COMPLIANCE CHECKLIST

IP25 Food & Nutrition 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.

\[ \checkmark \] = Check box under section titles or individual requirements lines for optional services or functions that are not included in the project 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: ____________________________

DoN Project Number: (if applicable) __________

Facility Address: ____________________________

______________________________________________

Satellite Name: (if applicable) __________________

Building/Floor Location: _________________________

Satellite Address: (if applicable) __________________

Submission Dates: ____________________________

Initial Date: ____________________________

Project Description: __________________________

Revision Date: ____________________________

MDPH/DHCFLC 12/18 IP25
2.1-4.3

**FOOD & NUTRITION SERVICE**

2.1-4.3.1.1 Application:
- Facilities & equipment provided to support food services for staff visitors & patients

2.1-4.3.1.2 Layout:
- Equipment & design layout provide workflow that minimizes potential for cross-contamination of clean food & wares with contaminated trays from patients or retail customers

2.1-4.3.2

**FOOD PREPARATION AREAS**

2.1-4.3.2.1 Layout space are designed to prevent soiled trays or tray carts from passing through food preparation areas or areas with open food

2.1-4.3.2.3 Food preparation surfaces
- Combined preparation surface areas have length equal to or greater than length of all commercial cooking equipment

2.1-4.3.2.4 Equipment:
1. Commercial-grade cooking equipment
2. Commercial-grade refrigeration equipment
   - Refrigeration provided to hold chilled & frozen food
3. Commercial equipment provided for maintaining food at hot temperatures

2.1-4.3.2.5 Handwashing stations
- Provided within 20'-0" of each food preparation or serving area

2.1-4.3.3

**ASSEMBLY & DISTRIBUTION FACILITIES**

2.1-4.3.3.1 Space provided for patient food assembly in non-public service area

2.1-4.3.3.3 Spaces for Functions to Support Food Service Cart Distribution:
1. Storing carts when not in use
2. Loading carts for distribution
3. Distributing meals
4. Receiving soiled carts
5. Sanitizing carts
   - Designated area with grated or sloped floor with floor drain
   - Source of water & sanitizing agents

2.1-4.3.4

**WAREWASHING FACILITIES**

2.1-4.3.4.1 Automatic dishwashing unit provided for dinnerware & utensil washing
   - NSF-listed

2.1-4.3.4.2 Soak sinks

Ventilation:
- Min. 10 air changes per hour
- No recirculating room units

Table 7.1
**Architectural Requirements**

2.1-4.3.4.3  ___ Pot- & pan-washing facilities include three-compartment sink with integral sloped drainboard on both clean & soiled sides

2.1-4.3.4.4  ___ Handwashing station

2.1-4.3.5  
**DINING AREAS**

2.1-4.3.5.1  ___ Dining space(s) provided for ambulatory patients staff & visitors

2.1-4.3.5.2  ___ min. 3'-0” aisle spacing & chair clearance

2.1-4.3.5.3  ___ design of aisles, tables/chairs & casework used for self-service accommodate wheelchair access

2.1-4.3.8  
**SUPPORT AREAS FOR FOOD & NUTRITION FACILITIES**

2.1-4.3.8.1  Receiving Area:

(1)  ___ located at receiving entrance to department

(2)  ___ space provided for vendor storage breakdown of boxes space provided for delivery & transport equipment used such as receiving carts/jacks transport carts & returnables

(3)  ___ exterior door into receiving area has min. clear width 4'-0” & min. clear height 7'-0”

2.1-4.3.8.4  ___ Office space provided for food service management

2.1-4.3.8.13  Food & Supply Storage:

(1)(a)  ___ dry storage & refrigerator/freezer space provided to support both patient & non-patient food service

(1)(b)  ___ dry storage room

___ aisles with min. width 36” between storage units

(2)  ___ refrigeration equipment

___ controls include audible & visible high- & low-temperature alarms

___ time of alarm automatically recorded

(d)  ___ coved base provided on interior & exterior of walk-in refrigerator & low-temperature units

(e)  ___ all walk-in refrigerator & low-temperature units have view panel in door & safety release mechanism for exit from inside

(f)  ___ shelving in walk-in refrigerator & low-temperature units is non-corrosive & mobile

(g)  ___ interior of walk-in refrigerator & low-temperature units lighted when occupied

**Building Systems Requirements**

___ No recirculating room units

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Ventilation:

___ Min. 2 air changes per hour Table 7.1

___ No recirculating room units
### Architectural Requirements

(h) bottom shelf located not less than 10” above finished floor

(3) chemical storage Chemical storage provided

(4) Emergency Storage:
   (a) storage for emergency or disaster food & water
   (b) emergency utility support for refrigerated storage & food preparation & serving areas

2.1-4.3.8.14 Environmental services room
   (1) located in food & nutrition services department
   (2) not shared with patient care units or clinical departments

(2)(a) Size of Environmental Services Room
   Accommodates Following:
   (i) utility sink with check valves on hot & cold water supply lines
   (ii) storage for warewashing & general cleaning chemicals
   (iii) rack for air drying mops
   (iv) mobile carts with water containers & related janitorial equipment
   (b) hot water or steam used for general cleaning
   ☐ check if not included in project
   ☐ additional space provided in room for storage of hoses & nozzles

(3) environmental services room is not combined with locations for trash storage

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

2.1-4.3.8.16 Space for holding covered trash containers prior to removal to dock waste-handling facilities provided in food preparation serving & sanitation areas

### Building Systems Requirements

Ventilation:
   (1) Min. 10 air changes per hour
   (2) Exhaust
   (3) Negative pressure
   (4) No recirculating room units

Table 7.1

2.1-4.3.9

#### SUPPORT AREAS FOR FOOD & NUTRITION SERVICES STAFF

2.1-4.3.9.2
(1) Toilet rooms
   (1) provided in, adjacent* to or directly accessible* to food & nutrition services department
   Ventilation:
   (1) Min. 10 air changes per hour
   (2) Exhaust
   (3) Negative pressure
### Architectural Requirements

(2) __ do not open directly into food preparation or food storage areas

2.1-4.3.9.3
(1) ____ Lockers provided for food & nutrition services staff
(2) ____ readily accessible* to food & nutrition services department
  or
____ staff lockers located on another floor
____ space for lockable storage for staff personal items provided in food & nutrition services department

*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

### Building Systems Requirements

____ No recirculating room units

### Architectural Details & MEP Requirements

2.1-7.2.2

**ARCHITECTURAL DETAILS**

**CORRIDOR WIDTH:**

2.1-7.2.2.1 NFPA 101, 18.2.3.4
• Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44” in clear & unobstructed width
• 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
Min. ceiling height 7’-10” in other areas

2.1-7.2.2.3 DOORS & DOOR HARDWARE:
(1)
(a) Doors between corridors, rooms, or spaces subject to occupancy swing type or sliding doors
(b) Sliding doors
• check if not included in project manual or automatic sliding doors comply with NFPA 101
• Detailed code review incorporated in Project Narrative
• No floor tracks

(3) Door Swing:
(a) Doors do not swing into corridors except doors to non-occupiable spaces (e.g. environmental services rooms & electrical closets) & doors with emergency breakaway hardware

(4) Lever hardware or push/pull latch hardware

2.1-7.2.2.7 GLAZING MATERIALS:
• Glazing within 1 foot 6 inches of floor must be safety glass, wire glass or plastic break-resistant material

2.1-7.2.2.8 HANDWASHING STATIONS:
(3)
(a) 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 manual or automatic sliding doors comply with NFPA 101
• Detailed code review incorporated in Project Narrative
• No floor tracks

Marine-grade plywood (or equivalent material) with impervious seal
(4) Handwashing station casework
☐ check if not included in project
it be 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
(6) Liquid or foam soap dispensers

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 kitchens, 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
(6) Surfaces in preparation sanitation/warewashing & serving areas be non-absorbent smooth & easily cleaned

2.1-7.2.3.2 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 (e.g. kitchens, environmental services rooms) are monolithic or have sealed seams that are tight & smooth
(3) Walls in Food Preparation Sanitation/Warewashing & Serving Areas:
☐ walls non-absorbent, smooth easily cleaned & light in color
☐ walls adjacent to cooking equipment have sealed surfaces that are cleanable & made of non-combustible materials

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 not create ledges or crevices

(4) Food & Nutrition Service & Laundry Areas:
(a) sealed monolithic & scrubbable gypsum board ceiling
or
(b) lay-in ceiling
☐ corrosion-resistant grid
☐ ceiling tiles weigh at least one pound per square foot
☐ smooth scrubable non-absorptive, non-perforated & capable of withstanding cleaning with chemicals

2.1-8.2 HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS
Part 3/6.1.2 Heating & Cooling Sources:
☐ provide heat sources & essential accessories 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 for domestic hot water, sterilization & dietary purposes

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 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 ft from cooling towers & all exhaust & vent discharges.
Outdoor air intakes located such that bottom of air intake is at least 6 ft above grade for facilities with moderate-to-high risk of natural or man-made extraordinary incidents.
New air intakes away from public access.
All intakes are designed to prevent entrainment of wind-driven rain.
Intakes on top of buildings located with bottom of air intake min. of 3 ft above roof level.
Intake in areaway located with bottom of areaway air intake opening is at least 6 ft above grade.
Bottom of air intake opening from areaway into building is at least 3 ft above bottom of areaway.

Part 3/6.3.2 Exhaust Discharges:
Part 3/6.3.2.1 Ductwork within building is under negative pressure for exhaust of contaminated air (i.e. air from pharmacy hazardous-drug exhausted enclosures & laboratory work area chemical fume hoods).
Exhaust discharge outlets with contaminated air located such that they reduce potential for recirculation of exhausted air back into building.

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 greater than MERV 12 is provided with differential pressure measuring device to indicate when filter needs to be changed.

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.

Part 3/6.8 ENERGY RECOVERY SYSTEMS:
Located upstream of Filter Bank No. 2.
Energy recovery systems with leakage potential arranged to minimize potential for transfer exhaust air directly back into supply airstream designed to have no more than 5% of total supply airstream consisting of exhaust air.
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

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

Part 3/7.1.a.6  Min. number of total air changes required for negative pressure rooms is provided by total exhaust airflow

Part 3/7.1.a.7  Entire minimum outdoor air changes per hour required by Table 7.1 for each space meet filtration requirements of Section 6.4

ELECTRICAL SYSTEMS

2.1-8.3  ELECTRICAL DISTRIBUTION & TRANSMISSION

2.1-8.3.2  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

POWER-GENERATING & -STORING EQUIPMENT

2.1-8.3.3  Essential electrical system or emergency electrical power

(1)  essential electrical system complies with NFPA 99

(2)  emergency electrical power complies with NFPA 99

LIGHTING

2.1-8.3.4  Luminaires in wet areas (e.g. kitchens) have smooth cleanable shatter-resistant lenses & no exposed lamps

2.1-8.3.5  ELECTRICAL EQUIPMENT

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

2.1-8.3.5.2  Electronic health record system servers & centralized storage provided with uninterruptible power supply

ELECTRICAL RECEPTACLES

2.1-8.3.6  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

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

PLUMBING SYSTEMS

2.1-8.4  Plumbing & Other Piping Systems:

2.1-8.4.2  Heated Potable Water Distribution Systems:

(1)  no plumbing piping exposed overhead or on walls where possible accumulation of dust or soil may create cleaning problem

(2)  heated potable water distribution systems serving patient care areas are under constant recirculation

(3)(a)  non-recirculated fixture branch piping max. length 25'-0”

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

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

(4)(a)  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
- Central kitchens
- Sterile processing facilities
- Electronic mainframe rooms (TSERs & TECs)
- Main switchgear & electrical 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
accessible overflow drain with outlet located in normally occupied area
(2) Floor Drains:
(c) floor drains & floor sinks in food & nutrition services areas
(3) Kitchen Grease Traps:
(a) located to permit easy access without need to enter food preparation or storage areas
(b) grease traps accessible from outside building without need to interrupt any services

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) handwashing sinks designed with basins that will reduce risk of splashing to areas where medications are prepared
(2) sink basins have nominal size of no less than 144 square inches
sink basins have min. dimension 9 inches in width or length
(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 & food handlers 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
meet user need for temperature & length of time water flows
designed to function at all times and during loss of normal power

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

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