COMPLIANCE CHECKLIST

OP13: Outpatient Psychiatric 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 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 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: ____________________________

DoN Project Number: (if applicable)

Facility Address: __________________________

Satellite Name: (if applicable)

Building/Floor Location: ____________________

Satellite Address: (if applicable)

Submission Dates:
Initial Date: ____________________
Revision Date: ____________________

Project Description: __________________________

MDPH/DHCFLC

07/15 OP13
Architectural Requirements

**OUTPATIENT PSYCHIATRIC CENTERS**
(Applicable to mental health day treatment programs)

3.1-1.2.2 **PATIENT PRIVACY**
- Each facility design ensures appropriate levels of patient acoustic & visual privacy & dignity throughout care process

3.1-1.2.3 **SHARED/PURCHASED SERVICES**
- [ ] check if not included in project
- Details of shared or purchased space and/or services indicated in Project Narrative
- Waiver requests have been submitted for shared or purchased space (except as explicitly allowed below)

3.1-1.3.2 **PARKING**
1.3-3.3.1.1 Parking capacity sufficient to satisfy needs of patients, personnel & public

**ACCESS**
140.209 Facility is accessible to handicapped individuals

3.1-1.3.3 **ENTRANCE**
- At grade level
- Clearly marked
- Located so patients need not go through other activity areas (public lobbies may be shared)

3.1-1.4 **FACILITY LAYOUT**
- Precludes unrelated traffic in facility

3.11-3 **DIAGNOSTIC & TREATMENT AREAS**
3.11-3.2.1 Consultation room
- [ ] check if not included in project
3.11-3.2.2 Group rooms (may be used for activities)
- [ ] check if not included in project
3.11-3.2.2.1 Small group room
3.11-3.2.2.2 Large group room
3.11-3.2.3 Observation room
- [ ] check if not included in project
3.1-3.2.2.1 Located immediately accessible to nurse station & toilet room
### Architectural Requirements

#### SUPPORT AREAS FOR OUTPATIENT PSYCHIATRIC CENTER

3.11-3.6  

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
</table>
| 3.11-3.6.1  
| Nurse/Staff station                                                        |
| 3.11-3.6.1.1  
| Work counter                                                              |
| 3.11-3.6.1.2  
| Communication system                                                      |
| 3.11-3.6.1.3  
| Space for supplies                                                        |
| 3.11-3.6.1.4  
| Accommodations for written or electronic documentation                     |
| 3.11-3.6.4  
| Multipurpose room (may be combined with group room)                        |
| 3.11-3.6.4.1  
| Suitable for conferences, meetings & health education                      |
| 3.11-3.6.6  
| Medication safety zone                                                     |
| 3.11-3.6.6.1(2)  
| Medication preparation room/area or self-contained medication dispensing unit |
| (2)  
| (a) Located out of circulation paths to minimize distraction & interruption |
| (c) Work counters                                                          |
| (d) Task lighting                                                          |
| 3.11-3.6.7  
| Nourishment area (may be located in large group room)                      |
| (1) Handwashing station located in or directly accessible                  |
Architectural Requirements

(2) food preparation sink
   □ check if not included in project
      (only when meals are not prepared in nourishment area)

(3) work counter

(4) storage

(5) fixtures & appliances for beverages and/or nourishment

3.11-3.6.9 Clean storage
3.11-3.6.10 Soiled holding room
   □ provisions made for separate collection, storage & disposal of soiled materials

3.1-3.6.11.3 Wheelchair Storage & Parking Space:
   (1) designated for at least one facility-owned wheelchair
      □ check if not included in project
      □ located out of required corridor width
   (2) designated area for wheelchair parking
      □ located in non-public area
      □ located out of any required egress width or other required clearance

SUPPORT AREAS FOR STAFF

3.11-3.7 Staff toilet & lounge
   □ check if not included in project
      (only in small psychiatric outpatient center with four or fewer employees)

3.11-3.7.1.1 separate from public & patient facilities
3.11-3.7.1.2 Centralized staff facilities are not required in small centers

GENERAL SUPPORT SERVICES & FACILITIES

3.11-5 Environmental services room
3.11-5.5 min. one ES room per floor
3.1-5.5.1.1 service sink or floor-mounted mop sink
3.1-5.5.1.2(1) provisions for storage of supplies & housekeeping equipment
3.1-5.5.1.2(2) handwashing station or hand sanitation dispenser

3.11-6.2 PUBLIC AREAS

3.11-6.21 Entrances
3.11-6.2.1.1 well-marked
      □ at grade level
      □ secured

3.11-6.2.1.2 Shared Entrance Lobby or Elevators:
      □ travel to outpatient psychiatric center directly & accessible to disabled
### Architectural Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.11-6.2.2</td>
<td>Reception access is not through other occupied areas or outpatient service areas except for passage through common doors, lobbies, or elevator stations</td>
</tr>
<tr>
<td>3.11-6.2.2.1</td>
<td>Reception &amp; information counter or desk located to provide visual control of entrance to suite immediately apparent from entrance</td>
</tr>
<tr>
<td>3.11-6.2.2.2</td>
<td>Access to patient files &amp; records for scheduling of services</td>
</tr>
<tr>
<td>3.11-6.2.3</td>
<td>Waiting area under staff control</td>
</tr>
<tr>
<td>3.11-6.2.3.1</td>
<td>Seating contains no fewer than 2 spaces for each consultation room &amp; no fewer than 1.5 spaces for combined projected capacity at one time of group rooms</td>
</tr>
<tr>
<td>3.11-6.2.3.3</td>
<td>Outpatient psychiatric center has formal pediatrics service check if not included in project separate controlled waiting area for pediatric patients</td>
</tr>
<tr>
<td>3.11-6.2.3.4</td>
<td>Waiting area accommodates wheelchairs</td>
</tr>
<tr>
<td>3.11-6.2.3.5</td>
<td>Provisions for drinking water</td>
</tr>
<tr>
<td>3.11-6.2.4</td>
<td>Public toilet immediately accessible* to waiting area</td>
</tr>
<tr>
<td>3.11-6.3</td>
<td>Administrative areas</td>
</tr>
<tr>
<td>3.11-6.3.2</td>
<td>Interview spaces (may be combined with offices or consultation rooms)</td>
</tr>
<tr>
<td>3.11-6.3.3</td>
<td>Office space</td>
</tr>
<tr>
<td>3.11-6.3.3.1</td>
<td>Office separate &amp; enclosed provisions for privacy</td>
</tr>
<tr>
<td>3.11-6.3.3.2</td>
<td>Clerical space or rooms separated from public areas to ensure confidentiality</td>
</tr>
<tr>
<td>3.11-6.3.5</td>
<td>Medical records restricted to staff access</td>
</tr>
<tr>
<td>3.11-6.3.6</td>
<td>Office supply storage (closets or cabinets)</td>
</tr>
<tr>
<td>3.11-7.1</td>
<td>Security</td>
</tr>
<tr>
<td>3.11-7.1.2</td>
<td>Means of observation of all public areas, including corridors Can be accomplished by electronic surveillance if it is not obtrusive no niches &amp; hidden areas in corridors</td>
</tr>
</tbody>
</table>
Architectural Requirements

PATIENT SAFETY

3.11-7.2.2 Tamper Resistance & Suicide Prevention:
3.11-7.2.2.1 check if not included in project
(only if safety risk assessment does not identify suicide risk or staff safety concerns)
   __ Ceilings, walls, floors, windows tamper-resistant in patient treatment areas
   __ Any rods, doors, grab bars, handrails constructed so they do not allow attempts at suicide & cannot be used as weapons

3.11-7.2.2.2 __ Curtains & draperies not used

Building Systems Requirements

Architectural Details & MEP Requirements

3.1-7.2.2 ARCHITECTURAL DETAILS

3.1-7.2.2.1 Corridor Width:
IBC 1018.2 [ ] Min. 44” except in corridors used to transport patients on stretchers
or
[ ] Compliance of corridor width with State Building Code is established in submitted Code Review Sheet

421 CMR 6.00 [ ] Corridors include turning spaces for wheelchairs

3.1-7.2.2 Ceiling Height:
[ ] Min. 7’-10” (except in spaces listed below in this section)
(1) [ ] Min. 7’-6” in corridors
[ ] Min. 7’-6” in normally unoccupied spaces

3.1-7.2.2.3 Doors & Door Hardware:
(1) [ ] Door Type:
   (a) __ all doors between corridors, rooms, or spaces subject to occupancy of swing type or sliding doors
   (b) __ sliding doors [ ] check if not included in project
      __ no floor tracks in patient care areas

(2) [ ] Door Openings:
421 CMR 26.00 ___ door to room used by patients
   __ min. clear width 32”

(4) [ ] Lever hardware
(5) [ ] Doors to patient use toilets in patient care & treatment areas have hardware that allows staff emergency access

3.1-7.2.8 Handwashing Stations:
(3) [ ] Anchored to support vertical or horizontal force of 250 lbs.
(4) [ ] Countertop-Mounted Sinks:
   (a) ___ countertops made of porcelain, stainless steel, or solid surface materials
   (b) ___ plastic laminate countertops [ ] check if not included in project
      ___ at minimum substrate
      ___ marine-grade plywood with impervious seal

(5) [ ] no storage casework beneath sink

(6) [ ] provisions for drying hands at all handwashing stations except hand scrub facilities
   (a) ___ hand-drying device does not require hand contact
   (b) ___ hand-drying provisions enclosed to protect against dust or soil

(7) [ ] liquid or foam soap dispensers

3.1-7.2.9 Grab Bars:
(2) [ ] anchored for concentrated load of 250 lbs.
(3) ___ bariatric design [ ] check if not included in project
   ___ length of rear wall grab bars 44”

3.1-7.2.3 SURFACES

3.1-7.2.3.1 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
Carpet provides stable & firm surface
Floors & wall bases materials in all areas subject to frequent wet cleaning are not affected by germicidal cleaning solutions

Walls & Wall Protection:
(1)(a) Wall finishes washable
(1)(b) Wall finishes in vicinity of plumbing fixtures smooth, scrubbable & water-resistant
(2) Wall surfaces in areas routinely subjected to wet spray or splatter are monolithic or have sealed seams
(4) No sharp protruding corners
(5) Corner guards durable & scrubbable

HVAC SYSTEMS

Outdoor Air Intakes:
Located min. 25 feet from cooling towers & all exhaust & vent discharges
Bottom of air intake is at least 6'-0" above grade
Roof Mounted Air Intakes: check if not included in project
bottom min. 3'-0" above roof level

Filtration:
Filter banks conform to Table 6.4

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

Psychiatric Patient Areas:
exposed equipment enclosures have rounded corners & tamper-resistant fasteners
equipment arranged for maintenance access separate from patient care spaces (except for HVAC room recirculating units)

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

Ventilation & Space-Conditioning:
All rooms & areas used for patient care have provisions for ventilation
Natural ventilation only allowed for non sensitive areas via operable windows
Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

ELECTRICAL SYSTEMS

ELECTRICAL DISTRIBUTION & TRANSMISSION

Switchboards Locations:
located in areas separate from piping & plumbing equipment
not located in rooms they support
accessible to authorized persons only
easily accessible
located in dry, ventilated space free of corrosive gases or flammable material

PLUMBING SYSTEMS

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

PLUMBING FIXTURES

Materials material used for plumbing fixtures non-absorptive & acid resistant

Handwashing Station Sinks:
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
(7) Anchoring for sinks withstands min. vertical or horizontal force of 250 lbs
(8) Fittings operated without using hands for sinks used by staff, patients & public
   (a) blade handles or single lever
       min. 4 inches long
       provide clearance
       required for operation
   or
   (b) 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

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ELEVATORS

3.1-8.7.2
3.1-8.7.2.1

- Outpatient facility located on more than one floor or on floor other than an entrance floor at grade level
- at least one elevator
- Outpatient facility located on entrance floor at grade level