all room exit doors  **or**  \_\_\_ activation of audible alarm when AII room is in use as isolation room |  |  |
|  |  |  |  |
|  | \_\_\_ edge seals provided along sides & top of doorframe for any door into AII room |  |  |
| (2)(a) | \_\_\_ window treatments do not include fabric drapes & curtains |  |  |
| 2.1-3.3.2.5 | \_\_\_ room pressure visual or audible alarm |  |  |
|  |  |  |  |
| 2.6-3.8 | **SUPPORT AREAS FOR INFUSION CENTER** |  |  |
|  | (may be shared with other clinical services in the same licensed facility) |  |  |
| 2.6-3.8.2 | \_\_\_ Nurse station |  |  |
| 2.6-3.8.2.2 | \_\_\_ designed to provide for monitoring of all patient care stations (through direct visual observation or use of technology such as closed-circuit television) |  |  |
| 2.1-3.8.2.1 | \_\_\_ work counter |  |  |
| 2.1-3.8.2.2 | \_\_\_ means for facilitating staff communication |  |  |
| 2.1-3.8.2.3 | \_\_\_ space for supplies |  |  |
| 2.1-3.8.2.4 | \_\_\_ accommodations for written or electronic documentation |  |  |
| 2.1-3.8.2.5 | \_\_\_ hand sanitation dispenser |  |  |
|  |  |  |  |
| 2.6-3.8.8 | \_\_\_ Medication safety zone |  |  |
| 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 |
|  | \_\_\_ handwashing station | Lighting: |  |
|  | \_\_\_ lockable refrigerator | \_\_\_ Task lighting | 2.1-3.8.8.1(2)(d) |
|  | \_\_\_ locked storage for controlled drugs |  |  |
|  | \_\_\_ sharps containers  check if not included in project |  |  |
| (b) | \_\_\_ self-contained medication dispensing units  check if not included in project |  |  |
|  | \_\_\_ room designed with space to prepare medications |  |  |
|  | **or** |  |  |
| 2.1-3.8.8.2(2) | \_\_\_ automated medication‑dispensing unit |  |  |
| (a) | \_\_\_ located at nurse station, in clean workroom or in alcove | Lighting:  \_\_\_ Task lighting | 2.1-3.8.8.1(2)(d) |
| (b) | \_\_\_ handw. station or hand sanitation dispenser provided next to stationary medication-dispensing units |  |  |
| (c) | \_\_\_ countertop or cart adjacent to stationary medication-dispensing units |  |  |
|  |  |  |  |
| 2.6-3.8.9 | \_\_\_ Nourishment area | Ventilation: |  |
| 2.1-3.8.9.1 | \_\_\_ handw. station in or directly accessible | \_\_\_ Min. 2 air changes per hour | Table 8-1 |
| 2.1-3.8.9.2 | \_\_\_ work counter |  |  |
| 2.1-3.8.9.3 | \_\_\_ storage |  |  |
| 2.1-3.8.9.4 | \_\_\_ fixtures & appliances for beverages & nourishment |  |  |
| 2.6-3.8.9.2 | \_\_\_ Provisions for drinking water |  |  |
|  |  |  |  |
| 2.6-3.8.11 | \_\_\_ Clean workroom or clean supply room |  |  |
| 2.1-3.8.11.1 | \_\_\_ separate from & have no direct connection with soiled workrooms or soiled holding rooms |  |  |
| 2.1-3.8.11.2 | \_\_\_ clean workroom |  |  |
| (1) | \_\_\_ work counter |  |  |
| (2) | \_\_\_ handwashing station | Ventilation: |  |
| (3) | \_\_\_ storage facilities for clean & sterile supplies  **or** | \_\_\_ Min. 4 air changes per hour  \_\_\_ Positive pressure | Table 8-1 |
| 2.1-3.8.11.3 | \_\_\_ clean supply room  \_\_\_ used only for storage & holding as part of system for distribution of clean & sterile materials | Ventilation:  \_\_\_ Min. 4 air changes per hour  \_\_\_ Positive pressure | Table 8-1 |
|  |  |  |  |
| 2.6-3.8.12 | \_\_\_ Soiled workroom or soiled holding room |  |  |
| 2.1-3.8.12.1 | \_\_\_ do not have direct connection with clean workrooms or clean supply rooms |  |  |
| 2.1-3.8.12.2 | \_\_\_ soiled workroom |  |  |
| (1)(a) | \_\_\_ handwashing station | Ventilation: |  |
| (1)(b) | \_\_\_ flushing-rim clinical service sink or equivalent flushing-rim fixture (or utility sink where clinical services do not require flushing-rim fixture) | \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure  \_\_\_ No recirculating room units | Table 8-1 |
| (1)(c) | \_\_\_ work counter |  |  |
| (1)(d) | \_\_\_ space for separate covered containers for waste & soiled linen |  |  |
| (2) | \_\_\_ fluid disposal management system  check if not included in project |  |  |
| (a) | \_\_\_ electrical & plumbing connections that meet manufacturer requirements |  |  |
| (b) | \_\_\_ space for docking station  **or** |  |  |
| 2.1-3.8.12.3 | \_\_\_ soiled holding room |  |  |
| (1) | \_\_\_ handwashing station or hand sanitation dispenser | Ventilation:  \_\_\_ Min. 10 air changes per hour | Table 8-1 |
| (2) | \_\_\_ space for separate covered containers for waste & soiled linen | \_\_\_ Exhaust  \_\_\_ Negative pressure  \_\_\_ No recirculating room units |  |
|  |  |  |  |
| 2.6-3.8.13.1 | \_\_\_ Clean linen storage |  |  |
| (2) | (may be alcove with cart or space between patient care stations) |  |  |
| (1) | \_\_\_ separate designated spaces are provided for clean linen storage & soiled linen holding |  |  |
| 2.6-3.8.13.3 |  |  |  |
| 2.1-6.2.7.1 | \_\_\_ Wheelchair storage  check if not 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 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 |  |  |
|  |  |  |  |
| 2.6-3.8.13.4 | \_\_\_ Emergency equipment storage |  |  |
| 2.1-3.8.13.4(1) | \_\_\_ storage shall be provided for emergency equipment used in facility |  |  |
| 2.1-3.8.13.4(2) | \_\_\_ each storage location be readily accessible & under staff control |  |  |
| 2.1-3.8.13.4(3) | \_\_\_ battery-powered CPR cart  check if not included in project |  |  |
|  | \_\_\_ electrical outlet for battery charging |  |  |
|  |  |  |  |
| 2.6-3.9 | **SUPPORT AREAS FOR STAFF** |  |  |
| 2.6-3.9.1 | \_\_\_ Staff lounge |  |  |
| 2.6-3.9.1.2 | (staff lounge may serve more than one clinical service area) |  |  |
| 2.6-3.9.1.1 | \_\_\_ readily accessible to infusion area |  |  |
| 2.1-3.9.1 | \_\_\_ handwashing station |  |  |
|  |  |  |  |
| 2.1-3.9.3 | \_\_\_ Storage for staff (e.g., locking drawers, cabinets, lockers for staff personal effects) |  |  |
|  | \_\_\_ readily accessible to individual work areas |  |  |
| 2.1-3.9.4 | \_\_\_ Staff changing area |  |  |
| 2.1-3.9.4.1(1) | \_\_\_ lockers |  |  |
| 2.1-3.9.4.1(2) | \_\_\_ toilets |  |  |
| 2.1-3.9.4.1(3) | \_\_\_ handwashing stations |  |  |
| 2.1-3.9.4.1(4) | \_\_\_ space for changing clothes |  |  |
| 2.6-3.9.2 | \_\_\_ Staff toilet room  \_\_\_ handwashing station  \_\_\_ readily accessible to infusion area. | Ventilation:  \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust  \_\_\_ Negative pressure  \_\_\_ No recirculating room units | Table 8-1 |
| 2.6-3.10 | **SUPPORT AREAS FOR PATIENTS** |  |  |
|  | \_\_\_ Storage for patient belongings located in infusion area |  |  |
|  |  |  |  |
| 2.6-5.3 | **ENVIRONMENTAL SERVICES ROOM** |  |  |
| 2.1-5.3.1 | \_\_\_ Environmental services (ES) 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 ES room per floor | Ventilation: |  |
| 2.1-5.3.1.1(2) | \_\_\_ additional ES rooms provided on floor according to needs of areas served | \_\_\_ Min. 10 air changes per hour  \_\_\_ Exhaust | Table 8-1 |
| 2.1-5.3.1.2(1) | \_\_\_ service sink or floor-mounted mop sink | \_\_\_ Negative pressure |  |
| 2.1-5.3.1.2(2) | \_\_\_ provisions for storage of supplies & housekeeping equipment | \_\_\_ No recirculating room units |  |
| 2.1-5.3.1.2(3) | \_\_\_ handwashing station or hand sanitation dispenser |  |  |
|  |  |  |  |
| 2.6-6.2 | **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 |  |  |
| 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 |  |  |
| 2.6-6.2.3 | \_\_\_ Waiting area or room |  |  |
|  | \_\_\_ readily accessible to infusion area |  |  |
| 2.1-6.2.3.2 | \_\_\_ visible from staff area either by camera or direct staff sight line |  |  |
|  |  |  |  |
| 2.6-6.3 | **ADMINISTRATIVE AREAS** |  |  |
| 2.6-6.3.3 | \_\_\_ Office space for business, administrative & professional staffs |  |  |
|  |  |  |  |
| 2.6-6.3.5 | \_\_\_ 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 |  |  |
|  |  |  |  |
| 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 |  |  |

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

PATIENT CARE STATION TERMINOLOGY:

Bay: Space for patient care with one hard wall at the headwall and up to three soft walls (e.g., cubicle curtains or portable privacy screen).

Cubicle: A space intended for patient care that has at least one opening and no door and is enclosed on three sides with full-height or partial-height partitions.

Architectural Details & MEP Requirements

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| 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) | \_\_\_ Corridors used for stretcher & gurney transport have min. corridor or aisle width of 6’-0”  check if not included in project |
| 2.1‑7.2.2.2 | CEILING HEIGHT: |
| (1) | \_\_\_ Min. height 7'-6” in corridors & 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  (1)  (a)  (b) | DOORS & DOOR HARDWARE:  Door Type:  \_\_\_ doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors  \_\_\_ 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)  (a) | Door Opening:  \_\_\_ min. 32” clear door width  \_\_\_ min. 83.5” clear door height |
|  |  |
| (b) | Rooms with Gurney Access:  check if not included in project |
|  | \_\_\_ 41.5” min. clear door width |
|  | \_\_\_ 79.5” min. 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 |
| (6)(a) | \_\_\_ Floors are monolithic & integral coved wall bases are at least 6” high & tightly sealed to wall in airborne infection isolation (AII) room & any anteroom  check if not included in project |
|  |  |
| 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 |

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| 2.1‑8.2 | **HEATING VENTILATION & AIR‑CONDITIONING (HVAC) SYSTEMS** |
| Part 3/6.1 | UTILITIES: |
| Part 3/6.1.1 | Ventilation Upon Loss of Electrical Power:  \_\_\_ space ventilation & pressure relationship requirements of Table 8-1 are maintained for AII Rooms in event of loss of normal electrical power  check if not included in project |
| Part 3/6.1.2 | Heating & Cooling Sources: |
| Part 3/6.1.2.1 | \_\_\_ heat sources & essential accessories provided in number & arrangement sufficient to accommodate facility needs (reserve capacity) even when any one of heat sources or essential accessories is not operating due to breakdown or routine maintenance |
| Part 3/6.1.2.2 | Central cooling systems greater than 400 tons (1407 kW) peak cooling load  check if not included in project  \_\_\_ number & arrangement of cooling sources & essential accessories is sufficient to support owner’s facility operation plan upon breakdown or routine maintenance of any one of cooling sources |
| Part 3/6.2 | AIR-HANDLING UNIT (AHU) DESIGN: |
| Part 3/6.2.1 | \_\_\_ AHU casing is designed to prevent water intrusion, resist corrosion & permit access for inspection & maintenance |
| . |  |
| Part 3/6.3 | OUTDOOR AIR INTAKES & EXHAUST DISCHARGES: |
| Part 3/6.3.1 | Outdoor Air Intakes: |
| Part 3/6.3.1.1 | \_\_\_ located such that shortest distance from intake to any specific potential outdoor contaminant source be equal to or greater than separation distance listed in Table 6-1 |
|  | \_\_\_ located min. of 25’-0” from cooling towers & all exhaust & vent discharges  \_\_\_ outdoor air intakes located such that bottom of air intake is at least 6’-0” above grade  \_\_\_ air intakes located away from public access  \_\_\_ all intakes are designed to prevent entrainment of wind-driven rain |
|  |  |
| Part 3/6.3.1.4 | \_\_\_ intake in areaway  check if not included in project  \_\_\_ bottom of areaway air intake opening is at least 6’-0” above grade  \_\_\_ bottom of air intake opening from areaway into building is at least 3’-0” above bottom of areaway |
|  |  |
| Part 3/6.3.2 | Contaminated Exhaust Discharges:  check if not included in project |
| Part 3/6.3.2.1 | \_\_\_ ductwork within building is under negative pressure for exhaust of contaminated air (i.e. air from AII rooms) |
|  | \_\_\_ exhaust discharge outlets with contaminated air located such that they reduce potential for recirculation of exhausted air back into building |
| Part 3/6.3.2.2 | \_\_\_ exhaust discharge outlets with contaminated air is arranged to discharge to atmosphere in vertical direction at least 10’-0” above adjoining roof level |
|  |  |
| Part 3/6.4 | FILTRATION: |
| a. | \_\_\_ Particulate matter filters, min. MERV-8 provided upstream of first heat exchanger surface of any air-conditioning system that combines return air from multiple rooms or introduces outdoor air. |
| b. | \_\_\_ Outdoor air filtered in accordance with Table 8-1 |
| c. | \_\_\_ Air supplied from equipment serving multiple or different spaces is filtered in accordance with Table 8-1 |
| d. | \_\_\_ Air recirculated within room is filtered in accordance with Table 8-1 |
| e. | \_\_\_ Design includes all necessary provisions to prevent moisture accumulating on filters located downstream of cooling coils & humidifiers |
| h. | \_\_\_ For spaces that do not permit air recirculated by means of room units & have min. filter efficiency of MERV-14, MERV-16 or HEPA in accordance with Table 8-1, the min. filter requirement listed in Table 8-1, is installed downstream of all wet-air cooling coils & supply fan |
|  |  |
| Part 3/6.4.1 | \_\_\_ Filter Bank No. 1 placed upstream of heating & cooling coils |
| Part 3/6.4.2 | \_\_\_ Filter Bank No. 2 placed downstream of all wet-air cooling coils & supply fan |
|  |  |
| Part 3/6.5 | HEATING & COOLING SYSTEMS: |
| Part 3/6.5.3 | \_\_\_ Radiant heating systems  check if not included in project  \_\_\_ ceiling or wall panels with exposed cleanable surfaces or radiant floor heating are provided in AII room |
|  |  |
| Part 3/6.7 | AIR DISTRIBUTION SYSTEMS: |
| Part 3/6.7.1 | \_\_\_ Maintain pressure relationships required in Table 8-1 in all modes of HVAC system operation  \_\_\_ Spaces that have required pressure relationships are served by fully ducted return systems or fully ducted exhaust systems  \_\_\_ Recovery rooms are served by fully ducted return or exhaust systems |
|  |  |
| Part 3/6.7.2 | Air Distribution Devices: |
|  | \_\_\_ supply air outlets comply with Table 6-2 |
|  |  |
| Part 3/6.7.3 | Smoke Barriers:  \_\_\_ HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers. |
|  |  |
| Part 3/6.8 | ENERGY RECOVERY SYSTEMS:  check if not included in project |
| Part 3/6.8.1 | \_\_\_ Located upstream of filters required by Part 3/6.8.4 |
| Part 3/6.8.2 | \_\_\_ AII room exhaust systems are not used for energy recovery |
| Part 3/6.8.3 | \_\_\_ Energy recovery systems with leakage potential  check if not included in project  \_\_\_ arranged to minimize potential to transfer exhaust air directly back into supply airstream  \_\_\_ designed to have no more than 5% of total supply airstream consisting of exhaust air |
| Part 3/7 | SPACE VENTILATION: |
| Part 3/7.1.a  Part 3/7.1.a.1 | \_\_\_ Complies with Table 8-1  \_\_\_ Air movement is from clean to less-clean areas |
| Part 3/7.1.a.3 | \_\_\_ Min. number of total air changes required for positive pressure rooms is provided by total supply airflow  \_\_\_ Min. number of total air changes required for negative pressure rooms is provided by total exhaust airflow |
| Part 3/7.1.a.4 | \_\_\_ Entire min. outdoor air changes per hour required by Table 8-1 for each space meet filtration requirements of Section 6.4 |
| Part 3/7.1a.5 | \_\_\_ Air recirculation through room unit  check if not included in project  \_\_\_ complies with Table 8-1 |
|  | \_\_\_ room unit receive filtered & conditioned outdoor air  \_\_\_ serve only single space |
|  | \_\_\_ provides min. MERV 8 filter located upstream of any cold surface so that all of air passing over cold surface is filtered |
|  |  |
| Part 3/7.2 | ADDITIONAL ROOM-SPECIFIC REQUIREMENTS: |
| Part 3/7.2.1 | Airborne Infection Isolation (AII) Rooms  check if not included in project |
|  | \_\_\_ AII rooms have permanently installed device monitor differential air pressure between room & corridor  \_\_\_ Local visual means is provided to indicate whenever negative differential pressure is not maintained |
|  | \_\_\_ Air from AII room is exhausted directly to outdoors |
|  | \_\_\_ Exhaust air from AII rooms, associated anterooms & toilet rooms is discharged directly to outdoors without mixing with exhaust air from any other non-AII room or exhaust system |
|  | \_\_\_ Exhaust air grille or register in patient room is located directly above patient bed on ceiling or on wall near head of bed |
|  |  |
|  | \_\_\_ Anteroom  check if not included in project  \_\_\_ AII room is at negative pressure with respect to anteroom  \_\_\_ Anteroom is at negative pressure with respect to corridor |
|  |  |

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| 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 |
| (2) | \_\_\_ panelboard serving critical branch circuits serve floors on which they are located |
| (3) | \_\_\_ panelboards serving life safety branch circuits serve floors on which they are located & floors immediately above & below |
| (4) | \_\_\_ panelboards not located in exit enclosures or exit passageways |
| 2.1-8.3.3 | **POWER-GENERATING & -STORING EQUIPMENT** |
| 2.1-8.3.3.1 | \_\_\_ Essential electrical system or emergency electrical power |
| (1) | \_\_\_ essential electrical system complies with NFPA 99 |
| (2) | \_\_\_ emergency electrical power complies with NFPA 99 |
| 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 length max. 25’‑0” |
| (3)(a)  (3)(c) | \_\_\_ no installation of dead‑end piping (except for empty risers mains & branches for future use) |
| (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: 105–120oF |
|  |  |
| 2.1‑8.4.2.6 | Drainage Systems: |
| (1)(a) | \_\_\_ drainage piping installed above ceiling of or exposed in rooms listed below piping have special provisions (e.g. double wall containment piping) to protect space below from leakage & condensation   * electronic data processing areas * electrical rooms |
| (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 |
|  |  |
| 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, sterile procedures are performed & 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 |
|  |  |
| 2.1‑8.4.3.5 | Clinical sinks:  check if not included in project |
| (1)  (a) | \_\_\_ trimmed with valves that can are operated without hands (may be single‑lever or wrist blade devices) |
| (b) | \_\_\_ handles are at least 6 in. long |
| (2) | \_\_\_ integral trap wherein upper portion of water trap provides visible seal |
|  |  |
| 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 |