COMPLIANCE CHECKLIST

OP12 Endoscopy Facilities

The following checklist is intended to be used in the plan review applications for health care facilities submitted to the Massachusetts Department of Public Health. This checklist summarizes and references the applicable requirements from the Licensure Regulations and the 2018 Edition of the FGI Guidelines for Design and Construction of Outpatient Facilities. Applicants must verify compliance of the plans submitted to the Department with all referenced requirements from the Licensure Regulations and FGI Guidelines when completing this Checklist. A separate Checklist must be completed for each 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 06/19 OP12
2.9 ENDOSCOPY FACILITIES

2.9-1.1 APPLICATION
2.9-1.1.1 Outpatient facilities or portions thereof where endoscopy procedures are performed

2.9-1.4.1 FACILITY LAYOUT
Main Functional Areas:
2.9-1.4.1.1 procedure rooms
2.9-1.4.1.2 endoscope processing room
2.9-1.4.1.3 pre- & post-procedure patient care area

2.9-1.4.2 CIRCULATION
Endoscopy procedure suite designed to facilitate movement of patients & personnel into through & out of defined areas in suite

2.9-2 ACCOMMODATIONS FOR CARE OF PATIENTS OF SIZE
2.1-2.1.1.2 ☐ check if not included in project (only if a Patient Handling & Movement Assessment that determines that the outpatient service does not have a need for expanded-capacity lifts & architectural details that support movement of patients of size in patient areas is attached to the Project Narrative)

2.1-2.1.2 Location:
☐ spaces designated for care of or use by patients of size are provided in locations to accommodate population expected to be served by facility

2.1-2.5 Handwashing stations
2.1-2.5.2 downward static force required for handwashing stations designated for patients of size accommodates maximum patient weight of patient population

2.1-2.6 Patient toilet room
2.1-2.6.1 expanded-capacity toilet
☐ mounted min. 36 inches from finished wall to centerline of toilet on both sides (for caregiver assistance with lifts)

or
2.1-2.6.2 regular toilet
☐ mounted min. 44 inches from centerline of toilet on both sides to finished walls to allow for positioning of expanded-capacity commode over toilet

2.1-2.6.3 rectangular clear floor area min. 46” wide extends 72” from front of toilet

Ventilation:
☐ Min. 10 air changes per hour Table 8.1
☐ Exhaust
☐ Negative pressure
☐ No recirculating room units
**Architectural Requirements**

2.1-2.7  ___ Single-patient exam/observation room
☐ check if not included in project

2.1-2.7.1  Space Requirements:
(1)  ___ min. 5'-0” clearance at foot of expanded-capacity exam table
(2)  ___ min. 3'-0” clearance on non-transfer side of expanded-capacity exam table
(3)(a)  ___ min. 5'-0” on transfer side of expanded-capacity exam table with ceiling- or wall-mounted lift
(3)(b)  ___ min. 7'-0” on transfer side of expanded-capacity exam table in rooms without ceiling- or wall-mounted lift

2.1-2.8  ___ Equipment & supply storage

2.1-2.9  ___ Waiting areas
2.1-2.9.1  ___ seating for persons of size be provided in waiting areas in outpatient facilities
2.1-2.9.2  ___ waiting areas be sized to accommodate expanded-capacity furniture required for patients & visitors of size

2.1-2.10.1  ___ All plumbing fixtures, handrails, grab bars, patient lift, equipment, built-in furniture & other furnishings designed to accommodate maximum patient weight

2.1-2.10.2  Door Openings:
2.1-2.10.2.1  ___ all door openings used for path of travel to public areas & areas where care will be provided for patients of size have min. clear width of 45.5”
2.1-2.10.2.2  ___ door openings to toilet rooms designated for patients of size have min. clear width of 45.5”

**Building Systems Requirements**

Ventilation:
___ Min. 4 air changes per hour  Table 8.1

Lighting:
___ Portable or fixed exam light  2.1-8.3.4.3(1)

Power:
___ Min. 8 receptacles  Table 2.1-1
___ 4 convenient to head of exam table or gurney

**PATIENT CARE & DIAGNOSTIC AREAS**

2.9-3  ___ Single-patient examination room
☐ check if not included in project

Space Requirements:
(2)(a)  ___ min. clear floor area of 80 sf
___ room size allows min. clearance 2’-8” at each side & at foot of exam table or recliner

Ventilation:
___ Min. 4 air changes per hour  Table 8.1

Exam Room Features:
(a)  ___ portable or fixed exam light
(b)  ___ storage for supplies
(c)  ___ accommodations for written or electronic documentation
(d)  ___ space for visitor’s chair
(e)  ___ handwashing station
2.9-3.2.2(2)(a) procedure room meets requirements of semi-restricted area

2.9-3.2.2 Space Requirements:
2.9-3.2.2.1 min. clear floor area 180 sf
2.9-3.2.2.2(1) min. clearance 5'-0" at each side of patient gurney/table
2.9-3.2.2.2(2) min. clearance 3'-6" at head & foot of patient gurney/table

Ventilation:
2.1-3.2.2.2(2) allows for direct observation of patient when in use

Power:
2.1-3.2.2.4 provisions for patient privacy

2.1-3.2.5(1) handwashing station
2.1-3.2.5(2) hand scrub station

2.9-3.3 Pre- & post-procedure patient care areas
2.1-3.7.1.1 patient care stations accommodate lounge chairs, gurneys or beds
2.1-3.7.1.3 Layout:
2.1-3.7.1.3(1)(a) combination of pre- & post-procedure patient care stations in one patient care area
(b) separate pre-procedure patient care area & post-procedure recovery area
(c) three areas: pre-procedure patient care area, Phase I post-anesthesia care unit (PACU) & Phase II recovery area

Table 8.1
Table 2.1-1
Table 2.1-2
Table 2.1-3
Architectural Requirements

2.1-3.7.1.4  Number of Patient Care Stations:
(1) __ pre- & post-procedure patient care stations combined in one area
☐ check if not included in project
☐ at least one patient care station provided for each procedure room
(2) __ separate pre-procedure & recovery areas
☐ check if not included in project

2.1-3.7.3  __ pre-procedure patient care room or area provides min. of one patient care station per procedure room

2.1-3.7.5  __ Phase II recovery room or area provides min. one Phase II patient care station per procedure room

2.1-3.7.2.2  Space Requirements:
(2) __ patient care bays
☐ check if not included in project
(a) __ min. clearance 5'-0" between sides of patient beds/gurneys/lounge chairs
☐ min. clearance 3'-0" between sides of patient beds/gurneys/lounge chairs & adjacent* walls or partitions
☐ min. clearance 2'-0" between foot of patient beds/gurneys/lounge chairs & cubicle curtain
Ventilation:
☐ Min. 6 air changes per hour
☐ No recirculating room units
Table 8.1
Power:
☐ Min. 4 receptacles
☐ Convenient to gurney, lounge chair, or bed
Table 2.1-1
Nurse Call System:
☐ Patient station
☐ Staff assistance station
☐ Emergency call station
Table 2.1-3

(b) __ patient care cubicles
☐ check if not included in project
☐ min. clearance 3'-0" between sides of patient beds/gurneys/lounge chairs & adjacent* walls or partitions
☐ min. clearance 2'-0" between foot of patient beds/gurneys/lounge chairs & cubicle curtain
Ventilation:
☐ Min. 6 air changes per hour
☐ No recirculating room units
Table 8.1
Power:
☐ Min. 4 receptacles
☐ Convenient to gurney, lounge chair, or bed
Table 2.1-1
Nurse Call System:
☐ Patient station
☐ Staff assistance station
☐ Emergency call station
Table 2.1-3

(c) __ bays or cubicles face each other
☐ check if not included in project
☐ aisle with min. clearance 8'-0"
☐ independent of foot clearance between patient stations or other fixed objects

Building Systems Requirements

Ventilation:
Min. 6 air changes per hour
No recirculating room units
Table 8.1
Power:
Min. 4 receptacles
Convenient to gurney, lounge chair, or bed
Table 2.1-1
Nurse Call System:
Patient station
Staff assistance station
Emergency call station
Table 2.1-3
Architectural Requirements

- Single-patient rooms
  - Check if not included in project
- Min. clearance 3'-0" between sides & foot of beds/gurneys/ lounge chairs & adjacent* walls or partitions

2.1-3.7.2.4  Provisions made for patient privacy

2.1-3.7.2.5

2.1-3.8.7  Handwashing stations

2.1-3.8.7.1  Located in each room where hands-on patient care is provided

2.1-3.8.7.3  Handwashing station serves multiple patient care stations
  - Check if not included in project

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

(2)  Handwashing stations evenly distributed based on arrangement of patient care stations

2.9-3.3.2  Documentation area
  - Accommodations for written and/or electronic documentation

2.9-3.8  Support Areas for Endoscopy Procedure Area & Other Patient Care Areas:

2.9-3.8.2  Nurse or control station
  - Located to permit visual observation of all traffic entering patient care & diagnostic areas

2.1-3.8.2.1  Work counter

2.1-3.8.2.2  Means for facilitating staff communication

2.1-3.8.2.3  Space for supplies

2.1-3.8.2.4  Accommodations for written or electronic documentation

2.1-3.8.2.5  Hand sanitation dispenser

2.9-3.8.8  Medication safety zone

2.1-3.8.8.1(2)  Design Promoting Safe Medication Use:

(a)  Medication safety zones located out of circulation paths

(b)  Work space designed so that staff can access information & perform required tasks

(c)  Work counters provide space to perform required tasks

Building Systems Requirements

Ventilation:
  - Min. 6 air changes per hour

Power:
  - Min. 4 receptacles
  - Convenient to gurney, lounge chair, or bed

Nurse Call System:
  - Patient station
  - Staff assistance station
  - Emergency call station

Lighting:
  - Task-specific lighting level
  - Min. 100 foot-candles
<table>
<thead>
<tr>
<th><strong>Architectural Requirements</strong></th>
<th><strong>Building Systems Requirements</strong></th>
</tr>
</thead>
</table>
| (e) **sharps containers placed at height that allows users to see top of container** |通风:  
**Min. 4 air changes per hour** | 表8.1 |
| 2.1-3.8.8.2 (1) **medication preparation room** | 照明:  
**Task lighting** | 2.1-3.8.8.1(2)(d) |
| (a) **work counter**  
**handwashing station**  
**lockable refrigerator**  
**locked storage for controlled drugs**  
**sharps containers**  
☐ check if not included in project | | |
| (b) **self-contained medication dispensing units**  
☐ check if not included in project  
**room designed with space to prepare medications** | | |
| or | | |
| (2) **automated medication-dispensing unit** | 照明:  
**Task lighting** | 2.1-3.8.8.1(2)(d) |
| (a) **located at nurse station, in clean workroom or in alcove** | | |
| (b) **handwashing station or hand sanitation dispenser provided next to stationary medication-dispensing units** | | |
| (c) **countertop or cart provided adjacent* to stationary medication-dispensing units** | | |
| 2.9-3.8.12 **Soiled workroom** | 2.9-3.8.12.3 (may be shared with other clinical services in same outpatient facility) |
| 2.9-3.8.12.2 **physically separated from all other areas of facility** | 2.1-3.8.12.1 **no direct connection with clean workrooms or clean supply rooms** |
| 2.1-3.8.12.2(1) (a) **handwashing station** | 通风:  
**Min. 10 air changes per hour** | 表8.1 |
| (b) **flushing-rim clinical service sink or equivalent flushing-rim fixture** | 紧急出口:  
**Negative pressure** | | 无循环房间单位 |
| (c) **work counter** | | |
| (d) **space for separate covered containers for waste & soiled linen** | | |
| 2.1-3.8.12.2(2) **fluid management system**  
☐ check if not included in project | | |
<p>| (a) <strong>electrical &amp; plumbing connections that meet manufacturer requirements</strong> | | |
| (b) <strong>space for docking station</strong> | | |</p>
<table>
<thead>
<tr>
<th>Architectural Requirements</th>
<th>Building Systems Requirements</th>
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</thead>
<tbody>
<tr>
<td>2.9-3.8.13.2 (1)</td>
<td>General equipment &amp; supply storage room</td>
</tr>
<tr>
<td>(1) storage of equipment &amp; clean clinical supplies (including anesthesia equipment &amp; supplies)</td>
<td></td>
</tr>
<tr>
<td>(2) min. combined floor area of 25 sf per procedure room</td>
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<tr>
<td>2.9-3.8.13.3</td>
<td>Wheelchair storage</td>
</tr>
<tr>
<td>2.1-3.8.13.3</td>
<td>check if not included in project</td>
</tr>
<tr>
<td>2.1-6.2.7.1</td>
<td>designated area located out of required corridor width</td>
</tr>
<tr>
<td>2.1-6.2.7.1</td>
<td>directly accessible* to entrance</td>
</tr>
<tr>
<td>2.1-6.2.7.1</td>
<td>provided for at least one wheelchair</td>
</tr>
<tr>
<td>2.9-3.8.13.4 (2)</td>
<td>Wheelchair parking space</td>
</tr>
<tr>
<td>2.1-6.2.7.2</td>
<td>designated area provided for parking at least one patient-owned wheelchair in non-public area</td>
</tr>
<tr>
<td>2.9-3.8.13.4 (3)</td>
<td>located out of any required egress width or other required clearance</td>
</tr>
<tr>
<td>2.9-3.8.13.4 (1)</td>
<td>Emergency equipment storage</td>
</tr>
<tr>
<td>2.1-3.8.13.4(2)</td>
<td>space for emergency resuscitation equipment &amp; supplies</td>
</tr>
<tr>
<td>2.1-3.8.13.4(3)</td>
<td>provided adjacent* to procedure rooms &amp; pre- &amp; post-procedure patient care areas</td>
</tr>
<tr>
<td>2.9-3.8.13.5</td>
<td>Medical gas storage</td>
</tr>
<tr>
<td>2.9-3.8.14</td>
<td>Environmental services room</td>
</tr>
<tr>
<td>2.1-5.3.1.2(1)</td>
<td>service sink or floor-mounted mop sink</td>
</tr>
<tr>
<td>2.1-5.3.1.2(2)</td>
<td>provisions for storage of supplies &amp; housekeeping equipment</td>
</tr>
<tr>
<td>2.1-5.3.1.2(3)</td>
<td>handwashing station or hand sanitation dispenser</td>
</tr>
<tr>
<td>2.9-3.8.15</td>
<td>Fluid waste disposal facilities</td>
</tr>
<tr>
<td>2.9-3.8.15.1</td>
<td>in procedure area clinical sink or equivalent equipment in soiled workroom</td>
</tr>
<tr>
<td>2.9-3.8.15.2</td>
<td>in recovery area toilet equipped with bedpan-rinsing device in patient toilet room</td>
</tr>
</tbody>
</table>

Ventilation:
- Min. 10 air changes per hour
- Exhaust
- Negative pressure
- No recirculating room units
<table>
<thead>
<tr>
<th>Architectural Requirements</th>
<th>Building Systems Requirements</th>
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<tr>
<td><strong>2.9-3.9</strong></td>
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<tr>
<td><strong>Support Areas for Staff:</strong></td>
<td></td>
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<tr>
<td>2.9-3.9.1</td>
<td></td>
</tr>
<tr>
<td>___ Staff lounge</td>
<td></td>
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<tr>
<td>□ check if not included in project (only if facility has one or two procedure rooms)</td>
<td></td>
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<tr>
<td>2.9-3.9.1.2</td>
<td></td>
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<tr>
<td>(may be shared with other clinical services)</td>
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<tr>
<td>2.1-6.4.1</td>
<td></td>
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<tr>
<td>___ handwashing station</td>
<td></td>
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<tr>
<td>2.9-3.9.2</td>
<td></td>
</tr>
<tr>
<td>___ Staff toilet room</td>
<td></td>
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<tr>
<td>___ immediately accessible* to staff lounge</td>
<td></td>
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<tr>
<td>2.9-3.9.4</td>
<td></td>
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<tr>
<td>___ Staff changing area</td>
<td></td>
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<tr>
<td>2.9-3.9.4.3(1)</td>
<td></td>
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<tr>
<td>___ lockers</td>
<td></td>
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<tr>
<td>2.9-3.9.4.3(2)</td>
<td></td>
</tr>
<tr>
<td>___ toilet room</td>
<td></td>
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<tr>
<td>(3) handwashing stations</td>
<td></td>
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<tr>
<td>(4) space for changing clothes</td>
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<tr>
<td>(5) provision for separate storage of clean &amp; soiled procedure attire</td>
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<tr>
<td>2.9-3.10</td>
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<tr>
<td><strong>Support Areas for Patients:</strong></td>
<td></td>
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<tr>
<td>2.9-3.10.2</td>
<td></td>
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<tr>
<td>___ Patient toilet room</td>
<td></td>
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<tr>
<td>2.9-3.10.2.1</td>
<td></td>
</tr>
<tr>
<td>___ readily accessible* to procedure rooms &amp; pre- &amp; post-procedure patient care areas</td>
<td></td>
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<tr>
<td>2.1-3.10.2.1</td>
<td></td>
</tr>
<tr>
<td>___ provided separate from public use toilet rooms</td>
<td></td>
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<tr>
<td>___ located to permit access from patient care areas without passing through publicly accessible areas</td>
<td></td>
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<tr>
<td>2.1-3.10.2.2</td>
<td></td>
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<tr>
<td>___ equipped with toilet &amp; handwashing station</td>
<td></td>
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<tr>
<td>2.9-3.10.3</td>
<td></td>
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<tr>
<td>___ Patient changing area</td>
<td></td>
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<tr>
<td>2.9-3.10.3.1</td>
<td></td>
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<tr>
<td>___ suitable for patients to change from street clothing into patient gowns</td>
<td></td>
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<tr>
<td>2.9-3.10.3.1</td>
<td></td>
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<tr>
<td>___ dedicated patient area</td>
<td></td>
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<tr>
<td>or</td>
<td></td>
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<tr>
<td>___ patient changing takes place in pre-procedure patient care area</td>
<td></td>
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<tr>
<td>2.9-3.10.3.2</td>
<td></td>
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<tr>
<td>___ provisions for securing patients' personal effects</td>
<td></td>
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</tbody>
</table>
### PATIENT SUPPORT FACILITIES

#### 2.9-4 Laboratory services
- Compliance Checklist OP2 has been submitted to DPH Plan Review

#### 2.9-4.3 Endoscopy processing room
- **2.9-4.3.1.2** readily accessible* to each procedure room
- **2.9-4.3.1.3** endoscope processing room meets requirements of semi-restricted area
- **2.9-4.3.1.4** consists of decontamination area & clean work area

#### 2.9-4.3.1.5 Layout:
- **(1)** designed for one-way traffic pattern of contaminated materials to cleaned materials to mechanical processor
- **(4)** min clearance 3'-0" between decontamination area and clean work area

#### 2.9-4.3.2 Decontamination area
- **2.9-4.3.2.2(1)** work counter
- **2.9-4.3.2.2(2)** handwashing station
- **2.9-4.3.2.2(3)** utility sink
- **Ventilation:**
  - **(a)** two-basin sink with 12" high backsplash
  - or
  - **(b)** single-basin sink with 12" high backsplash
  - alternative methods for leak testing & pre-cleaning are provided

#### 2.9-4.3.3 Clean work area
- **2.9-4.3.3.2(1)** countertop
- **2.9-4.3.3.2(2)** storage for supplies
- **2.9-4.3.3.2(3)** instrument air outlet or space for portable compressed air
- **Ventilation:**
  - **(4)** Min. 6 air changes per hour, Table 8.1
  - **(5)** Exhaust
  - **(6)** Negative pressure
  - **(7)** No recirculating room units

#### 2.9-4.3.4 Storage for clean endoscopes
- **(1)** clean endoscope storage provided in clean work area
- **(2)(a)** storage cabinet with door
- **(2)(b)** located min. 3'-0" from any sink
- **(2)(c)** located so staff do not have to cross decontamination area to access clean scopes
**Architectural Requirements**

- **Building Support Facilities**
  - 2.9-5
  - 2.9-5.3.1
    - __ Environmental services room
      - __ (may serve more than one clinical service area on same floor)
  - 2.1-5.3.1.1(3)
    - __ min. one ES room per floor
  - 2.1-5.3.1.1(2)
    - __ additional ES rooms provided on floor according to needs of areas served
  - 2.1-5.3.1.2(1)
    - __ service sink or floor-mounted mop sink
  - 2.1-5.3.1.2(2)
    - __ provisions for storage of supplies & housekeeping equipment
  - 2.1-5.3.1.2(3)
    - __ handwashing station or hand sanitation dispenser

- **Public Areas**
  - 2.1-6.2
    - __ Vehicular drop-off & pedestrian entrance
      - __ min. of one building entrance reachable from grade level
    - 2.1-6.2.1.2
      - __ building entrances used to reach outpatient services be clearly marked
    - 2.1-6.2.1.3
      - __ building entrances used to reach outpatient services located so patients need not go through other activity areas (except for shared lobbies in multi-occupancy buildings)
  - 2.1-6.2.2
    - __ Reception
      - __ reception & information counter, desk or kiosk provided either at main entry or at each clinical service
  - 2.1-6.2.3
    - __ Waiting area
      - __ visible from staff area either by camera or direct staff sight line
  - 2.1-6.2.4
    - __ Public toilet room
      - __ (may be located off public corridor in multi-tenant building)
    - 2.1-6.2.4.1
      - __ readily accessible* from waiting area without passing through patient care or staff work areas
  - 2.1-6.2.5
    - __ Provisions for telephone access
      - __ access to make local phone calls
  - 2.1-6.2.6
    - __ Provisions for drinking water

- **Administrative Areas**
  - 2.9-6.3
    - __ Interview space
      - __ (may be combined with Multipurpose Room)
    - 2.9-6.3.3
      - __ Office
    - 2.9-6.3.4
      - __ Multipurpose room

**Building Systems Requirements**

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

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**Table 8.1**

**Ventilation:**
- __ Min. 10 air changes per hour
- __ Exhaust
- __ Negative pressure
- __ No recirculating room units
2.9-6.3.5       Medical records space
 ______ provisions be made for securing
 ______ medical records of all media types used
 ______ by facility

2.1-6.3.5.1       location restricted to staff access to
 ______ maintain confidentiality of record

2.1-6.3.5.2       Space Requirements:
 (1) ______ space provided for medical
 ______ records management
 (2) ______ physical space for electronic
 ______ storage of forms or documents

2.9-6.4 SUPPORT AREAS FOR STAFF
2.9-6.4.1 ______ Staff storage facilities
 ______ special storage including locking
 ______ drawers and/or cabinets for personal
 ______ effects of administrative staff

*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 & MEP REQUIREMENTS

2.1-7.2.2 ARCHITECTURAL DETAILS

2.1-7.2.2.1  CORRIDOR WIDTH:
(1) Min. 44”
(2) Detailed code review incorporated in
 _______ Project Narrative

2.1-7.2.2.2  CEILING HEIGHT:
(2) Min. height 7’-0” in radiography, procedure, operating rooms from floor
to lowest protruding element of equipment or fixture in stowed position
(4) Min. height 7’-6” above floor of
 _______ suspended tracks, rails & pipes
 _______ located in traffic path
 _______ Min. ceiling height 7’-10” in other areas

2.1-7.2.2.3 DOORS & DOOR HARDWARE:
(1) Door Type:
 _______ doors between corridors, rooms,
 _______ or spaces subject to occupancy
 _______ swing type or sliding doors
 _______ 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
(2) Door Opening:
 _______ min. 34” clear door width
 _______ min. 83.5” clear door height
 _______ rooms with gurney access:
 _______ 41.5” min. clear door width
 _______ 79.5” min. clear door height
(3) Door Swing:
 _______ 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) door that swings outward
   or
   (b) door equipped with emergency
       rescue hardware (permits quick
       access from outside the room to
       prevent blockage of the door)
   or
   (c) 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

2.1-7.2.8 HANDWASHING STATIONS:
(3)(a) Handwashing station countertops
       made of porcelain, stainless steel,
       solid-surface materials or impervious
       plastic laminate assembly
(3)(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
(6) Liquid or foam soap dispensers

2.1-7.2.9 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

2.1-7.2.10 HANDRAILS:
☐ check if not included in project
(2) Rail ends return to wall or floor
(3) Handrail gripping surfaces &
    fasteners are smooth with 1/8-inch
    min. radius
(4) Handrails have eased edges &
    corners
(5) Handrail finishes are cleanable

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 all areas
    subject to frequent wet cleaning are
    constructed of materials that are not
    physically affected by germicidal or
    other types of cleaning solutions
(6(a)) Floors are monolithic & integral
    coved wall bases are at least 6" high
    & tightly sealed to wall in rooms
    listed below
       • endoscope processing room

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.
    environmental services rooms) are
    monolithic or have sealed seams that
    are tight & smooth
(4) 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) Semi-Restricted Areas:
    (a) ceiling finishes are scrubbable,
        non absorptive, non perforated,
        & capable of withstanding
        cleaning with chemicals
    (b) lay-in ceilings
        ☐ gasketed or each ceiling tile
        weighs at least 1 Lbs/sq. ft.
        ☐ no perforated tegular
        ☐ serrated or highly textured
        tiles in semi-restricted areas
    or
    (c) ceilings of monolithic construction

2.1-7.2.4.3 Privacy curtains in patient care areas
    are washable
2.9-7.2.4 FURNISHINGS
2.9-7.2.4.2 COUNTERTOPS & CASEWORK IN INSTRUMENT PROCESSING ROOMS
(1) All countertops & casework in instrument processing room be made of materials that are impervious to staining & cleaning chemicals
(2) Backsplashes min. 12 inches high

2.1-8.2 HEATING VENTILATION & AIR-CONDITIONING (HVAC) SYSTEMS
Part 3/6.1 UTILITIES:
Part 3/6.1.2 Heating & Cooling Sources:
Part 3/6.1.2.1 heat sources & essential accessories 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 operating rooms & recovery rooms
Part 3/6.1.2.2 Central cooling systems greater than 400 tons (1407 kW) peak cooling load
☐ check if not included in project cooling sources & essential accessories 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
outdoor air intakes located such that bottom of air intake is at least 6'-0” above grade
air intakes located away from public access
all intakes are designed to prevent entrainment of wind-driven rain

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 intakes 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:
one filter bank MERV 7

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
Recovery rooms 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 Energy recovery systems with leakage potential
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: waste anesthesia gas disposal, endoscope cleaning, soiled or decontamination room
Part 3/7  SPACE VENTILATION:
Part 3/7.1.a  Complies with Table 8.1
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  Min. number of total air changes required for negative pressure rooms is provided by total exhaust airflow
Part 3/7.1.a.5  Entire minimum outdoor air changes per hour required by Table 8.1 for each space meet filtration requirements of Section 6.4

Part 3/7a.5  Air recirculation through room unit ☐ check if not included in project

2.1-8.3  ELECTRICAL SYSTEMS
2.1-8.3.2  ELECTRICAL DISTRIBUTION & TRANSMISSION

2.1-8.3.2.2  Panelboards:
(1)  all panelboards accessible to health care tenants they serve
(2)  panelboard serving critical branch circuits serve floors on which they are located
(3)  panelboards serving life safety branch circuits serve floors on which they are located & floors immediately above & below
(4)  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 & scrub sinks that depends on building electrical service for operation are connected to essential electrical system ☐ check if not included in project

2.1-8.4  PLUMBING SYSTEMS
2.1-8.4.2  Plumbing & Other Piping Systems:
2.1-8.4.2.1(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)  non-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 following range of temperatures: 105–120°F

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 to protect space below from leakage & condensation
  • procedure rooms
  • electronic data processing areas
  • electrical rooms
(1)(b)  drip pan for drainage piping above ceiling of sensitive area ☐ check if not included in project

2.1-8.4.5  Drainage Equipment:
(2)  no floor drain in dedicated cystoscopy procedure room
  ☐ check if not included in project
  recessed floor sink w/ automatic trap primer
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 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 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

2.1-8.4.3.5 Clinical Flushing-Rim Sinks:
(1) trimmed with valves that can be operated without hands
(a) handles are at least 6 in. long
(b) integral trap wherein upper portion of water trap provides visible seal

2.1-8.4.3.6 Scrub Sinks:
☐ check if not included in project
(1) freestanding scrub sinks are trimmed with foot, knee or electronic sensor controls
(2) no single-lever wrist blades

2.1-8.4.4 MEDICAL GAS & VACUUM SYSTEMS
2.1-8.4.4 Station outlets provided as indicated in Table 2.1-2

2.1-8.5.1 CALL SYSTEMS
2.1-8.5.1.1(1) Nurse call stations provided as required in Table 2.1-3

2.1-8.7 ELEVATORS
☐ check if not included in project
2.1-8.7.3 Dimensions of Elevators Used for Transport of Outpatients on Gurneys:
☐ min. interior car dimensions 5'-8" wide by 7'-9" deep
2.1-8.7.4 Elevators are equipped with two-way automatic level-maintaining device with accuracy of ± 1/4 inch

2.1-8.7.5 Elevator Controls:
2.1-8.7.5.1 elevator call buttons & controls not activated by heat or smoke
2.1-8.7.5.2 light beams if used for operating door reopening devices without touch are used in combination with door-edge safety devices & are interconnected with system of smoke detectors
2.1-8.7.5.3 elevator controls, alarm buttons & telephones are accessible to wheelchair occupants & usable by the blind