COMPLIANCE CHECKLIST

IP12_Emergency Services

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 2018 Edition of the FGI Guidelines for Design and Construction of Hospitals. 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)
- Accreditation requirements of The Joint Commission
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
- USP 797 & Regulations of the Massachusetts Board of Registration in Pharmacy
- Occupational Safety & Health Standards (OSHA)
- 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 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.

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.

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, waste anesthesia gas disposal and instrument air outlets (if required) are identified respectively by the abbreviations “OX”, “VAC”, “MA”, “WAGD” & “IA”.
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 and reproduced in this checklist.

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: ____________________________

MDPH/DHCFLC 12/18 IP12
Architectural Requirements

2.2-3.1

EMERGENCY SERVICES

2.2-3.1.3.2

ENTRANCE

2.1-6.2.1

____ Vehicular drop-off & pedestrian entrance

____ at least one entrance is reachable from grade level

(1) Public roads signs direct ambulance traffic to ambulance entrance to ED

____ Vehicle traffic to public entrance

(2) Paved emergency access to permit discharge of patients from automobiles & ambulances be provided

(3) ____ ED entrance is clearly marked

(4) ____ Raised platform/dock used for ambulance discharge

☐ check if not included in project

____ ramp or elevator/lift to grade level

provided for pedestrian & wheelchair access

(5) ____ Emergency vehicle entry cover/canopy

____ provides shelter for both patient & emergency medical crew during transfer between emergency vehicle & building

(6) ____ Emergency bays sized to be compatible with horizontal & vertical vehicle clearances of EMS providers

(7) ____ ED ambulance entrances provide min. 6'-0" in clear width to accommodate stretchers/gurneys & expanded-capacity stretchers/gurneys, mobile patient lift devices & accompanying attendants

(8) ____ lifts for patients of size are provided

☐ check if not included in project

(only if not required by Patient Handling & Movement Assessment – see Section 1.2-4.3)

2.2-3.1.3.8

____ Diagnostic service areas

____ access to imaging & laboratory services is provided

2.2-3.1.3.3

RECEPTION & TRIAGE AREAS

____ Emergency department designed to ensure that access control can be maintained at all times

(1) ____ Reception or triage areas located to provide means for observation of main entrance to department & public waiting area
Architectural Requirements

(2) Public access points to treatment area are under direct observation of reception & triage areas

(3) Triage area
   (b) provisions for patient privacy
       handwashing station provided in each triage room
       one handwashing station provided for every 4 triage bays or cubicles
   (d) hand sanitation station provided for each triage bay or cubicle

(e) access to panic button for security emergencies

Building Systems Requirements

Ventilation:
   Min. 12 air changes per hour Table 7.1
   Exhaust
   Negative pressure

Power:
   Min. 6 receptacles in total Table 2.1-1
   convenient to head of gurney or bed
   At least 50% of receptacles connected to emergency power

Nurse Call System:
   Patient station Table 2.1-2
   Staff assistance station

Medical Gases:
   1 OX, 1 VAC per station Table 2.1-3

Ventilation:
   Min. 12 air changes per hour Table 7.1
   Exhaust
   Negative pressure

Ventilation:
   Min. 10 air changes per hour Table 7.1
   Exhaust
   Negative pressure
   No recirculating room units

Table 7.1

2.2.3.1.3.4 PUBLIC WAITING AREA
(1) Public waiting area
   (a) toilet facilities
   (b) provisions for drinking water
   (c) provisions for telephone access

2.2.3.1.3.5 COMMUNICATIONS WITH EMS
(1) Communication connections to emergency medical services (EMS) be provided
   (2) EMS base station is provided
       ☐ check if not included in project
       designed to reduce noise distractions & interruptions during radio transmissions

2.2.3.1.3.6 GENERAL TREATMENT ROOMS OR AREAS
(1)(b) Examination/treatment rooms for pelvic exams
       allow for foot of examination table to face away from door

(2) Single-patient treatment rooms

2.1.3.2.1 Space Requirements:
New Construction:
   min. clear floor area 120 sf
   min. clear dimension 10'-0"
   or
   Renovation:
   min. clear floor area 100 sf

Ventilation:
   Min. 6 air changes per hour Table 7.1

Lighting:
   Portable or fixed exam light 2.1-3.4.3(3)

Power:
   Min. 8 receptacles in total Table 2.1-1
**Architectural Requirements**

(2)(a) room size permits room arrangement with min. clearance 3'-0" at each side & at foot of exam table

2.1-3.2.2.2 (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(2)(b) space for medical equipment
view panel designed for patient visual privacy adjacent* to and/or in door

2.2-3.1.3.6(3) Multiple-patient treatment rooms ☐ check if not included in project

2.1-3.2.3.1 Space Requirements:
(1) separate patient bays or cubicles with min. clear floor area 80 sf per patient care station
(2)(a) min. 5'-0" between sides of adjacent* patient beds
(2)(b) min. 4'-0" between sides of patient beds & adjacent* walls or partitions
2.1-3.2.3.2(2) accommodations for written or electronic documentation
2.1-3.2.3.2(3) space for visitor's chair
2.1-3.2.3.3 handwashing station
(1) at least one handwashing station in each multiple-patient examination room
2.1-2.8.7.3(1) at least 1 handwashing station for every 4 patient care stations or fewer & for each major fraction thereof
2.1-2.8.7.3(2) handwashing stations evenly distributed
2.1-3.2.3.4 supply storage

2.2-3.1.3.7 Patient toilet room
(1) at least one for each 6 treatment rooms/spaces & for each fraction thereof
handwashing station

**Building Systems Requirements**

— Min. 4 receptacles convenient to head of gurney or bed

Nurse Call System:
— Staff assistance station Table 2.1-2
— Emergency call station

Medical Gases:
— 1 OX, 1 VAC, 1 MA per gurney Table 2.1-3

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

Lighting:
— Portable or fixed exam light 2.1-8.3.4.3(3)

Power:
— Min. 8 receptacles in total Table 2.1-1

Nurse Call System:
— Staff assistance station Table 2.1-2
— Emergency call station

Medical Gases:
— 1 OX, 1 VAC, 1 MA per gurney Table 2.1-3

Ventilation:
— Min. 10 air changes per hour Table 7.1
— Exhaust
— Negative pressure
— No recirculating room units
Architectural Requirements

2.2-3.1.3.6(4) GENERAL TRAUMA/RESUSCITATION ROOMS

(a) Single-patient T/R room

- Designed for emergency procedures
- Min. clear floor area 250 sf
- Min. clearance 5'-0" provided around all sides of gurney

or

(b) Multiple-patient T/R room

- Min. clear floor area 200 sf for each patient bay defined by privacy curtains
- Min. clearance 5'-0" on all sides of gurney
- Min. clearance 10'-0" between each patient bed or gurney

(c) Space for storage of supplies
- PACS film illuminators or other systems to allow viewing of images & films in room

Errata
- Handwashing station
- Space for code cart
- Examination lights
- Accommodations for written or electronic documentation
- Physiological monitoring equipment
- Storage for personal protective equipment

2.2-3.1.3.6(4)(e) Doorways leading from ambulance entrance to trauma/resuscitation room have min. clear width 72 inches & min. height 83.5 inches

2.2-3.1.3.6(5)(a) PEDIATRIC TREATMENT ROOMS OR AREAS

☐ check if not included in project

Location:
- Pediatric treatment rooms located adjacent* to family waiting area & toilet room

2.2-3.1.3.6(2) Single-patient treatment rooms

1-3.2.2.1 Space Requirements:

New Construction:
- Min. clear floor area 120 sf
- Min. clear dimension 10'-0"

or

Renovation:
- Min. clear floor area 100 sf

Building Systems Requirements

Ventilation:
- Min. 15 air changes per hour Table 7.1
- Positive pressure
- No recirculating room units

Lighting:
- Portable or fixed exam light 2.1-8.3.4.3(3)

Power:
- Min. 16 receptacles in total Table 2.1-1
- Min. 8 receptacles in total Table 2.1-1

Medical Gases:
- 1 OX, 3 VAC, 1 MA per gurney Table 2.1-3
Architectural Requirements

(2)(a) room size permits room arrangement with min. clearance 3'-0" at each side & at foot of exam table

2.1-3.2.2.2
(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.(2)(b)
space for medical equipment
view panel designed for patient visual privacy adjacent* to and/or in door

2.2-3.1.3.(3)
Multiple-patient treatment rooms
☐ check if not included in project

2.1-3.2.3.1
Space Requirements:
(1) separate patient bays or cubicles with min. clear floor area 80 sf per patient care station
(2)(a) min. 5'-0" between sides of adjacent* patient beds
(2)(b) min. 4'-0" between sides of patient beds & adjacent* walls or partitions

2.1-3.2.3.2(2) accommodations for written or electronic documentation

2.1-3.2.3.2(3) space for visitor’s chair

2.1-3.2.3.3 handwashing station
(1) at least one handwashing station in each multiple-patient examination room

2.1-2.8.7.3(1) at least 1 handwashing station for every 4 patient care stations or fewer & for each major fraction thereof

2.1-2.8.7.3(2) handwashing stations evenly distributed

2.1-3.2.3.4 supply storage

2.2-3.1.3.7 Patient toilet room
☐ at least one for each 6 treatment rooms/spaces & for each fraction thereof
☐ handwashing station

Building Systems Requirements

Min. 4 receptacles convenient to head of gurney or bed

Nurse Call System:
☐ Staff assistance station Table 2.1-2
☐ Emergency call station

Medical Gases:
☐ 1 OX, 1 VAC, 1 MA per gurney Table 2.1-3

Ventilation:
Min. 6 air changes per hour Table 7.1

Lighting:
Portable or fixed exam light 2.1-8.3.4.3(3)

Power:
Min. 8 receptacles in total Table 2.1-1

Nurse Call System:
☐ Staff assistance station Table 2.1-2
☐ Emergency call station

Medical Gases:
☐ 1 OX, 1 VAC, 1 MA per gurney Table 2.1-3

Ventilation:
Min. 10 air changes per hour Table 7.1

Exhaust
Negative pressure
No recirculating room units
Architectural Requirements

2.2-3.1.3.6(5)(b) ___ Pediatric trauma/resuscitation rooms

2.2-3.1.3.6(4)

___ designed for emergency procedures

(a) ___ single-patient T/R room

Space Requirements:
___ min. clear floor area 250 sf
___ min. clearance 5'-0” provided around all sides of gurney

or

(b) ___ multiple-patient T/R room

Space Requirements:
___ min. clear floor area 200 sf for each patient bay defined by privacy curtains
___ min. clearance 5'-0” on all sides of gurney
___ min. clearance 10'-0” between each patient bed or gurney

(c) ___ space for storage of supplies
___ PACS film illuminators or other systems to allow viewing of images & films in room

Errata
___ handwashing station
___ space for code cart
___ examination lights
___ accommodations for written or electronic documentation
___ physiological monitoring equipment
___ storage for personal protective equipment

2.2-3.1.3.6(4)(e) ___ doorways leading from ambulance entrance to trauma/resuscitation room have min. clear width 72 inches & min. height 83.5 inches

2.2-3.1.3.6(5)(c) ___ Playroom or play area provided in waiting area

2.2-3.1.3.6(6) ___ Treatment Room for Patients of Size

2.1-2.3.1 ___ Need to provide spaces designed for safe care of patients of size described in Project Narrative

2.1-2.3.1.1 (2) ___ Patient Handling & Movement Assessment (PHAMA) including need for expanded capacity lifts & architectural details supporting movement of patients of size is attached to Project Narrative

Building Systems Requirements

Ventilation:
___ Min. 15 air changes per hour Table 7.1
___ Positive pressure
___ No recirculating room units

Lighting:
___ Portable or fixed exam light 2.1-8.3.4.3(3)

Power:
___ Min. 16 receptacles in total Table 2.1-1
___ convenient to head of gurney or bed

Nurse Call System:
___ Staff assistance station Table 2.1-2
___ Emergency call station

Medical Gases:
___ 1 OX, 3 VAC, 1 MA per gurney Table 2.1-3
### Architectural Requirements

<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>2.1-2.3.1.3</td>
<td>Patient Lift System:</td>
</tr>
<tr>
<td>(1)</td>
<td>accommodations for patient handling provided by either overhead lift system or floor-based full-body sling lift &amp; standing-assist lifts</td>
</tr>
<tr>
<td>(2)</td>
<td>lifts capable of accommodating projected weight of patients of size</td>
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<table>
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<tr>
<th>Section</th>
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</thead>
<tbody>
<tr>
<td>2.1-2.3.7</td>
<td>Single-patient examination or treatment room (may be subdivided with cubicle curtains when not in use for patient of size)</td>
</tr>
</tbody>
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<tr>
<th>Section</th>
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<tbody>
<tr>
<td>2.1-2.3.7.2</td>
<td>Space Requirements:</td>
</tr>
<tr>
<td>(1)(a)</td>
<td>min. 5'-0&quot; clearance at foot of expanded-capacity exam table</td>
</tr>
<tr>
<td>(1)(b)</td>
<td>min. 5'-0&quot; clearance on non-transfer side of expanded-capacity exam table</td>
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<tbody>
<tr>
<td>2.1-3.2.2.2</td>
<td>Clearance on Transfer Side of Expanded Capacity Exam Table:</td>
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<tr>
<td>(1)(c)</td>
<td>ceiling- or wall-mounted lift is provided: min. 5'-0&quot; clearance</td>
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<td></td>
<td>or</td>
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<td></td>
<td>no ceiling- or wall-mounted lift is provided: min. 7'-0&quot; clearance</td>
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<tbody>
<tr>
<td>2.1-2.3.8</td>
<td>Equipment &amp; Supply Storage</td>
</tr>
<tr>
<td></td>
<td>accommodates size of expanded-capacity equipment (e.g. floor-based lifts, slings &amp; accessories etc.)</td>
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<tbody>
<tr>
<td>2.1-2.3.10</td>
<td>Special Design Elements for Spaces for Care of Patients of Size:</td>
</tr>
<tr>
<td>2.1-2.3.10.1</td>
<td>all plumbing fixtures, handrails, grab bars, patient lift equipment, built-in furniture &amp; other furnishings &amp; equipment designed to accommodate maximum planned patient weight</td>
</tr>
</tbody>
</table>

### Building Systems Requirements

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ventilation:</td>
</tr>
<tr>
<td>Min. 6 air changes per hour</td>
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<tr>
<td>Table 7.1</td>
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<tr>
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<tbody>
<tr>
<td>Lighting:</td>
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<tr>
<td>Portable or fixed exam light</td>
</tr>
<tr>
<td>2.1-8.3.4.3(3)</td>
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<tr>
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<tbody>
<tr>
<td>Power:</td>
</tr>
<tr>
<td>Min. 8 receptacles in total</td>
</tr>
<tr>
<td>Table 2.1-1</td>
</tr>
<tr>
<td>Min. 4 receptacles convenient to head of gurney or bed</td>
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<tr>
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<tbody>
<tr>
<td>Nurse Call System:</td>
</tr>
<tr>
<td>Staff assistance station</td>
</tr>
<tr>
<td>Table 2.1-2</td>
</tr>
<tr>
<td>Emergency call station</td>
</tr>
<tr>
<td>Medical Gases:</td>
</tr>
<tr>
<td>1 OX, 1 VAC, 1 MA per gurney</td>
</tr>
<tr>
<td>Table 2.1-3</td>
</tr>
<tr>
<td>Architectural Requirements</td>
</tr>
<tr>
<td>----------------------------</td>
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<tr>
<td><strong>2.1-2.3.10.2</strong> Door Openings: (See Also Page 15)</td>
</tr>
<tr>
<td>(1)</td>
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<td></td>
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<tr>
<td>(2)</td>
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<td>(3)</td>
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<td></td>
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<tr>
<td><strong>2.2-3.1.3.7</strong> Patient toilet room</td>
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<tr>
<td>☐</td>
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</tbody>
</table>
| & for each fraction thereof | Exhau
| ☐ handwashing station | St
| | Negative pressure |
| | No recirculating room units |
| **2.2-3.1.3.6(7)** GERIATRIC TREATMENT ROOM OR AREA | Table 7.1 |
| ☐ check if not included in project | | |
| (a) | Designed to accommodate needs of geriatric patients |
| (b) | Design of ED geriatric treatment rooms or areas is assessed for patient fall risks as part of safety risk assessment |
| **2.2-3.1.3.6(8)** HUMAN DECONTAMINATION ROOM | |
| (a) | Location: |
| | New Construction: |
| | ☐ decon. room provided with outside entry door located as far as practical but no less than 10’-0” from closest other entrance |
| | or |
| | ☐ decontamination room provided with outside entry door located as far as practical |
| | Renovations: |
| | ☐ internal door of decontamination room provides direct access into ED corridor or treatment room |
| | ☐ door swings into room |
| | ☐ door lockable against ingress from corridor |
| (b) | Space Requirements: |
| | ☐ min. clear floor area 80 sf |
| | Ventilation: |
| | ☐ Min. 12 air changes per hour |
| | ☐ Exhau
| | ☐ Negative pressure |
| | ☐ No recirculating room units |
| (c) | Special Architectural Details: |
| | ☐ all smooth nonporous scrubable non-absorptive non-perforated surfaces |
| | ☐ floor self-coving to height of 6 inches |
Architectural Requirements

(d) Special Plumbing System Requirements:
   - room equipped with two hand-held shower heads with temperature controls
   - floor drain to dedicated holding tank
   - acid resistant fixtures
   - portable or hard-piped oxygen
   - portable suction

2.2-3.1.3.6(9) **FAST-TRACK AREA**
☐ check if not included in project

(2) Single-patient treatment rooms
   - min. clear floor area 100 sf
   - room size permits room arrangement with min. clearance 3'-0" at each side & at foot of exam table

2.1-3.2.2.2(2) storage for supplies
2.1-3.2.2.2(3) accommodations for written or electronic documentation
2.1-3.2.2.2(4) space for visitor’s chair
2.1-3.2.2.2(5) handwashing station
2.2-3.1.3.6(2)(b) space for medical equipment
   - view panel designed for patient visual privacy adjacent* to and/or in door

2.2-3.1.3.6(3) Multiple-patient treatment rooms
☐ check if not included in project

2.1-3.2.3.1 separate patient bays or cubicles with min. clear floor area 80 sf per patient care station
(2)(a) min. 5'-0" between sides of adjacent* patient beds
(2)(b) min. 4'-0" between sides of patient beds & adjacent* walls or partitions
2.1-3.2.3.2(2) accommodations for written or electronic documentation
2.1-3.2.3.2(3) space for visitor’s chair
2.1-3.2.3.3 handwashing station
(1) at least one handwashing station in each multiple-patient examination room

Building Systems Requirements

Ventilation:
- Min. 6 air changes per hour Table 7.1
- Min. 6 air changes per hour Table 7.1
- Min. 8 receptacles in total Table 2.1-1
- Min. 4 receptacles convenient to head of gurney or bed

Lighting:
- Portable or fixed exam light 2.1-8.3.4.3(3)
- Portable or fixed exam light 2.1-8.3.4.3(3)

Power:
- Min. 8 receptacles in total Table 2.1-1
- Min. 8 receptacles in total Table 2.1-1
- Min. 4 receptacles convenient to head of gurney or bed

Nurse Call System:
- Staff assistance station Table 2.1-2
- Emergency call station Table 2.1-2

Medical Gases:
- 1 OX, 1 VAC per patient Table 2.1-3
- 1 OX, 1 VAC per patient Table 2.1-3
- 1 OX, 1 VAC per patient Table 2.1-3

MDPH/DHCFLC
### Architectural Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>2.2-3.1.3.6(9)(b)</td>
<td>Waiting area</td>
</tr>
<tr>
<td>☐ check if not included in project</td>
<td></td>
</tr>
<tr>
<td>__ located for immediate access to patient toilet room</td>
<td></td>
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<tr>
<td>__ min. two chairs per treatment room</td>
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<tbody>
<tr>
<td>2.2-3.1.3.7</td>
<td>Patient toilet room</td>
</tr>
<tr>
<td>__ at least one for each 6 treatment rooms/spaces &amp; for each fraction thereof</td>
<td></td>
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<tr>
<td>__ handwashing station</td>
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### Building Systems Requirements

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<td>__ Exhaust</td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>__ No recirculating room units</td>
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</tr>
</tbody>
</table>

### SPECIAL PATIENT CARE AREAS

#### 2.2-3.1.4

##### 2.2-3.1.4.2

**Airborne infection isolation (AII) room**

**Location:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ AII room visible from nurse station</td>
<td></td>
</tr>
</tbody>
</table>

**Architectural Details & Furnishings:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)(a)</td>
<td>perimeter walls ceiling &amp; floor including penetrations constructed to prevent air exfiltration</td>
</tr>
<tr>
<td>(1)(b)</td>
<td>self-closing devices on all room exit doors</td>
</tr>
<tr>
<td>or</td>
<td>activation of audible alarm when AII room is in use as isolation room</td>
</tr>
<tr>
<td></td>
<td>edge seals provided along sides &amp; top of doorframe for any door into AII room</td>
</tr>
</tbody>
</table>

#### 2.2-3.1.3.6(2)

##### 2.1-3.2.2.1

**Space Requirements:**

<table>
<thead>
<tr>
<th>New Construction:</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ min. clear floor area 120 sf</td>
<td></td>
</tr>
<tr>
<td>__ min. clear dimension 10'-0&quot;</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Renovation:</td>
<td>Details</td>
</tr>
<tr>
<td>__ min. clear floor area 100 sf</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)(a)</td>
<td>room size permits room arrangement with min. clearance 3'-0&quot; at each side &amp; at foot of exam table</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ storage for supplies</td>
<td></td>
</tr>
<tr>
<td>__ accommodations for written or electronic documentation</td>
<td></td>
</tr>
<tr>
<td>__ space for visitor’s chair</td>
<td></td>
</tr>
<tr>
<td>__ handwashing station</td>
<td></td>
</tr>
<tr>
<td>__ space for medical equipment</td>
<td></td>
</tr>
<tr>
<td>__ view panel designed for patient visual privacy adjacent* to and/or in door</td>
<td></td>
</tr>
</tbody>
</table>

**Ventilation:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Min. 12 air changes per hour</td>
<td></td>
</tr>
<tr>
<td>__ Exhaust</td>
<td></td>
</tr>
<tr>
<td>__ Negative pressure</td>
<td></td>
</tr>
<tr>
<td>__ No recirculating room units</td>
<td></td>
</tr>
</tbody>
</table>

**Lighting:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Portable or fixed exam light</td>
<td></td>
</tr>
</tbody>
</table>

**Power:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Min. 8 receptacles in total</td>
<td></td>
</tr>
</tbody>
</table>

**Nurse Call System:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Staff assistance station</td>
<td></td>
</tr>
<tr>
<td>__ Emergency call station</td>
<td></td>
</tr>
</tbody>
</table>

**Medical Gases:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ 1 OX, 1 VAC, 1 MA per patient</td>
<td></td>
</tr>
</tbody>
</table>
### Architectural Requirements

2.2-3.1.4.3  **SECURE HOLDING ROOMS**

- [ ] Locations facilitate staff observation & monitoring of patients in these areas
- [ ] Min. clear floor area 60 sf
- [ ] Minimum wall length 7'-0"
- [ ] Maximum wall length 11'-0"

(3) Designed to prevent injury to patients

(a) All finishes impact- tamper- & ligature-resistant

- Light fixtures impact- tamper- & ligature-resistant
- Ventilation diffusers & registers impact-tamper- & ligature-resistant
- Sprinklers impact- tamper- & ligature-resistant

(b) No electrical outlets

(c) No medical gas outlets

(d) No sharp corners edges or protrusions & walls be free of objects or accessories

(e) Patient room doors swing out & have hardware on exterior side only

(e) Small impact-resistant view panel or window provided in door for discreet staff observation of patient

### Building Systems Requirements

- Ventilation:
  - [ ] Min. 6 air changes per hour

Table 7.1

### Support Areas for Emergency Department

2.2-3.1.8  **SUPPORT AREAS FOR EMERGENCY DEPARTMENT**

2.2-3.1.8.2

- Administrative center or nurse station
- Nurse master station & central monitoring equipment be provided

(3) Decentralized nurse stations near clusters of treatment rooms

- [ ] check if not included in project

- Visual observation of all traffic into unit & of all patients from nurse station

2.1-2.8.2.1(1)

- [ ] space for counters

2.1-2.8.2.1(2)

- Handwashing station next to or directly accessible*

- Hand sanitation dispenser next to or directly accessible*

2.1-2.8.2.2

- Center for reception & communication

- Self-contained

- Combined with administrative center or nurse station

2.2-3.1.8.11

- Clean supply room

- Used only for storage & holding as part of system for distribution of clean & sterile supplies

- Ventilation:
  - [ ] Min. 4 air changes per hour

- Positive pressure

Table 7.1
Architectural Requirements

2.2-3.1.8.12
2.1-2.8.12.2
(1)(a)
(1)(b)
(1)(c)
(1)(d)

Building Systems Requirements

Ventilation:

Min. 10 air changes per hour Table 7.1
Exhaust
Negative pressure
No recirculating room units

Nurse Call System:

Duty station (light/sound signal) Table 2.1-2

Note: Check if not included in project

2.1-2.8.12.3
(1)
(2)

2.1-2.8.13
(1)
(2)

2.1-2.8.14
(1)
(2)
(3)

2.2-3.1.8.14

2.2-3.1.8.16

Security station

☐ check if not included in project
located near emergency entrances & triage/reception area
means of observing public waiting areas
means of observing ED pedestrian ambulance entrance
means of observing ED ambulance entrance
means of controlling access

Wheelchair & gurney storage area wheelchairs & gurneys for arriving patients

Emergency equipment storage
provided under visual observation by staff

storage locations in corridors do not encroach on minimum required corridor width

Environmental services room

Service sink or floor-mounted mop sink

provisions for storage of supplies & housekeeping equipment

handwashing station

or

hand sanitation station

Hospitality Checklist: Emergency Services
2.2-3.1.8.17  
(1)  
Human waste disposal facilities  
(1) provisions for disposal of solid & liquid waste provided in ED (e.g. clinical sink w/ bedpan-rinsing device in soiled workroom)

2.2-3.1.9  
SUPPORT AREAS FOR EMERGENCY DEPARTMENT STAFF  
Location:  
(1) staff support areas immediately accessible* to Emergency Department

2.1-2.9.1  
(1) Staff lounge  
(1) min.100 sf

2.1-2.9.2  
(1) Staff toilet room (permitted to be unisex)

2.1-2.9.2.1  
(1) readily accessible* to each patient care unit

2.1-2.9.2.2  
(1) toilet & handwashing station

2.1-2.9.3  
(1) Staff storage facilities

2.1-2.9.3.1  
(1) securable closets or cabinet compartments for personal staff articles located in or near nurse station

*LOCATION TERMINOLOGY:  
Directly accessible: Connected to the identified area or room through a doorway, pass-through, or other opening without going through an 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

2.1-7.2.2  
ARCHITECTURAL DETAILS

2.1-7.2.2.1  
NFPA 101, 18.2.3.4  
CORRIDOR WIDTH:

(1) Aisles, corridors & ramps required for exit access in a hospital not less than 8'-0" in clear & unobstructed width

or

(1) Detailed code review incorporated in Project Narrative

or

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

or

(1) Detailed code review incorporated in Project Narrative

2.1-2.9.2 Ventilation:  
(1) Min. 10 air changes per hour  
Table 7.1

Exhaust

Negative pressure

No recirculating room units

2.1-7.2.2.2  
CEILING HEIGHT:

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

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

(3) Min. height 7'-6" above floor of suspended tracks, rails & pipes located in traffic path for patients in beds & on stretchers  
Min. ceiling height 7'-10" in other areas

2.1-7.2.2.3  
DOORS & DOOR HARDWARE:

(1) Door Type:

(a) doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors

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(b) sliding doors
☐ check if not included in project
___ manual or automatic
___ sliding doors comply with NFPA 101
___ detailed code review included in Project Narrative
___ no floor tracks

(2) Door Opening:
(a) ___ min. 45.5" clear door width for diagnostic/treatment areas
___ min. 83.5" clear door height for diagnostic/treatment areas
(b) ___ swinging doors for personnel use in addition to sliding doors
☐ check if not included in project
___ min. clear width 34.5"

(3) Door Swing:
(a) ___ doors do not swing into corridors except doors to non-occupiable spaces & doors with emergency breakaway hardware

(4) ___ Lever hardware or push/pull latch hardware

(5) Doors for Patient Toilet Facilities:
(a) ___ two separate doors
or
___ 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

2.1-7.2.2.7 GLAZING MATERIALS:
___ Glazing within 1 foot 6 inches of floor
☐ check if not included in project
___ must be safety glass, wire glass or plastic break-resistant material

2.1-7.2.2.8 HANDWASHING STATIONS:
(1)(c) ___ Handwashing stations in patient care areas located so they are visible & unobstructed
(3) ___ Handwashing station countertops made of porcelain, stainless steel, solid-surface materials or impervious plastic laminate assembly
(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 & to ensure single-unit dispensing

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:
(1) ___ Handrails installed on both sides of patient use corridors
(3) ___ Rail ends return to wall or floor
(4) ___ Handrail gripping surfaces & fasteners are with 1/8-inch min. radius
(5) ___ Handrails have eased edges & corners
(6) ___ Handrail finishes are cleanable

2.1-7.2.2.12 NOISE CONTROL:
(2) ___ Noise reduction criteria in Table 1.2-6 applicable to partitions, floors & ceiling construction are met in patient areas

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
Floors & wall bases of soiled workrooms, toilet rooms & other areas subject to frequent wet cleaning are constructed of materials that are not physically affected by germicidal or other types of cleaning solutions.

Floors are monolithic & integral coved wall bases are at least 6" high & tightly sealed to wall in rooms listed below:
- Trauma room
- Airborne infection isolation (AII) room & any anteroom

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 are monolithic or have sealed seams that are tight & smooth
(5) Wall protection devices & corner guards durable & scrubable

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

Semi-Restricted Areas:
☐ check if not included in project
(a) ceiling finishes are scrubbable, non absorbive, non perforated, & capable of withstanding cleaning with chemicals
(b) gasketed or each ceiling tile weighs at least one pound per square foot
(c) no perforated, tegular, serrated or highly textured tiles
or
ceilings of monolithic construction

Restricted Areas:
☐ check if not included in project
(a) ceilings of monolithic construction (except for central diffuser array)

ceiling finishes scrubbable & capable of withstanding cleaning & disinfecting chemicals
access openings are gasketed

FURNISHINGS

built-in furnishings upholstered with impervious materials in patient treatment areas with risks of exposure & contamination from bodily fluids & other fluids
Privacy curtains in patient care areas are washable

HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS

Ventilation Upon Loss of Electrical Power:
space ventilation & pressure relationship requirements of Table 7.1 are maintained for AII Rooms, Trauma Rooms in event of loss of normal electrical power

Heating & Cooling Sources:
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
capacity of remaining source or sources is sufficient to provide heating for trauma rooms

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 facility operation plan upon breakdown or routine maintenance of any one of cooling sources

AIR-HANDLING UNIT (AHU) DESIGN:
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:
- 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.

#### Part 3/6.3.1.3 Intakes on top of buildings:
- Check if not included in project.
- Located with bottom of air intake min. of 3'-0" above roof level.

#### 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 3/6.4 FILTRATION:
- Two filter banks for inpatient care (see Table 6.4)
  - Filter Bank No. 1: MERV 7
  - Filter Bank No. 2: MERV 14
- Each filter bank with efficiency of greater than MERV 12 is provided with differential pressure measuring device to indicate when filter needs to be changed.

#### Part 3/6.4.1 Filter Bank No. 1 is placed upstream of heating & cooling coils.

#### Part 3/6.4.2 Filter Bank No. 2 is placed downstream of all wet-air cooling coils & supply fan.

### Part 3/6.5 HEATING & COOLING SYSTEMS:
- 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, PE room, OR or procedure room.

### Part 3/6.6 AIR DISTRIBUTION SYSTEMS:
- Maintain pressure relationships required in tables 7.1 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.
- Inpatient facilities & recovery rooms are served by fully ducted return or exhaust systems.

#### Part 3/6.7 Air Distribution Devices:
- Supply air outlets comply with Table 6.7.2.

#### 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.
- Located upstream of Filter Bank No. 2.
- AII room exhaust systems or combination AII/PE rooms are not used for energy recovery.

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12/18 IP12
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 not used from these exhaust airstream sources: ED waiting rooms & triage, ED human decontamination, waste anesthesia gas disposal & soiled holding room

Part 3/7  SPACE VENTILATION
Part 3/7.1.a  Spaces ventilated according to Table 7.1
Part 3/7.1.a.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 minimum outdoor air changes per hour required by Table 7.1 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 7.1
☐ room unit receive filtered & conditioned outdoor air
☐ serve only a single space
☐ provides min. MERV 6 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 and/or mechanism to constantly 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

Part 3/7.4.1  Trauma Rooms
☐ check if not included in project
☐ Each TR has individual temperature control
☐ TR is provided with primary supply diffuser array designed as follows:
☐ airflow is unidirectional downwards & average velocity of diffusers is 25 to 35 CFM/ft²
☐ diffusers are concentrated to provide airflow pattern over patient & surgical team coverage area of primary supply diffuser array extends min. 12" beyond footprint of surgical table on each side
☐ no more than 30% of portion of primary supply diffuser array is used for non-diffuser uses
☐ additional supply diffusers provided within room outside of primary supply diffuser array
☐ check if not included in project
☐ each OR has at least two low sidewall return or exhaust grilles spaced at opposite corners or as far apart as possible with bottom of these grilles installed approximately 8" above floor

2.1-8.3  ELECTRICAL SYSTEMS

2.1-8.3.2  ELECTRICAL DISTRIBUTION & TRANSMISSION
2.1-8.3.2.2  Panelboards:
(1)  panelboards serving life safety branch circuits serve floors on which they are located & floors immediately above & below
(2)  panelboard critical branch circuits serve floors on which they are located
(3) panelboards not located in exit enclosures or exit passageways

2.1-8.3.2.3 Ground-Fault Circuit Interrupters in Critical Care Areas:
☐ check if not included in project
(2) each receptacle individually protected by single GFCI device

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

2.1-8.3.5 ELECTRICAL EQUIPMENT
2.1-8.3.5.1 Handwashing sinks that depend on building electrical service for operation are connected to essential electrical system
☐ check if not included in project

2.1-8.3.6 ELECTRICAL RECEPTACLES
2.1-8.3.6.1 Receptacles In Corridors:
(1) duplex-grounded receptacles for general use installed 50'-0" apart or less in all corridors
(2) duplex-grounded receptacles for general use installed within 25'-0" of corridor ends

2.1-8.3.6.3 Essential Electrical System Receptacles:
(1) cover plates for electrical receptacles supplied from essential electrical system are distinctively colored or marked for identification
(2) same color is used throughout facility

2.1-8.4 PLUMBING SYSTEMS
2.1-8.4.2 Plumbing & Other Piping Systems:
(1) 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

(2) non-recirculated fixture branch piping max. length 25'-0"

(3)(a) no installation of dead-end piping (except for empty risers mains & branches for future use)

(3)(c) any existing dead-end piping is removed
☐ check if not included in project

(3)(b) water-heating system supplies water at temperatures & amounts indicated in Table 2.1-4

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 or oversized drip pans) to protect space below from leakage & condensation

• Procedure rooms
• Trauma rooms
• Electronic data processing areas
• Electric closets

(1)(b) drip pan for drainage piping above ceiling of sensitive area
☐ check if not included in project

(2) no floor drains in trauma rooms

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 in handwashing stations are designed with basins that will reduce risk of splashing to areas for direct patient care & medication preparation

(2) sink basins have nominal size of no less than 144 square inches

(3) sink basins are made of porcelain, stainless steel or solid-surface materials
(5) ______ water discharge point min. 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 and during loss of normal power

2.1-8.4.3.4 Ice-Making Equipment:
____ copper tubing provided for supply connections to ice-making equipment

2.1-8.4.3.5 Clinical Flushing-Rim Sinks:
(1) ______ trimmed with valves that can are operated without hands (may be single-lever or wrist blade devices)

(a)

(b) ______ handles are at least 6 in. long
(2) ______ integral trap wherein upper portion of water trap provides visible seal

2.1-8.4.4 MEDICAL GAS & VACUUM SYSTEMS
____ Station outlets provided as indicated in Table 2.1-3

2.1-8.5.1 CALL SYSTEMS
2.1-8.5.1.1
(1) ______ Nurse call stations provided as required in Table 2.1-2
(2) ______ Nurse call systems report to attended location with electronically supervised visual & audible annunciation as indicated in Table 2.1-2
(4) ______ Call system complies with UL 1069 “Standard for Hospital Signaling & Nurse Call Equipment”
(5) ______ Wireless nurse call system
☐ check if not included in project
____ complies with UL 1069

2.1-8.5.1.3 Bath Stations:
____ bath station that can be activated by patient lying on floor provided at each patient toilet

(1) ______ alarm in these areas can be turned off only at bath station where it was initiated
(3) ______ toilet bath stations located on the side of toilets within 12" of front of toilet bowl & 3'-0" to 4'-0" above floor

2.1-8.5.1.5 ______ Emergency call stations are equipped with continuous audible or visual confirmation to person who initiated the code call

2.1-8.5.3 EMERGENCY COMMUNICATION SYSTEM
____ Emergency-radio communication system provided in each facility
2.1-8.5.3.1 ______ operates independently of building’s service & emergency power systems during emergencies
2.1-8.5.3.2 ______ frequency capabilities to communicate with state emergency communication networks

2.1-8.6.2 ELECTRONIC SURVEILLANCE SYSTEMS
☐ check if not included in project
2.1-8.6.2.2 ______ monitoring devices are located so they are not readily observable by general public or patients
2.1-8.6.2.3 ______ electronic surveillance systems receive power from essential electrical system