COMPLIANCE CHECKLIST

IP17_Rehabilitation Therapy

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: ____________________________

MDPH/DHCFLC
Architectural Requirements

2.2-3.8  
2.6-3.1.1  
2.6-3.1.2  

REHABILITATION THERAPY

PHYSICAL THERAPY AREAS

☐ check if not included in project

2.6-3.1.2.1  
2.6-3.1.2.2  

Individual therapy areas

(1) Space Requirements:
   (a) space based on equipment used for therapeutic treatment & space allows access to equipment when in use by patient & therapist
   (b) each patient care station permits arrangement with min. clearance 2'-8" on at least three sides of therapy furniture (e.g. chairs, recliners, tables, beds or mats)

(2) Patient Privacy:
   (a) each individual patient care station has privacy screens or curtains
   (b) windows in therapy areas have features, curtains or shades to provide patient privacy

(3) handwashing stations

2.1-2.8.7.1 located in each room where hands-on patient care is provided

2.1-2.8.7.3 handwashing station serves multiple patient care stations  
☐ check if not included in project

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

(2) handwashing stations evenly distributed

2.6-3.1.2.3 Exercise area & facilities
   layout of exercise area include staff work area arranged so that staff can view all activities taking place in exercise area

2.6-3.1.2.8 SUPPORT AREAS FOR PHYSICAL THERAPY

(1) Soiled material storage
   (a) separate storage for soiled linen, towels & supplies

(2) Equipment & supply storage
   (a) Clean linen & towel storage
   (b) Storage for equipment & supplies

Building Systems Requirements

Ventilation:
   Min. 6 air changes per hour Table 7.1
   Negative pressure

☐ check if not included in project
## Architectural Requirements

### OCCUPATIONAL THERAPY AREAS

- **☐** check if not included in project

#### 2.6-3.1.3

<table>
<thead>
<tr>
<th><strong>Classroom/dining room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) each classroom/dining room have 30 sf per person plus additional 30 sf for instructor &amp; instructional resources</td>
</tr>
<tr>
<td>(2) min. 150 sf</td>
</tr>
</tbody>
</table>

#### 2.6-3.1.3.2

<table>
<thead>
<tr>
<th><strong>Classroom/dining room</strong></th>
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</thead>
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<td>(1) each classroom/dining room have 30 sf per person plus additional 30 sf for instructor &amp; instructional resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work areas &amp; counters</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) suitable for wheelchair access</td>
</tr>
</tbody>
</table>

#### 2.6-3.1.3.3

<table>
<thead>
<tr>
<th><strong>Teaching area for teaching activities of daily living</strong></th>
</tr>
</thead>
</table>

#### 2.6-3.1.3.4

<table>
<thead>
<tr>
<th><strong>Handwashing stations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) handwashing stations are provided in each room where therapy or teaching is conducted</td>
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#### 2.6-3.1.3.5

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#### 2.6-3.1.3.8

<table>
<thead>
<tr>
<th><strong>SUPPORT AREAS FOR OCCUPATIONAL THERAPY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Equipment &amp; supply storage</td>
</tr>
</tbody>
</table>

### OTHER REHABILITATION THERAPY AREAS

- **☐** check if not included in project

#### 2.6-3.1.4.1

<table>
<thead>
<tr>
<th><strong>Prosthetic &amp; orthotic work areas</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) space for evaluation &amp; fitting</td>
</tr>
<tr>
<td>(2) provision for privacy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hand Sanitation &amp; Eye Safety:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)(a) staff are required to work with wet materials or handle caustic materials or chemicals</td>
</tr>
<tr>
<td>(4) handwashing station is provided</td>
</tr>
<tr>
<td>(2)(b) or</td>
</tr>
<tr>
<td>(2) staff are not required to work with wet materials or handle caustic materials or chemicals</td>
</tr>
<tr>
<td>(2) handwashing station or hand sanitation dispenser is provided</td>
</tr>
</tbody>
</table>

#### 2.6-3.1.4.2

<table>
<thead>
<tr>
<th><strong>Speech &amp; hearing service facilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) space for evaluation &amp; treatment</td>
</tr>
<tr>
<td>(2) handwashing stations</td>
</tr>
</tbody>
</table>

### 2.1-2.8.7.1

| **Located in each room where hands-on patient care is provided** |

## Building Systems Requirements

### Ventilation:

<table>
<thead>
<tr>
<th><strong>Min. 6 air changes per hour</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Table 7.1</strong></th>
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</thead>
</table>
Architectural Requirements

2.1-2.8.7.3  ___ handwashing station serves multiple patient care stations
   ☐ check if not included in project

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

   (2)  ___ handwashing stations evenly distributed

   (3)  ___ therapy areas
        ___ speech privacy
        ___ minimize external sound from high-traffic public & similar noisy areas

2.6-3.1.4.3  ___ Hydrotherapy facilities (portable)
   ☐ check if not included in project

2.1-8.4.3.9(1)  ___ dedicated drain
   ___ handwashing sinks are not used as drains for hydrotherapy units

Building Systems Requirements

Ventilation:
___ Min. 6 air changes per hour  Table 7.1
___ Negative pressure

2.6-3.1.8  SUPPORT AREAS FOR REHABILITATION THERAPY DEPARTMENT

2.6-3.1.8.1  (may be shared with other departments)
2.6-3.1.8.2  ___ Reception & control station
   ___ visual control of waiting areas(s)

2.6-3.1.8.3  ___ Documentation area

2.6-3.1.8.5  ___ Multipurpose room access to demonstration/conference room

2.6-3.1.8.11  ___ Clean supply room (provided for storage & holding as part of system for distribution of clean & sterile materials)
   Ventilation:
   ___ Min. 4 air changes per hour  Table 7.1
   ___ Positive pressure
   ___ No recirculating room units

2.6-3.1.8.12  ___ Soiled holding room (temporary holding of soiled material)
2.1-2.8.12.3  (1)  ___ handwashing station or hand sanitation station
   (2)  ___ space for separate covered containers for waste & soiled linen

2.6-3.1.8.13(2)  ___ Secured storage provided for potentially harmful supplies & equipment

2.6-3.1.8.13(3)  ___ Wheelchair lift & gurney storage
   (a)  ___ located out of traffic
   (b)  ___ immediately accessible*
Architectural Requirements

2.6-3.1.8.14 ___ Environmental services room

Building Systems Requirements

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

2.1-2.8.14.1 ___ readily accessible* to unit or floor it serves (permitted to serve more than one patient care unit on floor)

2.1-2.8.14.2
(1) ___ service sink or floor-mounted mop sink
(2) ___ provisions for storage of supplies & housekeeping equipment
(3) ___ handwashing station
or ___ hand sanitation station

2.6-3.1.9 __ SUPPORT AREAS FOR STAFF
2.6-3.1.9.2 ___ Staff toilet room
___ provided in Rehabilitation Therapy Department

2.6-3.1.9.3 ___ Storage for staff belongings
___ lockable storage for securing staff personal effects
___ readily accessible* to each work area

2.6-3.1.10 __ SUPPORT AREAS FOR PATIENTS
2.6-3.1.10.1 ___ Patient waiting area
___ located out of traffic
___ provisions for patient using wheelchairs

2.6-3.1.10.2 ___ Patient toilet room
___ toilet & handwashing stations
___ accessible to wheelchair patients

*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
ARCHITECTURAL DETAILS

CORRIDOR WIDTH:

2.1-7.2.2.1 
NFPA 101, 18.2.3.4

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

or

Detailed code review incorporated in Project Narrative

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

Detailed code review incorporated in Project Narrative

2.1-7.2.2.2 CEILING HEIGHT:

(1)

Min. ceiling height 7'-6" in corridors & in normally unoccupied spaces

(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:

Door Type:

(1)

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

(b) 

□ 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

Door Opening:

(2)

(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"

Door Swing:

(3)

(a)

doors do not swing into corridors except doors to non-occupiable spaces & doors with emergency breakaway hardware

2.1-7.2.2.7 GLAZING MATERIALS:

□ 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

(b) 

□ check if not included in project

□ marine-grade plywood (or equivalent material) with impervious seal

□ check if not included in project

□ designed to prevent storage beneath sink

□ check if not included in project

□ only at hand scrub facilities

□ hand-drying device does not require hands to contact dispenser

□ hand-drying device is enclosed to protect against dust or soil & to ensure single-unit dispensing

□ Liquid or foam soap dispensers
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
(5) 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

2.1-7.2.3.2 WALLS & WALL PROTECTION:
(1a) Wall finishes are washable
(1b) 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 & scrubbable

2.1-7.2.3.3 CEILINGS:
(1) 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

2.1-7.2.4 FURNISHINGS
2.1-7.2.4.3 Privacy curtains in patient care areas are washable

2.1-8.2 HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS
Part 3/6.1 UTILITY:
Part 3/6.1.2 Heating & Cooling Sources:
Part 3/6.1.2.1 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

Part 3/6.1.2.2 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

Part 3/6.2 AIR-HANDLING UNIT (AHU) DESIGN:
Part 3/6.2.1 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:
Part 3/6.3.1.1 located min. of 25'-0" from cooling towers & all exhaust & vent discharges
☐ check if not included in project
 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 3/6.7       AIR DISTRIBUTION SYSTEMS:
Part 3/6.7.1       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 are served by fully ducted return or exhaust systems

Part 3/6.7.2       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

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: soiled holding rooms

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 3/7.1.a.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

2.1-8.3       ELECTRICAL SYSTEMS
2.1-8.3.2       ELECTRICAL DISTRIBUTION & TRANSMISSION
2.1-8.3.2.2       Panelboards:
☐ panelboards serving life safety branch circuits serve floors on which they are located & floors immediately above & below
☐ panelboard critical branch circuits serve floors on which they are located
☐ panelboards not located in exit enclosures or exit passageways
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:
(3) 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
(3)(a) no recirculated fixture branch piping length max. 25'-0"
(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

2.1-8.4.6 Drainage Systems:
(1)(a) drainage piping installed above ceiling of or exposed in electronic data processing areas & electric closets
☐ check if not included in project
(1)(b) special provisions to protect space below from leakage & condensation

2.1-8.4.3 PLUMBING FIXTURES

2.1-8.4.3.1 Handwashing Station Sinks:
(1) sinks in handwashing stations are designed with basins that will reduce risk of splashing to areas where direct patient care is provided
(2) sink basins have nominal size of no less than 144 square inches
(3) sink basins have min. dimension 9 inches in width or length
(5) sink basins are made of porcelain, stainless steel or solid-surface materials
(7) water discharge point of faucets is at least 10' above bottom of basin
(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
(b) sensor-regulated water fixtures
☐ check if not included in project
2.1-8.3.4 Ice-Making Equipment:
____ copper tubing provided for supply connections to ice-making equipment

2.1-8.3.5 Clinical Flushing-Rim Sinks:
☐ check if not included in project
(1) __ trimmed with valves that can are operated without hands (may be single-lever or wrist blade devices)
(a) __ handles are at least 6 in. long
(b) __ integral trap wherein upper portion of water trap provides visible seal

2.1-8.3.9 Hydrotherapy Facilities:
☐ check if not included in project
(1) __ dedicated drain
(2) __ handwashing sinks not used as drains for hydrotherapy units

2.1-8.4 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

2.1-8.5.1.2(4) __ Nurse call system provided in each patient care area as required in Table 2.1-2

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

2.1-8.6.2 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