COMPLIANCE CHECKLIST

OP7: Satellite Emergency Facility

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 2014 Edition of the FGI Guidelines for Design and Construction of Hospitals and 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:
- State Building Code (780 CMR)
- Joint Commission on the Accreditation of Health Care Organizations
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
- USP 797
- 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 Part II of the 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 symbols, unless otherwise directed in the checklist. If a functional space is not affected by a renovation project, the symbol “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.

- 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).

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, and waste anesthesia gas disposal outlets (if required) are identified respectively by the abbreviations “OX”, “VAC”, “MA”, & “WAGD”.
7. Requirements referenced with “FI” result from formal interpretations from the FGI Interpretations Task Group.
8. The location requirements including asterisks (*) refer to the definitions of the Glossary in the beginning section of the FGI Guidelines.

Facility Name: ____________________________

Facility Address: ____________________________

Satellite Name: (if applicable) ________________

Satellite Address: (if applicable) ________________

Project Description: __________________________________________

DoN Project Number: (if applicable) ____________________________

Building/Floor Location: ____________________________

Submission Dates: Initial Date: ____________________________

Revision Date: ____________________________
### Architectural Requirements

#### APPLICATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>130.820</td>
<td>Satellite Emergency Facility (SEF) located off premises of hospital &amp; listed on the license</td>
</tr>
<tr>
<td></td>
<td>Accepts patients transported to the SEF by ambulance</td>
</tr>
<tr>
<td></td>
<td>Operates on 7 day per week &amp; 24 hour per day basis</td>
</tr>
</tbody>
</table>

#### PARKING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3-1.3.2</td>
<td>Parking capacity sufficient to satisfy needs of patients, personnel &amp; public</td>
</tr>
</tbody>
</table>

#### ENTRANCE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2-3.1.3.2</td>
<td>Vehicular drop-off &amp; pedestrian entrance</td>
</tr>
<tr>
<td></td>
<td>Min. one drop-off entrance reachable from grade level</td>
</tr>
<tr>
<td>(1)</td>
<td>Signed route from public roads that directs ambulance traffic to ED ambulance entrance</td>
</tr>
<tr>
<td>(2)</td>
<td>Paved emergency access to permit discharge of patients from automobiles &amp; ambulances</td>
</tr>
<tr>
<td>(3)</td>
<td>ED entrance clearly marked</td>
</tr>
<tr>
<td>(4)</td>
<td>Raised platform/dock used for ambulance discharge</td>
</tr>
<tr>
<td>(5)</td>
<td>Emergency vehicle entry cover/canopy provides shelter for both patient &amp; emergency medical crew during transfer between emergency vehicle &amp; building</td>
</tr>
<tr>
<td>(6)</td>
<td>Emergency bays sized so they are compatible with horizontal &amp; vertical vehicle clearances of EMS providers</td>
</tr>
<tr>
<td>(7)</td>
<td>ED ambulance entrances min. 6'-0&quot; clear width to accommodate bariatric stretchers, mobile patient lift devices &amp; attendants</td>
</tr>
</tbody>
</table>

#### RECEPTION & TRIAGE AREAS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Reception or triage areas located to provide means for observation of main entrance to ED &amp; public waiting area</td>
</tr>
<tr>
<td>(2)</td>
<td>Public access points to treatment area under direct observation of reception &amp; triage areas</td>
</tr>
</tbody>
</table>
**Architectural Requirements**

- (3) __ Triage area
  - (a) __ connection for telephones
  - (b) __ provisions for patient privacy
  - (c) __ handwashing station in each triage room & 1 handwashing station for every 4 triage bays or cubicles
- (d) __ hand sanitation dispenser for each triage bay or cubicle
- (e) __ access to panic button for security emergencies

**Building Systems Requirements**

Ventilation:
- __ Min. 12 air changes/hour
- __ Negative pressure
- __ Exhaust
- or __ Recirculation through HEPA filters

Power:
- __ Min. 6 receptacles convenient to head of stretcher
- At least 50% on emergency power

Nurse Call System:
- __ Patient station
- __ Emergency staff assistance station
- __ Code call station

Medical Gases:
- 1 OX, 1 VAC per station

**2.2-3.1.3.4(1) Public waiting area**
- (b) __ access to drinking water
- (c) __ telephones

**2.2-3.1.3.5 Communications center**
- (1) __ directly accessible* to nurse station or part of nurse station & documentation area
- (2) __ radio, telephone & intercommunication systems
- (3) __ EMS base station
  - check if not included in project
  - designed to reduce noise, distractions & interruptions during radio transmissions

**2.2-3.1.3.6 TREATMENT ROOM OR AREA**

- (1) __ Examination/treatment rooms used for pelvic exams allow for foot of exam table to face away from door
- (2) __ Single-bed treatment room
  - (b) __ space for medical equipment
  - __ view panel designed for patient visual privacy adjacent* to and/or in door
### Architectural Requirements

**Space Requirements:**

#### 2.1-3.2.2.1(1)
- **New Construction:**
  - min. clear floor area 120 sf with min. clear dimension of 10'-0"
  - or
- **Renovations:**
  - min. clear floor area 100 sf

#### 2.1-3.2.2.2
- **Room Features:**
  1. examination light
  2. storage for supplies
  3. accommodations for written or electronic documentation
  4. space for visitor’s chair
  5. handwashing station

#### 2.2-3.1.3.6(3)
- Multiple-bed treatment rooms
  - check if not included in project

**Building Systems Requirements**

**Ventilation:**
- Min. 6 air changes per hour  
- Table 7.1

**Power:**
- Min. 8 receptacles in room  
- Min. 4 receptacles convenient to head of stretcher  
- Include receptacles on emergency power  
- NFPA 99

**Nurse Call System:**
- Patient station  
- Emergency staff assistance station  
- Code call station

**Medical Gases:**
- 1 OX, 1 VAC, 1 MA
### Building Systems Requirements

**Nurse Call System:**
- Patient station
- Emergency staff assistance station
- Code call station

**Medical Gases:**
- 1 OX, 1 VAC, 1 MA for each patient

**Ventilation:**
- Positive pressure to all adjoining spaces
- Airflow unidirectional, downwards & average velocity of diffusers 25-35 CFM/ft²
- Diffusers concentrated to provide airflow pattern over patient & surgical team
- Area of primary supply diffuser array extends min. 12" beyond footprint of surgical table on each side
- No more than 30% of primary supply diffuser array area used for ceiling mounted equipment
- At least 2 low sidewall return or exhaust grilles on opposite corners or as far apart as possible, with bottom of these grilles installed approximately 8" above floor
- Space ventilation & pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power
- Min. 15 air changes/hour
- No recirculating room units

**Power:**
- 16 receptacles convenient to head of each stretcher
- Include receptacles on emergency power

**Nurse Call System:**
- Emergency staff assistance station
- Code call station

**Medical Gases:**
- 2 OX, 3 VAC, 1 MA per patient position
Architectural Requirements

(e) Discrete Pediatric Emergency Service:
(complete the relevant section above for each listed space)
☐ check if not included in project
   ___ triage, registration & discharge areas
   ___ waiting area
   ___ playroom or play area
   ___ pediatric treatment rooms
   ___ at least 1 airborne infection isolation room
   ___ at least 1 treatment room for pelvic examinations
   ___ documentation area
   ___ storage for supplies & medication

Building Systems Requirements

Ventilation:
   ___ Min. 6 air changes per hour

Power:
   ___ Min. 8 receptacles in room
   ___ Min. 4 receptacles convenient to head of stretcher
   ___ Include receptacles on emergency power

Nurse Call System:
   ___ Patient station
   ___ Emergency staff assistance station
   ___ Code call station

2.2-3.1.3.6

(5) Treatment room for bariatric patients
   ___ min. clear floor area 200 sf
   ___ min. clear dimension 12'-0"
   ___ min. clearance 5'-0" on both sides & at foot of treatment table or bed
   ___ accommodations for patient lift & transport either by an overhead lifting system or by portable lifting assist
   ___ all plumbing fixtures, grab bars & casework floor-mounted and/or designed to accommodate maximum patient weight

Ventilation:
   ___ Min. 6 air changes per hour

Power:
   ___ Min. 8 receptacles in room
   ___ Min. 4 receptacles convenient to head of stretcher
   ___ Include receptacles on emergency power

2.2-2.16.9.1 Door Opening to Bariatric Treatment Room:
   ___ min. clear width 54 inches
   ___ clear height 83.5 inches

2.2-3.1.3.6

(6) Trauma/resuscitation room
   ___ single-bed trauma/resuscitation room
   ☐ check if not included in project
   ___ min. clear floor area 250 sf
   ___ min. clearance 5'-0" around all sides of stretcher
   ___ multiple-patient trauma/resuscitation room
   ☐ check if not included in project
   ___ min. clear floor area for each patient care station defined by privacy curtains (bay) 200 sf
   ___ min. clearance 5'-0" around all sides of stretcher

Ventilation:
   ___ Positive pressure to all adjoining spaces
   ___ Airflow unidirectional, downwards & average velocity of diffusers 25-35 CFM/ft²
   ___ Diffusers concentrated to provide airflow pattern over patient & surgical team
   ___ Area of primary supply diffuser array extends min. 12" beyond footprint of surgical table on each side
   ___ No more than 30% of primary supply diffuser array area used for ceiling mounted equipment
   ___ At least 2 low sidewall return or exhaust grilles on opposite corners or as far apart as possible, with bottom of these...
<table>
<thead>
<tr>
<th>Architectural Requirements</th>
<th>Building Systems Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>— storage for immediate access to personal protective equipment</td>
<td>— grilles installed approximately 8&quot; above floor</td>
</tr>
<tr>
<td></td>
<td>— Space ventilation &amp; pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power</td>
</tr>
<tr>
<td>2.1-7.2.3.1(6)</td>
<td>— Min. 15 air changes/hour Table 7.1</td>
</tr>
<tr>
<td>— monolithic floors with integral coved 6&quot; high wall base</td>
<td>— No recirculating room units</td>
</tr>
<tr>
<td>2.1-7.2.3.3(4)</td>
<td>— Power: Table 2.1-2</td>
</tr>
<tr>
<td>(a) Ceiling in Trauma Rooms:</td>
<td>— 16 receptacles convenient to head of each stretcher</td>
</tr>
<tr>
<td>— monolithic construction</td>
<td>— Include receptacles on emergency power</td>
</tr>
<tr>
<td>(b)</td>
<td>— Nurse Call System: Table 2.1-2</td>
</tr>
<tr>
<td>— no cracks or perforations</td>
<td>— Emergency staff assistance station</td>
</tr>
<tr>
<td>(c)</td>
<td>— Code call station</td>
</tr>
<tr>
<td>(d)</td>
<td>— hand scrub facilities for trauma rooms</td>
</tr>
<tr>
<td>2.1-3.3.2</td>
<td>— hand scrub station consisting of 2 scrub positions permitted to serve 2 trauma rooms if located next to the entrance of each trauma room</td>
</tr>
<tr>
<td>2.1-3.3.3</td>
<td>— placement of scrub station does not restrict minimum required corridor width</td>
</tr>
<tr>
<td>2.2-3.1.3.6(6)</td>
<td>— doorsways leading from ambulance entrance to trauma/ resuscitation room min. clear width 72 inches &amp; min. height 83.5 inches</td>
</tr>
<tr>
<td>(e)</td>
<td>— Access to radiology &amp; laboratory services</td>
</tr>
<tr>
<td>(7)</td>
<td>— Decontamination room</td>
</tr>
<tr>
<td>2.2-3.1.3.6</td>
<td>— Ventilation: Table 7.1</td>
</tr>
<tr>
<td>(8)</td>
<td>— Min. 12 air changes per hour</td>
</tr>
<tr>
<td>(a)</td>
<td>— negative pressure</td>
</tr>
<tr>
<td></td>
<td>— exhaust</td>
</tr>
<tr>
<td></td>
<td>— no recirculating room units</td>
</tr>
<tr>
<td>(b)</td>
<td>— Medical Gases: Table 2.1-4</td>
</tr>
<tr>
<td></td>
<td>— 2 OX, 3 VAC, 1 MA per patient position</td>
</tr>
<tr>
<td>(c)</td>
<td>— Special Architectural Details:</td>
</tr>
<tr>
<td></td>
<td>— all smooth, nonporous, scrubbable, non absorptive, non perforated surfaces</td>
</tr>
<tr>
<td></td>
<td>— floor self-coving to height of 6 inches</td>
</tr>
<tr>
<td>(d)</td>
<td>— Special Plumbing Requirements:</td>
</tr>
<tr>
<td></td>
<td>— room equipped with 2 hand-held shower heads with temperature controls</td>
</tr>
<tr>
<td></td>
<td>— floor drain</td>
</tr>
<tr>
<td></td>
<td>— dedicated holding tank</td>
</tr>
<tr>
<td></td>
<td>— fixtures acid resistant</td>
</tr>
<tr>
<td></td>
<td>— portable or hard-piped oxygen</td>
</tr>
<tr>
<td></td>
<td>— portable suction</td>
</tr>
</tbody>
</table>
Architectural Requirements

(10) Fast-track area
    □ check if not included in project

(a) examination/treatment areas
    □ min. clear floor area 100 sf
    □ handwashing stations
    □ examination lights

(c) at least one examination/treatment room designated for pelvic examinations

(b) separate procedure room
    □ check if not included in project
    □ min. clear floor area 120 sf
    □ handwashing stations
    □ vacuum, oxygen & medical air outlets
    □ examination lights

(d) space for physician/nurse work station
(e) storage areas for supplies & medication

Building Systems Requirements

Ventilation:
    □ Min. 6 air changes/hour Table 7.1

Power:
    □ Min. 8 receptacles in room Table 2.1-3
    □ Min. 4 receptacles convenient to head of stretcher Table 2.1-4

Nurse Call System:
    □ Patient station
    □ Emergency staff assistance station
    □ Code call station

Medical Gases:
    □ 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4

Ventilation:
    □ Min. 6 air changes/hour Table 7.1

Power:
    □ Min. 8 receptacles in room Table 2.1-3
    □ Min. 4 receptacles convenient to head of stretcher Table 2.1-4

Nurse Call System:
    □ Patient station
    □ Emergency staff assistance station
    □ Code call station

Medical Gases:
    □ 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4

2.3-3.2 OBSERVATION BEDS
    □ At least one observation bed for full cardiac monitoring

2.3-3.3 DIAGNOSTIC RADIOGRAPHY FACILITIES

2.2-3.4.3.1(1) Room design & equipment siting
    □ accommodate manufacturer’s operational, service & safety clearances
    □ installation plans have been submitted to DPH Plan Review

2.2-3.4.3.2 Radiography room
    □ check if not included in project

(2) □ handwashing station

Ventilation:
    □ Min. 6 air changes per hour Table 7.1

Exhaust Table 7.1
2.2-3.4.3.3 Radiography/fluoroscopy room
- check if not included in project
- handwashing station
- separate toilet room
- handwashing station
- direct access from each dedicated fluoroscopy room
- patients able to leave toilet room without reentering fluoroscopy room

2.2-3.4.3.4 Mammography room
- check if not included in project
- views into mammography room by public or other patients prevented when room is in use
- handwashing station
- changing room for mammography patients immediately accessible* to waiting area & procedure room
- complies with Section 2.2-3.4.8.3 (may serve other imaging services)

2.2-3.1.4 SPECIAL PATIENT CARE AREAS
2.2-3.1.4.2 Airborne infection isolation (AII) room
- AII room visible from nurse station
  - 12 air changes per hour
  - Exhaust

2.1-7.2.3.1(6) monolithic floors with integral coved 6” high wall base

2.1-2.4.2.4(1) self-closing devices on all room exit doors
- doors has edge seals
- Exhaust air from AII rooms discharged directly to outdoors
- Exhaust grilles or registers located directly above patient bed on ceiling or on wall near head of bed
- Permanent device monitoring differential air pressure between AII room & corridor

Architectural Requirements

Building Systems Requirements

Nurse Call System:
- Emergency staff assistance station

Ventilation:
- Min. 6 air changes per hour
- Min. 10 air changes per hour
- Exhaust
### Architectural Requirements

2.2-3.1.4.3 Secure holding room
- [ ] check if not included in project

1. Location of secure holding room facilitates staff observation & monitoring of patients
2. Min. clear floor area 60 sf
3. Min. wall length 7'-0"
4. Max. wall length 11'-0"

- [ ] room designed to prevent injury to patients
  - all finishes, light fixtures, vents & diffusers & sprinklers tamper resistant
  - no electrical outlets, medical gas outlets, or similar devices
  - no sharp corners, edges, or protrusions
  - walls free of objects or accessories
  - room door swings out
  - door hardware on exterior side only
  - min. door width 44 inches
  - small impact-resistant view panel or window in door for discreet staff observation of patient

### Building Systems Requirements

2.2-3.1.4.3 Ventilation:
- [ ] Min. 6 air changes per hour Table 7.1

### SUPPORT AREAS FOR SATELLITE EMERGENCY FACILITY

2.2-3.1.6.1 Administrative center or nurse station
- [ ] space for medication storage
- [ ] decentralized nurse stations near clusters of treatment rooms
- [ ] check if not included in project

2.2-3.1.6.2 Security station
- [ ] located near emergency entrances
- [ ] located near triage/reception area
- [ ] means of observing public waiting areas & ED entrances, including pedestrian & ambulance entrances

2.2-3.1.6.8 Provisions for disposal of solid & liquid waste
- [ ] clinical sink with bedpan washer in soiled workroom

2.2-3.1.6.9 Clean supply room
- [ ] room used only for storage & holding as part of system for distribution of clean & sterile supplies

2.1-2.6.1.1 Space for counters
- [ ] at least one handwashing station located in, next to, or directly accessible*

2.2-3.1.6.8 Ventilation:
- [ ] 4 air changes per hour Table 7.1
- [ ] Positive pressure

### Nurse Call System:
- [ ] master station Table 2.1-2

### Table 7.1

<table>
<thead>
<tr>
<th>Provisions for disposal of solid &amp; liquid waste</th>
<th>4 air changes per hour</th>
<th>Positive pressure</th>
</tr>
</thead>
</table>
### Architectural Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1-2.6.10</strong> Soiled workroom or soiled holding room</td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
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<tr>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td><strong>2.1-2.6.10.2</strong> Soiled holding room</td>
<td></td>
</tr>
<tr>
<td>(1a)</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
</tr>
</tbody>
</table>

### Building Systems Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Ventilation:</em></td>
<td></td>
</tr>
<tr>
<td><strong>10 air changes per hour</strong></td>
<td>Table 7.1</td>
</tr>
<tr>
<td><strong>Exhaust</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Negative pressure</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nurse Call System:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duty station</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Support Areas for Staff

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.3-3.7 Staff lounge, lockers &amp; toilets</strong></td>
<td></td>
</tr>
<tr>
<td>immediately accessible to diagnostic &amp; treatment area</td>
<td></td>
</tr>
<tr>
<td><strong>2.3-3.7.2 Staff storage facilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2.1-2.7.3.1 Securable closets or cabinet compartments for personal articles of staff</strong></td>
<td></td>
</tr>
<tr>
<td>located in or near nurse station</td>
<td></td>
</tr>
</tbody>
</table>
2.1-2.7.3.2  
coat storage  
☐ check if not included in project:  
  _____ storage of coats in closets or  
  cabinets on each floor or in central  
  staff locker area

2.3-4  
PATIENT SUPPORT FACILITIES

2.3-4.1  
Laboratory Services:  
  _____ Compliance Checklist IP25 has been submitted

2.3-4.2  
_____ Medication preparation room

3.1-3.6.6.1(2)  
(a)  
  _____ located out of circulation paths to  
  minimize distraction & interruption
(b)  
  _____ work counters
(c)  
  _____ task lighting
(d)  

3.1-3.6.6.2(1)  
(a)  
  _____ work counter
  _____ handwashing station
  _____ lockable refrigerator
  _____ locked storage for controlled drugs
  _____ Sharps Containers:  
    ☐ check if not included in project
    _____ placed at height that allows  
    users to see top of container
(b)  
  _____ space to prepare medicines in  
  addition to any self-contained  
  medicine-dispensing unit

2.3-4.3  
_____ Nourishment area

2.1-2.6.7.2  
(1)  
  _____ handwashing station
(2)  
  _____ work counter
(3)  
  _____ refrigerator
(4)  
  _____ microwave
(5)  
  _____ storage cabinets
(6)  
  _____ space for temporary storage of unused  
  & soiled food service implements

2.1-2.6.7.3  
_____ provisions & space for separate  
  temporary storage of unused & soiled  
  meal trays not picked up at mealtime

2.1-5.2  
LINEN SERVICES

2.1-5.2.1.2  
Location:  
  _____ linen processing occurs in hospital  
  or  
  _____ linen processing occurs in separate  
  building located on hospital campus  
  or  
  _____ linen processing occurs in off-site  
  commercial or industrial laundry
### Architectural Requirements

#### 2.1-5.2.2 On-Site Linen Processing Facilities:
- [ ] check if not included in project

#### 2.1-5.2.2.1

1. Soiled linen holding room
   - ___ handwashing station located in each room or area where soiled linen is processed or handled
   - ___ discharge from soiled linen chutes
     - [ ] check if not included in project

2. Clean linen inspection room or area
   - ___ area for inspection, removal of lint, mending, folding, assembling & packaging of clean linen
   - ___ space for table, shelving & storage
   - ___ clean linen storage room
   - ___ cart storage area
     - ___ area for separate parking of clean & soiled linen carts
     - ___ out of traffic

3. Linen processing facilities located in separate building on hospital campus
   - [ ] check if not included in project
   - ___ service entrance protected from inclement weather for loading & unloading of linen

#### 2.1-5.2.2.2

1. Laundry facilities
   - ___ equipment arranged to permit orderly work flow & minimize cross-traffic that might mix clean & soiled operations
   - ___ laundry processing room
     - ___ space for commercial or industrial washing & drying equipment that can process at least 7-day supply of laundry during regularly scheduled work week
   - ___ handwashing station
   - ___ storage for laundry supplies

#### 2.1-5.2.3 Support Areas for Off-Site Linen Processing:
- [ ] check if not included in project

##### 2.1-5.2.3.1

1. Soiled linen holding room
   - ___ separate room for soiled linen receiving & holding
   - ___ discharge from soiled linen chutes
     - [ ] check if not included in project

2. Clean linen storage room
   - ___ cart storage area
     - ___ area for separate parking of clean & soiled linen carts
     - ___ out of traffic

3. Service entrance available for loading & unloading linen

### Building Systems Requirements

- Ventilation:
  - ___ Min. 10 air changes per hour
  - ___ Negative pressure
  - ___ Exhaust
  - ___ No recirculating room units

---

**MDPH/DHCFLC**

04/15 OP7
<table>
<thead>
<tr>
<th>Architectural Requirements</th>
<th>Building Systems Requirements</th>
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</thead>
<tbody>
<tr>
<td>2.1-5.2.3.5</td>
<td></td>
</tr>
<tr>
<td>(1) control station</td>
<td></td>
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<tr>
<td>(1) controls pickup &amp; receiving of soiled &amp; clean linen</td>
<td></td>
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<tr>
<td>2.1-5.2.4 Support Areas for Staff:</td>
<td></td>
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<tr>
<td>(may be located outside linen services area &amp; shared with other departments or services)</td>
<td></td>
</tr>
<tr>
<td>2.1-5.2.4.1 toilets, lockers &amp; lounge</td>
<td></td>
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<tr>
<td>(1) readily accessible to linen services area</td>
<td></td>
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<tr>
<td>2.1-5.3 MATERIALS MANAGEMENT</td>
<td></td>
</tr>
<tr>
<td>2.1-5.3.1.2 Location:</td>
<td></td>
</tr>
<tr>
<td>(1) materials management facilities separate from patient care areas</td>
<td></td>
</tr>
<tr>
<td>2.1-5.3.2 Receiving facilities</td>
<td></td>
</tr>
<tr>
<td>2.1-5.3.2.1 off-street unloading area</td>
<td></td>
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<tr>
<td>2.1-5.3.2.2 receiving area</td>
<td></td>
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<tr>
<td>(1) location:</td>
<td></td>
</tr>
<tr>
<td>(a) separated from other occupied building areas &amp; located so that noise &amp; odors from operation will not adversely affect building occupants</td>
<td></td>
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<tr>
<td>(b) segregated from waste staging &amp; other outgoing materials handling functions</td>
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<tr>
<td>2.1-5.3.3 Central storage facilities</td>
<td></td>
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<tr>
<td>2.1-5.3.3.1 (may be located in separate building on-site with provisions for protection against inclement weather during transfer of supplies to hospital)</td>
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<tr>
<td>2.1-5.3.3.2 general storage rooms with min. total area 20 sf per inpatient bed</td>
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<tr>
<td>2.1-5.3.3.3 additional storage areas for outpatient facilities min. 5% of total floor area outpatient facilities served</td>
<td></td>
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</tbody>
</table>
2.1-5.4 **WASTE MANAGEMENT**

2.1-5.4.1 Waste collection & storage facilities

2.1-5.4.1.1(2)

(a) centralized waste collection & storage spaces
(b) compactors
(c) balers
(d) sharps containers
(e) recycling container staging at docks or other waste removal areas

2.1-5.4.1.3 regulated waste holding spaces

(1) secured space for regulated medical waste & other regulated waste types

(a) floor drain
(b) cleanable, non-porous floor & wall surfaces

(c) lighting
(d) exhaust ventilation
(2) protected from weather, animals & unauthorized entry

2.1-5.4.1.4 refuse chutes

☐ check if not included in project

(2) min. cross-sectional dimension of gravity chutes 2'-0"

2.1-5.5 **ENVIRONMENTAL SERVICES**

2.1-5.5.1 Environmental services rooms located throughout facility

2.1-5.5.2 Facilities for cleaning & sanitizing carts

2.1-5.6 **ENGINEERING & MAINTENANCE SERVICES**

2.1-5.6.2 Mechanical & Electrical Equipment Rooms:

2.1-5.6.2.1 Space Requirements:

☐ sufficient space included in all mechanical & electrical equipment rooms for proper maintenance of equipment

2.1-5.6.2.2 Facility Requirements:

☐ room or building for boilers & mechanical & electrical equipment, except for following:

(1) rooftop air-conditioning & ventilation equipment installed in weatherproof housing

(2) emergency generators where engine & appropriate accessories are properly heated & enclosed in weatherproof housing

(3) cooling towers & heat rejection equipment
### Architectural Requirements

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**Building Systems Requirements**

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2.1-5.6.3  Equipment & Supply Storage:

2.1-5.6.3.1   (1)   storage room for building maintenance supplies

2.1-5.6.3.1   (2)   storage for solvents & flammable liquids

2.1-5.6.3.2   (1)   outdoor equipment storage

2.1-5.6.4   (1)   General maintenance shop

2.1-5.6.5   (1)   Medical Equipment Shop:

2.1-5.6.5.1   (1)   separate area or room for storage, repair & testing of electronic & other medical equipment

2.1-5.6.6   (1)   Engineer's Office:

2.1-5.6.6.2   (1)   office file space & provisions for protected storage of facility drawings, records & manuals

### PUBLIC AREAS

2.1-6.1.2   Location:

2.3-6.1   Entrance:

2.3-6.1.1   (1)   well-marked, illuminated & covered entrance at grade level

2.3-6.1.2   (1)   ambulance entrances provide min. 6'-0" clear width to accommodate bariatric stretchers, mobile patient lift devices & accompanying attendants
### Architectural Requirements

| 2.1-6.2.1 | __ Vehicular drop-off & pedestrian entrance |
| __ min. one drop-off or entrance reachable from grade level |

| 2.3-6.2 | __ Public waiting area |

| 2.3-6.2.1 | __ public toilet room with handwashing station |

| 2.3-6.2.2 | __ access to telephone |

| 2.3-6.2.3 | __ access to drinking water |

### Building Systems Requirements

**Ventilation:**
- __ Min. 12 air changes/hour  
  Table 7-1
- __ Negative pressure

| or |
| __ Exhaust |

| or |
| __ Recirculation through HEPA filters |

| 2.3-6.2.1 | __ Ventilation: |
| __ Min. 10 air changes per hour  
  Table 7.1 |
| __ Exhaust |

### Architectural Details & MEP Requirements

#### 2.1-7.2.2 ARCHITECTURAL DETAILS

| 2.1-7.2.2.1 NFPA 101 | __ Aisles, corridors & ramps required for exit access in a hospital not less than 8'-0" in clear & unobstructed width |

| or |
| Code Review Sheet establishing compliance with NFPA 101 has been submitted |

| __ Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44" in clear width |

| 2.1-7.2.2.2 | CEILING HEIGHT:

| (1) | __ Min. ceiling height 7'-6" in corridors & normally unoccupied spaces |

| (2) | __ Min. height 7'-0" in trauma rooms from floor to lowest protruding element of equipment or fixture in stowed position |

| (4) | __ Min. height 7'-6" above floor of suspended tracks, rails & pipes located in traffic path for patients in beds and/or on stretchers |

| Min. ceiling height 7'-10" in other areas |

| 2.1-7.2.2.3 | DOORS & DOOR HARDWARE:

| (1) | __ Doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors |

| (b) | __ Sliding doors |

| (b) | __ check if not included in project |

| (b) | __ manual or automatic sliding doors comply with NFPA 101 |

| (b) | __ code review sheet attached |

| (b) | __ no floor tracks |

| (2) | __ Min. 45.5" clear door width for diagnostic/treatment areas |

| (a) | __ Min. 83.5" clear door height for diagnostic/treatment areas |

| (b) | __ Swinging doors for personnel use in addition to sliding doors |

| (b) | __ check if not included in project |

| (3) | __ min. clear width 34.5" |

| (4) | __ Doors do not swing into corridors (except doors to non-occupiable spaces & doors with emergency breakaway hardware) |

| (4) | __ Lever hardware |

| (5) | __ Doors for patient toilet facilities |

| (a) | __ 2 doors separated by horizontal distance equal to one-half length of max. diagonal room dimension |

| or |
| __ door that swings outward |

| or |
| __ door equipped with emergency rescue hardware |

| or |
| __ sliding door |
2.1-7.2.2.7 GLAZING MATERIALS:
(4) Glazing within 18" of floor
☐ check if not included in project
☐ safety glass, wire glass or plastic break-resistant material

2.1-7.2.2.8 HANDWASHING STATIONS:
(c) Handwashing stations in patient care areas located to be visible & unobstructed
(3) anchoring suitable for vertical or horizontal force of 250 lbs.

2.1-7.2.2.9 GRAB BARS:
(2) Standard grab bars anchored to sustain concentrated load of 250 lbs.

2.2-2.16.2.7 Bariatric grab bars
(2) anchored to sustain concentrated load of 1000 lbs.

2.1-7.2.2.10 HANDRAILS:
(1) Handrails installed on both sides of patient use corridors
(3) Rail ends return to wall or floor
(4) Smooth non-textured surface free of rough edges
(5) Eased edges & corners
(6) Finishes cleanable

2.1-7.2.12 NOISE CONTROL:
(1) Recreation rooms, exercise rooms, equipment rooms & similar spaces with potential impact noises are not located directly over trauma rooms
(2) Partitions, floors & ceiling construction in patient areas conform to Table 1.2-6

2.1-7.2.3 SURFACES
2.1-7.2.3.1 FLOORING & WALL BASES:
(1) Selected flooring surfaces cleanable & wear-resistant for location
(2) Smooth transitions between different flooring materials
(3) Flooring surfaces, including those on stairways, stable, firm & slip-resistant
(b) Carpet
(4) check if not included in project
☐ provides stable & firm surface

2.1-7.2.3.2 WALLS & WALL PROTECTION:
(1) Washable wall finishes
(2) Monolithic wall surfaces in areas routinely subjected to wet spray or splatter
(5) No sharp, protruding corners
(6) Wall protection devices & corner guards durable & scrubbable

2.1-7.2.3.3 CEILINGS:
(1) Ceilings in areas occupied by patients:
☐ cleanable with routine housekeeping equipment
☐ acoustic & lay-in ceilings
☐ check if not included in project
☐ do not create ledges or crevices

2.1-8.2 HEATING, VENTILATION, & AIR-CONDITIONING (HVAC) SYSTEMS
4/6.3.1 Outdoor Air Intakes:
4/6.3.1.1 Located min. 25 feet from cooling towers & all exhaust & vent discharges
☐ Bottom of air intake is at least 6'-0" above grade

4/6.3.1.2 Roof Mounted Air Intakes:
☐ check if not included in project
☐ bottom min. 3'-0" above roof level
4/6.3.2 Exhaust Discharges for AII Room, Decontamination Room & Waiting Area:
   - Ductwork under negative pressure (except in mechanical room)
   - Discharge in vertical direction at least 10'-0" above roof level
   - Located not less than 10'-0" horizontally from air intakes & operable windows/doors

4/6.4 Filtration:
   - Filter banks conform to Table 6.4

4/6.4.1 Filter Bank #1 placed upstream of heating & cooling coils

4/6.4.2 Filter Bank No. 2 installed downstream of cooling coils & supply fan

4/6.7 Air Distribution Systems:
   - Ducted return or exhaust systems in spaces listed in Table 7.1 with required pressure relationships
   - Ducted return or exhaust systems in inpatient care areas

4/6.7.3 Smoke & Fire barriers:
   - HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers

4/6.8 Energy Recovery Systems:
   - Exhaust systems serving potentially contaminated rooms are not used for energy recovery

4/6.9 Duct Lining:
   - No duct lining in ductwork located downstream of Filter Bank #2

4/7. Space Ventilation:
   - Spaces ventilated per Table 7.1
   - Air movement from clean areas to less clean areas
   - Min. number of total air changes indicated either supplied for positive pressure rooms or exhausted for negative pressure rooms
   - Recirculating room HVAC units
     - check if not included in project
     - each unit serves only single space
     - min. MERV 6 filter for airflow downstream of cooling coils

2.1-8.2.1.1 Acoustic Considerations:
   - Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade

2.1-8.2.1.2 Ventilation & Space-Conditioning:
   (1) All rooms & areas used for patient care have provisions for ventilation
   (2) Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

2.1-8.2.3.1 Exhaust Systems:
   (1) Room routinely used for administering inhalation anesthesia & inhalation analgesia
     - check if not included in project

     (a) anesthemia scavenging system
        - with air supply at or near ceiling & exhaust air inlets near floor level

     (b) gas-collecting system arranged so as not to disturb patients respiratory systems

     (c) gases from scavenging system exhausted directly to outside

2.1-8.3 ELECTRICAL SYSTEMS

2.1-8.3.2 ELECTRICAL DISTRIBUTION & TRANSMISSION

2.1-8.3.2.1 Switchboards Locations:
   (1) Located in areas separate from piping & plumbing equipment
   (b) Not located in rooms they support
   (c) Accessible to authorized persons only
        - Located in dry, ventilated space free of corrosive gases or flammable material

2.1-8.3.2.2 Panelboards:
   (1) Panelboards serving life safety branch emergency circuits only serve same floor, floor above & floor below
   (2) Panelboards serving critical branch emerg. circuits only serve same floor
   (3) New panelboards not located in exit enclosures

2.1-8.3.3.1 EMERGENCY ELECTRICAL SERVICE
   (1) Emergency power per NFPA 99, NFPA 101 & NFPA 110

2.1-8.3.4 LIGHTING

   (3) Exam/Treatment/Trauma Rooms:
       - portable or fixed exam light

2.1-8.3.5 ELECTRICAL EQUIPMENT

   (3) Required handw. station or scrub sink tied to building electrical service
       - check if not included in project
       - connected to essential electrical system
2.1-8.3.6 **ELECTRICAL RECEPTACES**

2.1-8.3.6.2 Receptacles in Patient Care Areas:

- receptacles provided according to Table 2.1-1

2.1-8.3.7 **CALL SYSTEMS**

- Nurse call equipment legend includes patient stations, bath stations, staff emergency stations & code call stations

2.1-8.3.7.1 Nurse call system locations provided as required in Table 2.1-2

2.1-8.3.7.2 Nurse call systems report to attended location with electronically supervised visual & audible signals

2.1-8.3.7.3 Call systems meet requirements of UL 1069 Standard for Hospital Signaling & Nurse Call Equipment

2.1-8.3.7.4 Wireless system check if not included in project

2.1-8.3.7.3.1 Bath Stations:

- alarm turned off only at bath station where it was initiated
- located to side of toilets within 12" of front of toilet bowl & 3'-0" to 4'-0" above floor

2.1-8.3.7.4 Staff emergency stations for summoning local staff assistance for non-life-threatening situations at each patient care location

2.1-8.3.7.5 Code call station equipped with continuous audible or visual signal at point of origin

2.1-8.4.2 **PLUMBING & OTHER PIPING SYSTEMS**

2.1-8.4.2.5 Heated Potable Water Distribution Systems:

- systems serving patient care areas are under constant recirculation
- non-recirculated fixture branch piping does not exceed 25'-0" in length
- no dead-end piping
- water-heating system has supply capacity at minimum temperatures & amounts indicated in Table 2.1-3
- handwashing stations supplied as required above

2.1-8.4.2.6 Drainage Systems:

- drainage piping above ceiling of, or exposed in trauma rooms or electric closets
- check if not included in project
- special provisions to protect space below from leakage & condensation

2.1-8.4.2.6.1 Floor Drains:

- no floor drains in trauma rooms

2.1-8.4.2.6.2 Plaster Traps:

- sink is used for disposal of plaster of Paris
- check if not included in project
- plaster trap provided

2.1-8.4.3 **PLUMBING FIXTURES**

2.1-8.4.3.1 Handwashing Station Sinks:

- basins reduce risk of splashing to areas where direct patient care is provided, sterile procedures are performed & medications are prepared
- basin min. 144 square inches
- min. dimension 9 inches
- made of porcelain, stainless steel, or solid-surface materials
- water discharge point of faucets at least 10 inches above bottom of basin
- anchoring for sinks withstands min. vertical or horizontal force of 250 lbs.
- fittings operated without using hands for sinks used by medical & nursing staff, patients & public
- blade handles or single lever
- min. 4 inches long
- provide clearance required for operation
- sensor-regulated water fixtures
- meet user need for temperature & length of time water flows
- designed to function at all times & during loss of normal power

2.1-8.4.3.4 Ice-Making Equipment:

- copper tubing provided for supply connections
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<thead>
<tr>
<th>2.1-8.4.3.5</th>
<th>Clinical Sinks:</th>
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<tbody>
<tr>
<td>(1)</td>
<td>check if not included in project</td>
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<tr>
<td>(2)</td>
<td>trimmed with valves that can be operated without hands</td>
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<tr>
<td></td>
<td>handles min. 6 inches long</td>
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<td>integral trap wherein upper portion of water trap provides visible seal</td>
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<th>2.1-8.4.3.6</th>
<th>Scrub Sinks:</th>
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<tr>
<td>(1)</td>
<td>freestanding scrub sinks trimmed with foot, knee, or electronic sensor controls</td>
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<th>2.1-8.4.4</th>
<th>MEDICAL GAS &amp; VACUUM SYSTEMS</th>
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<tr>
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<td>Station outlets provided as indicated in Table 2.1-4</td>
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<th>2.1-8.4.4.2</th>
<th>Vacuum discharge at least 25'-0&quot; from all outside air intakes, doors &amp; operable windows</th>
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<th>2.1-8.6.2</th>
<th>ELECTRONIC SURVEILLANCE SYSTEMS</th>
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<tr>
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<td>Devices in patient areas mounted in unobtrusive &amp; tamper-resistant enclosures</td>
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<th>2.1-8.6.2.1</th>
<th>Monitoring devices not readily observable by general public or patients</th>
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<tr>
<td>2.1-8.6.2.2</td>
<td>Receive power from emergency electrical system</td>
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<td>2.1-8.6.2.3</td>
<td>-----------------------------------------------</td>
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