



Residential Facility Safety and Maintenance

Policy Number: RP-26-12

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Effective Date: November 17, 2026

Applicability: All Licensed Residential Programs

BACKGROUND

The Massachusetts Department of Early Education and Care (EEC) is committed to supporting residential programs as they create a safe and comfortable living experience for their residents. Physical environments directly affect the health, safety, and well-being of residents, and EEC expects programs to take proactive steps to identify and address facility issues before they become hazards.

To ensure residences are suitable, EEC requires that residential programs follow the physical facility standards set forth in 606 CMR 3.08. Programs are responsible for routinely demonstrating compliance with these requirements during licensing visits, and by maintaining a Residential Facility Safety and Maintenance Checklist, as described further below. EEC will review compliance as part of its regular oversight of all licensed residential programs.

AUTHORITY

- 606 CMR 3.03(7)(e)(13): “All applications shall be accompanied by...policies and procedures related to maintenance of the program’s physical facility, in accordance with Department policy and consistent with the requirements of 606 CMR 3.08;”
- 606 CMR 3.08: Physical Plant and Equipment

POLICY STATEMENT

Facility Safety and Maintenance Requirements

Residential programs must ensure that their buildings and grounds are maintained in clean, safe, and sanitary condition, per 606 CMR 3.08. The following are summaries of the focus areas in 606 CMR 3.08 (programs should consult the regulations directly for full text and detailed requirements).

1. Required Inspections: Maintain current building, health, and fire safety inspection documents demonstrating compliance with applicable Massachusetts building codes and Department of Public Health regulations.
2. Safety Program: Create, maintain, and train staff on emergency preparedness policies, plans and procedures.
3. Toxic Substances: Store toxic substances in locked areas where they are not accessible to residents.
4. Paint: Ensure all buildings with children under six years old are free of lead paint violations, per Massachusetts Department of Public Health regulations.
5. Building and Grounds: Maintain buildings, grounds, recreation areas, and equipment in a clean, sanitary, hazard-free, and code-compliant condition.
6. Physical Facility/Architectural Barriers: Ensure residents with limited mobility have access to all necessary areas, and that each building has at least one wheelchair accessible entrance.
7. Living Units: Maintain clean, safe residential facilities with adequate lighting, ventilation, furnishings, personal storage, bedroom space, bedding, secure storage for valuables, and living space.
8. Bathing and Toilet Facilities: Provide clean, sanitary, accessible, and adequately ventilated bathroom facilities with sufficient toilets, sinks, tubs/showers, hot and cold water, privacy features, safety measures, and personal storage.
9. Kitchens and Dining Facilities: Maintain clean, safe, sanitary, and fully equipped kitchen and dining facilities with appropriate food storage, furnishings, utensils, and secure storage of sharp objects.

Residential Facility Safety and Maintenance Checklist

Per 606 CMR 3.03(7)(e)(13), residential programs must develop and maintain a Residential Facility Safety and Maintenance Checklist to support the upkeep of their

buildings and grounds. This checklist must address *all* areas of 606 CMR 3.08 referenced above.

Program administrators, or their designees, are responsible for inspecting their facilities and completing, signing, and dating the checklist every month. Programs must make the checklist available to EEC staff upon request.

SUGGESTED GUIDANCE

Residential programs may use either the EEC-provided Residential Facility Safety and Maintenance Checklist (see “Additional Information” section) or a checklist of their own design. Regardless of format, the checklist must clearly address *all* requirements listed under 606 CMR 3.08.

COMPLIANCE

EEC staff may assess compliance by reviewing a program’s Residential Facility Safety and Maintenance Checklist and any related documentation required under 606 CMR 3.03 and 606 CMR 3.08. Additional assessment of compliance may occur during EEC licensing visits and physical facility inspections.

ADDITIONAL INFORMATION:

- [EEC Residential Facility Safety and Maintenance Checklist](#) – MS Word Template
- [EEC Residential Facility Safety and Maintenance Checklist](#) – PDF for Printing