COMPLIANCE CHECKLIST

OP8: Freestanding Cancer Treatment Facilities

The following checklist is intended to be used in the plan review applications for health care facilities submitted to the Massachusetts Department of Public Health. This checklist summarizes and references the applicable requirements from the Licensure Regulations and the 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.

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**Facility Name:**

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**DoN Project Number:** (if applicable)

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**Facility Address:**

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**Satellite Name:** (if applicable)

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**Building/Floor Location:**

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**Satellite Address:** (if applicable)

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**Submission Dates:**

**Initial Date:**

**Revision Date:**

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**Project Description:**

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MDPH/DHCFLC 07/15 OP8
### Architectural Requirements

#### FREESTANDING CANCER TREATMENT FACILITIES

#### 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)

#### 3.6-1.3.1 LOCATION
- Access to parking
- Access to public transportation

#### 3.6-1.3.2 PARKING
- **1.3-3.1.1** 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

#### 3.6-3.2 CANCER TREATMENT AREA
- **3.6-3.2.1.3** Separate from administrative & waiting areas
- **3.6-3.2.2** Space Requirements:
  - **Check if not included in project**
  - Min. clear floor area 70 sf
  - Min. clearance 5'-0" between beds or lounge chairs
  - Min. clearance 3'-0" on at least three sides of bed or lounge chair
Architectural Requirements

- Patient cubicles
  - check if not included in project
  - min. clear floor area 80 sf
  - min. clearance 3'-0" on at least three sides of bed or lounge chair

- Single-bed rooms
  - check if not included in project
  - min. clear floor area 100 sf
  - min. clearance 3'-0" on at least three sides of bed or lounge chair

3.6-3.2.3  Provisions for visual privacy

3.6-3.2.4  Nurse station
- located in treatment area

3.6-3.2.4.1  Visual observation of all patient care stations

3.6-3.2.4.2  out of direct line of traffic

3.6-3.2.5  Handwashing stations

3.6-3.2.5.2  handwashing station located in, next to, or directly accessible to nurse station

3.1-3.6.5.1  located in each room where hands-on patient care is provided

3.1-3.6.5.3  Handwashing Stations Serving Multiple Patient Care Stations:
  - check if not included in project
  - min. 1 handwashing station for every 4 patient care stations or fewer & for each major fraction thereof
  - evenly distributed & provide uniform distance from two patient care stations farthest from handwashing station

3.6-3.2.6  Patient toilet room with handwashing station
- located in treatment area

3.6-3.4.1  Airborne infection isolation room:
  - check if not included in project

3.1-3.4.2.2(1)  accommodates only one patient at one time

3.1-3.4.2.2(2)  handwashing station

3.1-3.4.2.2(3)  provision made for personal protective equipment storage at entrance to room

Space Requirements:
- min. clear floor area 100 sf
- min. clearance 3'-0" on at least three sides of bed or lounge chair

3.1-3.6.5.1(5)  Monolithic floors & wall bases in airborne infection isolation rooms
- integral coved base min. 6" high

Building Systems Requirements

Ventilation:
- Min. 12 air changes per hour
- Exhaust
- Negative pressure
- No recirculating room units
- Space ventilation & pressure relationship requirements of Table 7.1 are maintained in event of loss of normal electrical power
- Ductwork under negative pressure (except in mechanical room)
- Discharge in vertical direction at least 10'-0" above roof level
### Architectural Requirements

**3.1-3.4.2.3**

- check if not included in project

1. space for persons to don personal protective equipment before entering patient room
2. all doors to anteroom self-closing devices or an audible alarm arrangement that can be activated when in use as an isolation room

**3.1-3.4.2.4(1)**

- self-closing devices on all room exit doors
- doors edge seals

**3.6-3.6**

**SUPPORT AREAS FOR CANCER TREATMENT FACILITY**

3.1-3.6.6

- check if not included in project

1. medication preparation room/area or self-contained medication dispensing unit
2. located out of circulation paths to minimize distraction & interruption
2. work counters
2. task lighting

**3.1-3.6.6.2(1)**

- check if not included in project

1. 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

**3.1-3.6.6.2**

- space to prepare medicines in addition to any self-contained medicine-dispensing unit

### Building Systems Requirements

**4.0.1**

- Located not less than 10'-0" horizontally from air intakes & operable windows/doors
- Permanent device monitoring differential air pressure between All room & corridor

**Power:**

- Min. 8 receptacles
- Min. 4 receptacles convenient to head of exam table

**3.1-3.4.2.3**

- check if not included in project

1. ventilation:
   - Min. 10 air changes per hour

**Ventilation:**

- Min. 4 air changes per hour
- Negative pressure to corridor
- No recirculating room units
- All room under negative pressure to anteroom
- Anteroom under negative pressure to corridor

**3.1-3.4.2.4(1)**

- self-closing devices on all room exit doors
- doors edge seals

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Architectural Requirements

(d) sterile preparations compounding
   □ check if not included in project  
   Code Review Sheet establishing that room design complies with USP 797 has been submitted

3.1-3.6.6.2(2) self-contained medication dispensing units
   □ check if not included in project

(a) located at nurse station, in clean workroom or in an alcove
    □ lockable unit to secure controlled drugs
(b) handwashing station or hand sanitation located next to stationary medication-dispensing units

3.6-3.6.7 Nourishment area
(1) handwashing station located in or directly accessible
(3) work counter
(4) storage
(5) fixtures & appliances for beverages and/or nourishment

3.6-3.6.7.1 Drinking water dispenser for patient use separate from handwashing station

3.6-3.6.9.1 Clean workroom
(1) work counter
(2) handwashing station
(3) storage for clean & sterile supplies

or

3.6-3.6.9.2 Clean Supply Room
    □ storage & holding as part of system for distribution of clean & sterile materials

3.6-3.6.10 Soiled workroom
3.6-3.6.10.1 handwashing station
3.6-3.6.10.2 flushing-rim clinical sink with bedpan washer
3.6-3.6.10.3 work counter
3.6-3.6.10.4 storage cabinets
3.6-3.6.10.5 space for separate covered containers

3.6-3.6.11.1 Stretcher/wheelchair storage
    □ out of direct line of traffic

Building Systems Requirements

Ventilation:
   □ Min. 2 air changes per hour Table 7.1
**Architectural Requirements**

3.6-3.7 SUPPORT AREAS FOR STAFF
- **3.6-3.7.1** Staff Lounge
  - lockers
  - toilet
  - handwashing stations
- **3.6-3.7.2** Staff toilet room
  - immediately accessible* to nurse station
  - handwashing station

3.6-3.8 SUPPORT AREAS FOR PATIENTS
- **3.6-3.8.1** Waiting room
  - seating accommodations for waiting periods
- **3.6-3.8.1.1** toilet room with handwashing station
- **3.6-3.8.1.3** local telephone access
- **3.6-3.8.1.4** provisions for drinking water
- **3.6-3.8.2** Storage for patient belongings

3.6-5 GENERAL SUPPORT FACILITIES
- **3.1-5.5.1** Environmental services room
  - min. one ES room per floor
- **3.1-5.5.1.1** (1) service sink or floor-mounted mop sink
  (2) provisions for storage of supplies & housekeeping equipment
  (3) handwashing station or hand sanitation dispenser

3.6-6.2 PUBLIC AREAS
- **3.1-6.2.1** Vehicular drop-off & pedestrian entrance

3.6-6.3 ADMINISTRATIVE AREAS
- **3.1-6.3.5** Medical records
  - restricted to staff access

**Building Systems Requirements**

Architectural Details & MEP Requirements

3.7.2.2 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

Ventilation:
- **3.1-7.2.2.2** Min. 10 air changes per hour
  - Min. 10 air changes per hour
  - Min. 10 air changes per hour

Ceiling Height:
- **421 CMR 6.00** Min. 7’-10” (except in spaces listed below in this section)
- **3.1-7.2.2.2** Min. 7’-10” (except in spaces listed below in this section)
- **3.1-7.2.2.2** Min. 7’-6” in corridors
- **3.1-7.2.2.2** Min. 7’-6” in normally unoccupied spaces
### Doors & Door Hardware:

**3.1-7.2.2.3**

**(1)** Doors & Door Hardware:

**Door Type:**
- 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

**(3)** door do not swing into corridors except doors in behavioral health units & doors to non-occupiable spaces

**(4)** lever hardware
- doors to patient use toilets in patient care & treatment areas have hardware that allows staff emergency access

### Handwashing Stations:

**3.1-7.2.2.8**

**(3)** anchored to support vertical or horizontal force of 250 lbs.

**(4)** Counter-Mounted Sinks:
- 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

**(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

### Grab Bars:

**3.1-7.2.2.9**

**(2)** anchored for concentrated load of 250 lbs.

**(3)** bariatric design
- check if not included in project
- length of rear wall grab bars 44"

### Flooring & Wall Bases:

**3.1-7.2.3**

**(1)** Selected flooring surfaces cleanable & wear-resistant for location

**(2)** Smooth transitions between different flooring materials

### Walls & Wall Protection:

**3.1-7.2.3.2**

**(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:

**4/6.3.1** 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

**4/6.4** Filtration:

- Filter banks conform to Table 6.4

**4/6.7** Air Distribution Systems:

- Ducted return or exhaust systems in spaces listed in Table 7.1 with required pressure relationships

**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

### Acoustical Considerations:

**3.1-8.2.1.1(5)**

- Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade
3.1-8.2.1.2  Ventilation & Space-Conditioning:
(1) All rooms & areas used for patient care have provisions for ventilation
(2) Natural ventilation only allowed for non sensitive areas via operable windows
(3) Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

3.1-8.3  ELECTRICAL SYSTEMS
3.1-8.3.2  ELECTRICAL DISTRIBUTION & TRANSMISSION
3.1-8.3.2.1(1) Switchboards Locations:
(a) Located in areas separate from piping & plumbing equipment
(b) Not located in rooms they support
(c) Accessible to authorized persons only
(d) Easily accessible
(e) Located in dry, ventilated space free of corrosive gases or flammable material

3.1-8.3.4  LIGHTING
3.1-8.3.4.3(1) Portable or fixed examination light in exam rooms & treatment rooms

3.1-8.3.6  ELECTRICAL RECEPTACLES
3.1-8.3.6.2 Receptacles in patient care areas conform to Table 3.1-1

3.1-8.3.7  CALL SYSTEMS
___ Nurse call stations conform to Table 3.1-2

3.1-8.4  PLUMBING SYSTEMS
3.1-8.4.2.5 Heated Potable Water Distribution Systems:
(2) Systems serving patient care areas are under constant recirculation
(3) Non-recirculated fixture branch piping does not exceed 25'-0" in length
(4) No dead-end piping
(5) Water-heating system has supply capacity at minimum temperatures & amounts indicated in Table 2.1-3
(6) Handwashing stations supplied as required above

3.1-8.4.3  PLUMBING FIXTURES
3.1-8.4.3.1 Materials material used for plumbing fixtures non-absorptive & acid resistant

3.1-8.4.3.2 Handwashing Station Sinks:
(1) Basins reduce risk of splashing to areas where direct patient care is provided, sterile procedures are performed & medications are prepared
(2) Basin min. 144 square inches
(3) Min. dimension 9 inches
(4) Made of porcelain, stainless steel, or solid-surface materials
(5) Water discharge point of faucets at least 10 inches above bottom of basin
(6) Anchoring for sinks withstands min. vertical or horizontal force of 250 lbs
(7) Fittings operated without using hands for sinks used by staff, patients & public

3.1-8.4.3.5 Clinical Sinks:
☐ check if not included in project
(1) Trimmed with valves that can be operated without hands
(2) Handles min. 6 inches long
(3) Integral trap wherein upper portion of water trap provides visible seal

3.1-8.7.2  ELEVATORS
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
(1) At least one elevator
(2) Outpatient facility located on entrance floor at grade level