

**COMPLIANCE CHECKLIST**

► **Long Term Care Facility - Nursing Unit**

The following checklist is for plan review of new long-term care facilities and new additions to existing long-term care facilities. This checklist also applies to renovations projects affecting long-term care facilities constructed under the regulations effective March 19, 1968, or under their subsequent revisions. This checklist is derived from long-term care licensure regulations 105 CMR 150.000 and 105 CMR 151.000, entitled "Licensing of Long Term Care Facilities", as well as relevant parts of Chapter 111 of Massachusetts General Laws (specific sections indicated below). Applicants must verify project compliance with all licensure requirements when filling out this checklist, and must include the DPH affidavit when submitting project documents for self-certification or abbreviated review.

A separate checklist must be completed for each nursing unit affected by the construction project. Compliance Checklist **LTC2** entitled "Long-Term Care Facility - Common Areas" must also be completed, whether or not the common areas are to be altered (spaces dependent on bed count must comply).

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_) next to the section title (e.g. E RESIDENTS BEDROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

= Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Requirements referred to as "Policies" are DPH interpretations of the Regulations.

Facility Name: \_\_\_\_\_

DoN Project Number: (if applicable) \_\_\_\_\_

Facility Address: \_\_\_\_\_

Nursing Unit Bed Complements:

Current = \_\_\_\_\_ Proposed = \_\_\_\_\_

Building/Floor Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Submission Dates:

Initial Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_



**ARCHITECTURAL REQUIREMENTS**

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

151.330 SPECIAL CARE ROOM

(also see 151.320)

- Located in close proximity to nurses station
- Single-bed
- Min. 125 sf
- Private bathroom
  - toilet
  - shower  tub
  - or**
  - min. 4'-0" x 4'-0" stall
  - no curb
  - sloped toward center
  - floor drain
  - shower curtain

- Handwashing sink
- Shower controls outside stall
  - easily operable by nursing staff
- Vent. min. 10 air ch./hr (exhaust)
- Emergency nurses call station
  - accessible from toilet & shower (or tub)

151.340 NURSES STATION

- (A)  Centrally located
  - Max. 100 ft n. station entrance to furthest bedroom door
  - Min. 81 sf
- (B)  Min. 6'-0" dimension
- (D)  Counter
  - max. 42" high
  - Charting surface
- (C)  Top & base storage cabinets
- (E)  Nurses toilet room

- Vent. min. 10 air ch./hr
- Emergency lighting
- Emergency power
- Nurses call master station
  - bedroom numbers displayed
  - room functions displayed
  - individual identification of each call

151.350 MEDICINE ROOM

- (A)  Opens into nurses station
  - Min. 30 sf
  - Min. 5'-0" dimension
- (B)  Sized to accommodate med. cart
- (C)  Counter
  - Top & base cabinets
- (D)  Lockable compartment
  - Refrigerator

- Handwashing sink
- Vent. min. 10 air ch./hr
- Lighting on emergency power
- Refrigerator on emergency power

151.360 DAY ROOM

- Policy  Centrally located
- 150.017  Outside window
- 151.360  Min. 9 sf per bed

- Emergency lighting
- Nurses call station

Policy NURSING UNIT DINING

check if service not included in project  
(if dining room outside unit meets space requirement)

- Centrally located
- Outside window
- 151.570  Min. 10 sf per nursing unit bed
- Separate room **or**  Dining space & day room space contiguous
  - min. 19 sf per bed

- Emergency lighting
- Nurses call staff station

151.310 DRINKING FOUNTAIN

- Centrally located

**ARCHITECTURAL REQUIREMENTS**

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- 151.370        **BATHING**  
 Policy        Centrally located  
 Policy        Solid partition enclosure for each tub or shower  
 (A)        At least one central free-standing tub  
        check if function not included (only for Level IV unit)  
              min. 3'-0" clear on each side  
              min. 3'-0" clear on one end  
 (B)        Shower rooms:  
              min. 4'-0" x 4'-0" stall  
              no curb  
              sloped toward center drain  
 Policy        shower curtain  
 Policy        dressing area  
              door or privacy curtain

- Vent. min. 10 air ch./hr  
       negative pressure (Policy)  
       air exhausted to outdoors  
       Emerg. nurses call  
       Vent. min. 10 air ch./hr  
       negative pressure (Policy)  
       air exhausted to outdoors  
       Shower controls outside stall  
       easily operable by attendant  
       Emerg. nurses call within reach of patient in shower room

Type of Bathing Fixture	Required Ratio (1:N)	Number of Fixtures With Corridor Access (B)	Number of Beds Served (B x N)
Free-Standing Tub	1:15		
Automated Bather	1:30		
Corridor Accessible Shower	1:15		
<b>TOTAL</b>			

Number of beds without direct access to bathing =       

- CENTRAL TOILET ROOMS**  
 (C)        At least 2 central toilet rooms  
 Policy        off main corridor  
 Policy        convenient to day room and bathing  
 (C)        wheelchair accessible  
              designated for each gender

- Handwashing sink  
       Vent. min. 10 air ch./hr (exhaust)  
       Emergency nurses call station

- 151.390 (B)        **CLEAN UTILITY ROOM**  
 check if function not included (only for Level IV unit)  
       Direct access from corridor  
       Min. 70 sf  
       Min. 6'-0" dimension  
       Counter  
       Top & base cabinets

- Sink w/ goose-neck faucet  
       Vent. min. 10 air ch./hr

- 151.390 (C)        **SOILED UTILITY ROOM**  
 check if function not included (only for Level IV unit)  
       Direct access from corridor  
       Min. 70 sf  
       Min. 6'-0" dimension  
       Counter  
       min. 24" w x 48" l x 36" h

- Handwashing sink  
       Service sink w/ goose-neck faucet  
       Clinical **or**        Bedpan  
       flushing-rim        washer/  
       sink        sanitizer  
       Vent. min. 10 air ch./hr  
       negative pressure (Policy)  
       air exhausted to outdoors

- 151.380 (A)        **LINEN CLOSET**  
       Min. 20 sf  
       Non-combustible shelving  
       max. 6'-0" high

**ARCHITECTURAL REQUIREMENTS**

- 151.380 (B)  JANITOR'S CLOSET  
 Policy  Serving nursing unit exclusively  
 Min. 25 sf  
 Min. 5'-0" dimension  
 Shelving
- 151.380 (C)  UNIT STORAGE CLOSET  
 Min. 50 sf
- 151.580  NOURISHMENT KITCHEN  
 Min. 1 per floor  
 Refrigerator  
 Storage cabinets  
 Policy  Surface cooking unit **or**  Microwave oven

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- Service sink
- Vent. min. 10 air ch./hr (exhaust)
- Sink
- Vent. min. 10 air ch./hr (exhaust)
- Emergency lighting

GENERAL STANDARDS

Architectural Details

- Corridors (151.600):
  - resident corridors
  - min. 8'-0" wide
  - handrails on both sides
  - max. projection 3½"
  - min. 30" AFF
  - returns meet wall at each end
  - service corridors
  - min. 5'-0" wide
- Ramps (151.610):
  - check if service not included in project
  - max. slope 1:12
- Doors (151.630):
  - min. 44" wide at bedrooms, day room, din. rooms, act. rooms, stairs
  - min. 36" at bathing rooms (Policy)
  - min. 32" at toilet rooms
  - no locks or privacy sets in resident areas
  - outswinging/double-acting doors for toilet rms
- Windows (151.640):
  - sill or guard min. 30" AFF
  - window glass area min. 10% of BR floor area
  - operable windows (min. opening 4% of BR floor area)
  - insect screens
- Grab bars in all resident toilet & bathing facilities
  - 250 lb. capacity
  - Min. 8'-0" ceiling height in resident areas
- Washable wall finishes in toilet, bathing, food prep., utility rooms (151.660(B))
- Impervious floor finish in toilet, bathing, food prep., utility rooms (151.660 (C)&(D))

Mechanical

- Heating (151.700):
  - heating capacity min. 75 °F
- Air Conditioning (151.700(D)):
  - cooling capacity max. 75 °F in areas listed below:
 

<ul style="list-style-type: none"> <li>▷ New Construction &amp; Major Renovations</li> <li>▷ Original facility plan approval on or after 4/14/00</li> <li><input type="checkbox"/> AC in all resident areas</li> </ul>	<ul style="list-style-type: none"> <li>▷ Minor Renovations</li> <li><input type="checkbox"/> original facility plan approval prior to 04/14/00</li> <li><input type="checkbox"/> AC in dining rooms, activity rooms, day rooms, etc.</li> </ul>
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- Temperature controls in each bedroom
- Ventilation (151.710):
  - corridors not used as plenums for supply/return

Plumbing

- min. water pressure 15 psi (151.720)

Electrical

- Lighting (151.800):
  - uniform distribution of light in bedrooms
  - night lights
  - min. illumination level equivalent to 15 watts incandescent
  - switch at nurses station or at BR door
  - min. height 12" AFF
- Emergency power (151.830):
  - generator
  - all corridor receptacles on EP
  - electric components **or**  2 electric utility of heating system sources on EP in bedrooms
- Nurses call system (151.850):
  - all calls register at nurses station
  - origins of calls displayed simultaneously on annunciator panel (Policy)
  - light signal in corridor at origin of call
  - call stations have 1 indicator light per call button
- Telephones (151.860):
  - at least 1 telephone per floor

Fire-Resistance Ratings of Structural Elements

(Type 1B construction per M.G.L. Chapter 111 §71 and 780 CMR Table 601)

Complete table below with fire-resistance ratings and U.L. numbers for structural elements constituting the proposed structure.

FIRE RESISTANCE (HOURS)	RATING REQUIRED		RATING PROVIDED		U.L. NUMBER	
	Supporting Floor	Supporting Roof Only	Supporting Floor	Supporting Roof Only	Supporting Floor	Supporting Roof Only
EXTERIOR BEARING WALLS	2	2				
INTERIOR BEARING WALLS	2	1				
COLUMNS	2	1				
BEAMS	2	1				
FLOOR STRUCTURE	2					
ROOF STRUCTURE		1				