

**COMPLIANCE CHECKLIST**

**OP7: Satellite Emergency Facility**

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 2014 Edition of the FGI Guidelines for Design and Construction of Hospitals and 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:

- NFPA 101 Life Safety Code (2000) and applicable related standards contained in the appendices of the Code
- State Building Code (780 CMR)
- Joint Commission on the Accreditation of Health Care Organizations
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities
- USP 797
- 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 Part II of the 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 symbols, unless otherwise directed in the checklist. If a functional space is not affected by a renovation project, the symbol "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.

= Check box under section titles or individual requirements lines for optional services or functions that are not included in the project area.

**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.

**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).

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, and waste anesthesia gas disposal outlets (if required) are identified respectively by the abbreviations "OX", "VAC", "MA", & "WAGD".
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.

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

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

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

Satellite Name: (if applicable) \_\_\_\_\_

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

Satellite Address: (if applicable) \_\_\_\_\_

Submission Dates:

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

Initial Date:

Revision Date:

**Architectural Requirements****Building Systems Requirements****SATELLITE EMERGENCY FACILITY****APPLICATION**

- 130.820
- Satellite Emergency Facility (SEF) located off premises of hospital & listed on the license
  - Accepts patients transported to the SEF by ambulance
  - Operates on 7 day per week & 24 hour per day basis

**2.3-1.3.2 PARKING**

- 1.3-3.3.1.1
- Parking capacity sufficient to satisfy needs of patients, personnel & public

**2.2-3.1.3.2 ENTRANCE**

- 2.1-6.2.1
- Vehicular drop-off & pedestrian entrance
  - Min. one drop-off entrance reachable from grade level
  - (1)  Signed route from public roads that directs ambulance traffic to ED ambulance entrance
  - Signed route from public roads that directs vehicle traffic to public entrance
  - (2)  Paved emergency access to permit discharge of patients from automobiles & ambulances
  - (3)  ED entrance clearly marked
  - (4)  Raised platform/dock used for ambulance discharge
    - check if not included in project
    - ramp or elevator/lift to grade level for pedestrian & wheelchair access
  - (5)  Emergency vehicle entry cover/canopy provides shelter for both patient & emergency medical crew during transfer between emergency vehicle & building
  - (6)  Emergency bays sized so they are compatible with horizontal & vertical vehicle clearances of EMS providers
  - (7)  ED ambulance entrances min. 6'-0" clear width to accommodate bariatric stretchers, mobile patient lift devices & attendants

**2.2-3.1.3.3 RECEPTION & TRIAGE AREAS**

- (1)  Reception or triage areas located to provide means for observation of main entrance to ED & public waiting area
- (2)  Public access points to treatment area under direct observation of reception & triage areas

**Architectural Requirements**

- (3)  Triage area
  - (a)  connection for telephones
  - (b)  provisions for patient privacy
  - (c)  handwashing station in each triage room & 1 handwashing station for every 4 triage bays or cubicles
  - (d)  hand sanitation dispenser for each triage bay or cubicle
  - (e)  access to panic button for security emergencies

- 2.2-3.1.3.4(1)  Public waiting area
  - (b)  access to drinking water
  - (c)  telephones

- (a)  toilet facilities

- 2.2-3.1.3.5  Communications center
  - (1)  directly accessible\* to nurse station or part of nurse station & documentation area
  - (2)  radio, telephone & intercommunication systems
  - (3)  EMS base station
    - check if not included in project
    - designed to reduce noise, distractions & interruptions during radio transmissions

2.2-3.1.3.6 **TREATMENT ROOM OR AREA**

- (1)
- (b)  Examination/treatment rooms used for pelvic exams allow for foot of exam table to face away from door
- (2)  Single-bed treatment room
  - (b)  space for medical equipment
  - view panel designed for patient visual privacy adjacent\* to and/or in door

**Building Systems Requirements**

- Ventilation:
- Min. 12 air changes/hour Table 7.1
  - Negative pressure
  - Exhaust
- or**
- Recirculation through HEPA filters

- Power: Table 2.1-1
- Min. 6 receptacles convenient to head of stretcher
  - At least 50% on emergency power

- Nurse Call System: Table 2.1-2
- Patient station
  - Emergency staff assistance station
  - Code call station

- Medical Gases: 2.1-4
- 1 OX, 1 VAC per station

- Ventilation:
- Min. 12 air changes/hour Table 7-1
  - Negative pressure
  - Exhaust
- or**
- Recirculation through HEPA filters

- Ventilation:
- Min. 10 air changes per hour Table 7.1
  - Exhaust

**Architectural Requirements**

**Building Systems Requirements**

Space Requirements:

- 2.1-3.2.2.1(1)  New Construction:
  - min. clear floor area 120 sf with min. clear dimension of 10'-0"
- or**
- Renovations:
  - min. clear floor area 100 sf
- (2)  room size permits min. clearance of 3'-0" at each side & at foot of exam table
- (a)  room arrangement permits placement of exam table, recliner, or chair at an angle, closer to one wall than another, or against wall to accommodate type of patient being served
- (b)  room arrangement permits placement of exam table, recliner, or chair at an angle, closer to one wall than another, or against wall to accommodate type of patient being served
- 2.1-3.2.2.2 Room Features:
  - (1)  examination light
  - (2)  storage for supplies
  - (3)  accommodations for written or electronic documentation
  - (4)  space for visitor's chair
  - (5)  handwashing station

Ventilation:  
 Min. 6 air changes per hour Table 7.1

Power:  
 Min. 8 receptacles in room Table 2.1-1  
 Min. 4 receptacles convenient to head of stretcher  
 Include receptacles on emergency power NFPA 99

Nurse Call System:  
 Patient station Table 2.1-4  
 Emergency staff assistance station  
 Code call station

Medical Gases:  
 1 OX, 1 VAC, 1 MA

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

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

Ventilation:  
 Min. 6 air changes/hour Table 7.1  
 Power:  
 Min. 4 receptacles convenient to head of each stretcher Table 2.1-1  
 Include receptacles on emergency power for each stretcher NFPA 99

- 2.1-3.2.2.2 Room Features:
  - (1)  examination light
  - (2)  storage for supplies
  - (3)  accommodations for written or electronic documentation
  - (4)  space for visitor's chair
  - (5)  handwashing station  
 for each 4 patient care stations

Nurse Call System:  
 Patient station Table 2.1-2  
 Emergency staff assistance station  
 Code call station  
 Medical Gases:  
 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4

- 2.2-3.1.3.6(3)  adjoining bays separated by curtains

- (4) Pediatric Facilities:
  - check if not included in project
  - (b)  pediatric treatment rooms
    - located adjacent\* to family waiting area & toilet room
    - min. clear floor area 120 sf

Ventilation:  
 Min. 6 air changes/hour Table 7.1  
 Power:  
 Min. 4 receptacles convenient to head of each stretcher Table 2.1-1  
 Include receptacles on emergency power for each stretcher NFPA 99

**Architectural Requirements**

- (c)  pediatric trauma rooms
- (d)  handwashing station
- vacuum, oxygen & air outlets
- physiological monitoring equipment
- space for code cart adjacent\* to treatment rooms
- PACS image-viewing station
  
- min. clear floor area 250 sf for one patient at one time
- or**
- min. clear floor area 200 sf per patient for more than one patient at one time

**Building Systems Requirements**

- Nurse Call System:
- Patient station Table 2.1-2
  - Emergency staff assistance station
  - Code call station
- Medical Gases:
- 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4
- Ventilation:
- Positive pressure to all adjoining spaces 4/7.4.1
  - Airflow unidirectional, downwards & average velocity of diffusers 25-35 CFM/ft<sup>2</sup>
  - Diffusers concentrated to provide airflow pattern over patient & surgical team
  - Area of primary supply diffuser array extends min. 12" beyond footprint of surgical table on each side
  - No more than 30% of primary supply diffuser array area used for ceiling mounted equipment
  - At least 2 low sidewall return or exhaust grilles on opposite corners or as far apart as possible, with bottom of these grilles installed approximately 8" above floor 4/6.1.1
  - Space ventilation & pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power
  - Min. 15 air changes/hour
  - No recirculating room units Table 7.1
- Power:
- 16 receptacles convenient to head of each stretcher Table 2.1-2
  - Include receptacles on emergency power NFPA 99
- Nurse Call System:
- Emergency staff assistance station Table 2.1-2
  - Code call station
- Medical Gases:
- 2 OX, 3 VAC, 1 MA per patient position Table 2.1-4

**Architectural Requirements**

**Building Systems Requirements**

- (e) Discrete Pediatric Emergency Service:  
(complete the relevant section above for each listed space)  
 check if not included in project  
 triage, registration & discharge areas  
 waiting area  
 playroom or play area  
 pediatric treatment rooms  
 at least 1 airborne infection isolation room  
 at least 1 treatment room for pelvic examinations  
 documentation area  
 storage for supplies & medication

2.2-3.1.3.6

- (5)  Treatment room for bariatric patients
- (b)  min. clear floor area 200 sf  
 min. clear dimension 12'-0"
- (d)  min. clearance 5'-0" on both sides & at foot of treatment table or bed
- (e)  accommodations for patient lift & transport either by an overhead lifting system or by portable lifting assist
- (f)  all plumbing fixtures, grab bars & casework floor-mounted and/or designed to accommodate maximum patient weight

2.2-2.16.9.1

- Door Opening to Bariatric Treatment Room:
- min. clear width 54 inches
  - clear height 83.5 inches

2.2-3.1.3.6

- (6)  Trauma/resuscitation room
- (a)  single-bed trauma/resuscitation room  
 check if not included in project
- (b)  min. clear floor area 250 sf  
 min. clearance 5'-0" around all sides of stretcher  
 multiple-patient trauma/resuscitation room  
 check if not included in project  
 min. clear floor area for each patient care station defined by privacy curtains (bay) 200 sf  
 min. clearance 5'-0" around all sides of stretcher
- (c) Equipment:  
 cabinets  
 emergency supply shelves  
 PACS & at least one X-ray film illuminator  
 examination lights  
 documentation area  
 patient physiologic monitoring equipment

- Ventilation:  
 Min. 6 air changes per hour Table 7.1
- Power:  
 Min. 8 receptacles in room Table 2.1-1  
 Min. 4 receptacles convenient to head of stretcher  
 Include receptacles on emergency power NFPA 99
- Nurse Call System:  
 Patient station Table 2.1-4  
 Emergency staff assistance station  
 Code call station

- Ventilation:  
 Positive pressure to all adjoining spaces 4/7.4.1  
 Airflow unidirectional, downwards & average velocity of diffusers 25-35 CFM/ft<sup>2</sup>  
 Diffusers concentrated to provide airflow pattern over patient & surgical team  
 Area of primary supply diffuser array extends min. 12" beyond footprint of surgical table on each side  
 No more than 30% of primary supply diffuser array area used for ceiling mounted equipment  
 At least 2 low sidewall return or exhaust grilles on opposite corners or as far apart as possible, with bottom of these

**Architectural Requirements**

**Building Systems Requirements**

- \_\_\_ storage for immediate access to personal protective equipment
  
- 2.1-7.2.3.1(6) \_\_\_ monolithic floors with integral covered 6" high wall base
- 2.1-7.2.3.3(4) Ceiling in Trauma Rooms:
  - (a) \_\_\_ monolithic construction
  - \_\_\_ no cracks or perforations
  - (b) \_\_\_ ceiling finishes scrubbable
  - (c) \_\_\_ gasketed access openings
  - (d) \_\_\_ hand scrub facilities for trauma rooms
  - 2.1-3.3.2 \_\_\_ hand scrub station consisting of 2 scrub positions permitted to serve 2 trauma rooms if located next to the entrance of each trauma room
  - 2.1-3.3.3 \_\_\_ placement of scrub station does not restrict minimum required corridor width
  - 2.2-3.1.3.6(6) \_\_\_ doorways leading from ambulance entrance to trauma/ resuscitation room min. clear width 72 inches & min. height 83.5 inches
  - (e) \_\_\_ Access to radiology & laboratory services
  - 2.2-3.1.3.6
  - (7)
  - (8) \_\_\_ Decontamination room
    - (a) \_\_\_ outside entry door located no less than 10'-0" from closest other entrance
    - \_\_\_ internal door opens into ED corridor
    - \_\_\_ internal door swings into room & lockable against ingress from corridor
    - (b) \_\_\_ min. clear floor area 80 sf
    - (c) Special Architectural Details:
      - \_\_\_ all smooth, nonporous, scrubbable, non absorptive, non perforated surfaces
      - \_\_\_ floor self-coving to height of 6 inches
    - (d) Special Plumbing Requirements:
      - \_\_\_ room equipped with 2 hand-held shower heads with temperature controls
      - \_\_\_ floor drain
      - \_\_\_ dedicated holding tank
      - \_\_\_ fixtures acid resistant
      - \_\_\_ portable or hard-piped oxygen
      - \_\_\_ portable suction
  - 2.2-3.1.3.6
  
- \_\_\_ grilles installed approximately 8" above floor
- \_\_\_ Space ventilation & pressure relationship requirements of Table 7.1 be maintained in event of loss of normal electrical power 4/6.1.1
- \_\_\_ Min. 15 air changes/hour Table 7.1
- \_\_\_ No recirculating room units
- Power: Table 2.1-2
  - \_\_\_ 16 receptacles convenient to head of each stretcher
  - \_\_\_ Include receptacles on emergency power NFPA 99
- Nurse Call System:
  - \_\_\_ Emergency staff assistance station Table 2.1-2
  - \_\_\_ Code call station
- Medical Gases:
  - \_\_\_ 2 OX, 3 VAC, 1 MA per patient position Table 2.1-4
- Ventilation:
  - \_\_\_ Min. 12 air changes per hour Table 7.1
  - \_\_\_ negative pressure
  - \_\_\_ exhaust
  - \_\_\_ no recirculating room units

**Architectural Requirements**

**Building Systems Requirements**

- (10)  Fast-track area  
 check if not included in project
- (a)  examination/treatment areas  
 min. clear floor area 100 sf  
 handwashing stations  
 examination lights
- (c)  at least one examination/treatment room designated for pelvic examinations
  
- (b)  separate procedure room  
 check if not included in project  
 min. clear floor area 120 sf  
 handwashing stations  
 vacuum, oxygen & medical air outlets  
 examination lights
  
- (d)  space for physician/nurse work station
- (e)  storage areas for supplies & medication
- 2.2-3.1.3.7  patient toilet room  
 min. 1 patient toilet room per 6 exam/treatment rooms or fewer & for each fraction thereof  
 handwashing station

- Ventilation:  
 Min. 6 air changes/hour Table 7.1
- Power:  
 Min. 8 receptacles in room Table 2.1-3  
 Min. 4 receptacles convenient to head of stretcher Table 2.1-4
- Nurse Call System:  
 Patient station  
 Emergency staff assistance station  
 Code call station
- Medical Gases:  
 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4

- Ventilation:  
 Min. 6 air changes/hour Table 7.1
- Power:  
 Min. 8 receptacles in room Table 2.1-3  
 Min. 4 receptacles convenient to head of stretcher Table 2.1-4
- Nurse Call System:  
 Patient station  
 Emergency staff assistance station  
 Code call station
- Medical Gases:  
 1 OX, 1 VAC, 1 MA for each patient Table 2.1-4

- Ventilation:  
 Min. 10 air changes per hour Table 7.1  
 Exhaust

2.3-3.2 **OBSERVATION BEDS**  
 At least one observation bed for full cardiac monitoring

2.3-3.3 **DIAGNOSTIC RADIOGRAPHY FACILITIES**  
 2.2-3.4.3.1(1)  Room design & equipment siting accommodate manufacturer's operational, service & safety clearances  
 installation plans have been submitted to DPH Plan Review

2.2-3.4.3.2  Radiography room  
 check if not included in project  
 (2)  handwashing station

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

**Architectural Requirements**

- 2.2-3.4.3.3  Radiography/fluoroscopy room  
 check if not included in project
  - (2)  handwashing station
  - (3)  separate toilet room
    - handwashing station
    - direct access from each dedicated fluoroscopy room
    - patients able to leave toilet room without reentering fluoroscopy room
- 2.2-3.4.3.4  Mammography room  
 check if not included in project
  - (1)  views into mammography room by public or other patients prevented when room is in use
  - (2)  handwashing station
  - (3)  changing room for mammography patients immediately accessible\* to waiting area & procedure room
    - (a)  complies with Section 2.2-3.4.8.3
    - (b)  (may serve other imaging services)

**SPECIAL PATIENT CARE AREAS**

- 2.2-3.1.4  Airborne infection isolation (AII) room
  - 2.2-3.1.4.2  AII room visible from nurse station
  - (3)  AII room visible from nurse station

- 2.1-7.2.3.1(6)  monolithic floors with integral covered 6" high wall base

- 2.1-2.4.2.4(1)  self-closing devices on all room exit doors
  - (b)  self-closing devices on all room exit doors
  - (c)  doors has edge seals

**Building Systems Requirements**

- Nurse Call System:
  - Emergency staff assistance station Table 2.1-2

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

- Nurse Call System:
  - Emergency staff assistance station Table 2.1-2

- Ventilation:
  - Min. 10 air changes per hour Table 7.1
  - Exhaust

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

- Nurse Call System:
  - Emergency staff assistance station Table 2.1-2

- Ventilation:
  - 12 air changes per hour Table 7.1
  - Exhaust
  - Negative pressure
  - No recirculating room units

- Space ventilation & pressure relationship maintained in event of loss of normal electrical power 4/6.1.1

- Exhaust air from AII rooms discharged directly to outdoors 4/7.2.1
- Exhaust grilles or registers located directly above patient bed on ceiling or on wall near head of bed

- Permanent device monitoring differential air pressure between AII room & corridor

**Architectural Requirements**

**Building Systems Requirements**

- 2.2-3.1.4.3  Secure holding room
  - check if not included in project
- (1)  location of secure holding room facilitates staff observation & monitoring of patients
- (2)  min. clear floor area 60 sf
  - min. wall length 7'-0"
  - max. wall length 11'-0"
- (3)  room designed to prevent injury to patients
- (a)  all finishes, light fixtures, vents & diffusers & sprinklers tamper resistant
- (b)  no electrical outlets, medical gas outlets, or similar devices
- (c)  no sharp corners, edges, or protrusions
  - walls free of objects or accessories
- (d)  room door swings out
  - door hardware on exterior side only
  - min. door width 44 inches
- (e)  small impact-resistant view panel or window in door for discreet staff observation of patient

Ventilation:  
 Min. 6 air changes per hour Table 7.1

2.2-3.1.6 **SUPPORT AREAS FOR SATELLITE EMERGENCY FACILITY**

- 2.2-3.1.6.1  Administrative center or nurse station
  - (2)  space for medication storage
  - (3)  decentralized nurse stations near clusters of treatment rooms
    - check if not included in project
- 2.1-2.6.1.1
  - (1)  space for counters
  - (2)  at least one handwashing station located in, next to, or directly accessible\*

Nurse Call System:  
 master station Table 2.1-2

- 2.2-3.1.6.2  Security station
  - located near emergency entrances
  - located near triage/reception area
  - means of observing public waiting areas & ED entrances, including pedestrian & ambulance entrances

- 2.2-3.1.6.8  Provisions for disposal of solid & liquid waste
  - clinical sink with bedpan washer in soiled workroom

- 2.2-3.1.6.9  Clean supply room
- 2.1-2.6.9.2  room used only for storage & holding as part of system for distribution of clean & sterile supplies

Ventilation:  
 4 air changes per hour Table 7.1  
 Positive pressure

**Architectural Requirements**

- 2.1-2.6.10  Soiled workroom or soiled holding room
- 2.1-2.6.10.1  soiled workroom room
  - (1)  handwashing station
  - (2)  flushing-rim clinical service sink with bedpan washer
  - (3)  work counter
  - (4)  space for separate covered containers
- or**
- 2.1-2.6.10.2  soiled holding room
  - (1)  handwashing station or hand sanitation station
  - (b)  space for separate covered containers
- 2.2-3.1.6.11  Wheelchair & stretcher storage for arriving patients
  - (1)  located out of traffic with access to emergency entrances
- 2.1-2.6.11.4  Emergency equipment storage
  - (1)  at least one emergency equipment storage location
  - (2)  under visual observation of staff
  - (3)  storage locations in corridors do not infringe on min. required corridor width
- 2.3-3.6.11  Equipment & Supply Storage:
  - storage for general medical/surgical emergency supplies, medications & equipment located out of traffic & under staff control
- 2.2-3.1.6.12  Environmental services room
  - directly accessible\* from ED
- 2.1-2.6.12.2  service sink or floor-mounted mop sink
  - (1)  provisions for storage of supplies & housekeeping equipment
  - (2)  handwashing station or hand sanitation station
  - (3)  handwashing station or hand sanitation station
- 2.3-3.7 **SUPPORT AREAS FOR STAFF**
- 2.3-3.7.1  Staff lounge, lockers & toilets
  - immediately accessible to diagnostic & treatment area
- 2.3-3.7.2  Staff storage facilities
- 2.1-2.7.3.1  securable closets or cabinet compartments for personal articles of staff
  - located in or near nurse station

**Building Systems Requirements**

- Ventilation:
- 10 air changes per hour Table 7.1
  - Exhaust
  - Negative pressure
- Nurse Call System:
- Duty station
- 
- Ventilation:
- 10 air changes per hour Table 7.1
  - Exhaust
  - Negative pressure

**Architectural Requirements**

- 2.1-2.7.3.2  coat storage  
 check if not included in project:  
 storage of coats in closets or cabinets on each floor or in central staff locker area

**Building Systems Requirements**

2.3-4 **PATIENT SUPPORT FACILITIES**

- 2.3-4.1 Laboratory Services:  
 Compliance Checklist IP25 has been submitted

- 2.3-4.2  Medication preparation room

3.1-3.6.6.1(2)

- (a)  located out of circulation paths to minimize distraction & interruption
- (c)  work counters
- (d)  task lighting

3.1-3.6.6.2(1)

- (a)  work counter  
 handwashing station  
 lockable refrigerator  
 locked storage for controlled drugs
- (b) Sharps Containers:  
 check if not included in project  
 placed at height that allows users to see top of container
- (c)  space to prepare medicines in addition to any self-contained medicine-dispensing unit

Ventilation:  
 Min. 4 air changes per hour      Table 7.1

- 2.3-4.3  Nourishment area

2.1-2.6.7.2

- (1)  handwashing station
- (2)  work counter
- (3)  refrigerator
- (4)  microwave
- (5)  storage cabinets
- (6)  space for temporary storage of unused & soiled food service implements

Ventilation:  
 2 air changes per hour      Table 7.1

- 2.1-2.6.7.3  provisions & space for separate temporary storage of unused & soiled meal trays not picked up at mealtime

2.1-5.2 **LINEN SERVICES**

2.1-5.2.1.2

- Location:
- linen processing occurs in hospital
  - or**
  - linen processing occurs in separate building located on hospital campus
  - or**
  - linen processing occurs in off-site commercial or industrial laundry

**Architectural Requirements**

**Building Systems Requirements**

- 2.1-5.2.2 On-Site Linen Processing Facilities:
  - check if not included in project
- 2.1-5.2.2.1
  - (1)  Soiled linen holding room
    - (a)  handwashing station located in each room or area where soiled linen is processed or handled
    - (b)  discharge from soiled linen chutes
      - check if not included in project
      - received in separate room
  - (2)  Clean linen inspection room or area
    - (a)  area for inspection, removal of lint, mending, folding, assembling & packaging of clean linen
    - (b)  space for table, shelving & storage
    - (3)  clean linen storage room
    - (4)  cart storage area
      - area for separate parking of clean & soiled linen carts
      - out of traffic
  - (5)  Linen processing facilities located in separate building on hospital campus
    - check if not included in project
    - service entrance protected from inclement weather for loading & unloading of linen
- 2.1-5.2.2.2  Laundry facilities
  - (1)  equipment arranged to permit orderly work flow & minimize cross-traffic that might mix clean & soiled operations
  - (2)  laundry processing room
    - space for commercial or industrial washing & drying equipment that can process at least 7-day supply of laundry during regularly scheduled work week
  - (3)  handwashing station
  - (4)  storage for laundry supplies
- 2.1-5.2.3 Support Areas for Off-Site Linen Processing:
  - check if not included in project
- 2.1-5.2.3.1  soiled linen holding room
  - (1)  separate room for soiled linen receiving & holding
  - (2)  discharge from soiled linen chutes
    - check if not included in project
    - received in separate room adjacent to soiled holding room
- 2.1-5.2.3.2  clean linen storage room
- 2.1-5.2.3.3  cart storage area
  - area for separate parking of clean & soiled linen carts
  - out of traffic
- 2.1-5.2.3.4  service entrance available for loading & unloading linen

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

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**Architectural Requirements**

**Building Systems Requirements**

- 2.1-5.2.3.5 (1)  control station
- controls pickup & receiving of soiled & clean linen
- 2.1-5.2.4 Support Areas for Staff:  
(may be located outside linen services area & shared with other departments or services)
- 2.1-5.2.4.1 (1)  toilets, lockers & lounge
- readily accessible to linen services area

**MATERIALS MANAGEMENT**

- 2.1-5.3 Location:
- 2.1-5.3.1.2  materials management facilities separate from patient care areas
- 2.1-5.3.2  Receiving facilities
- 2.1-5.3.2.1  off-street unloading area
- 2.1-5.3.2.2  receiving area
- accommodates delivery trucks & other vehicles
- (1) Location:
- (a)  separated from other occupied building areas & located so that noise & odors from operation will not adversely affect building occupants
- (b)  segregated from waste staging & other outgoing materials handling functions
- (2) Space Requirements:
- (a)  area for unpacking, sorting & staging of incoming materials & supplies
- (b)  balers & other devices located to capture packaging for recycling or return to manufacturer or deliverer
- check if not included in project
- (c)  space to permit staging of reusable transport containers for supplies moving from central warehouses to individual receiving sites
- check if not included in project
- 2.1-5.3.3  Central storage facilities
- 2.1-5.3.3.1 (may be located in separate building on-site with provisions for protection against inclement weather during transfer of supplies to hospital)
- 2.1-5.3.3.2  general storage rooms with min. total area 20 sf per inpatient bed
- 2.1-5.3.3.3  additional storage areas for outpatient facilities min. 5% of total floor area outpatient facilities served

**Architectural Requirements**

**Building Systems Requirements**

2.1-5.4

**WASTE MANAGEMENT**

- 2.1-5.4.1  Waste collection & storage facilities
  - 2.1-5.4.1.1(2)
    - (a)  centralized waste collection & storage spaces
    - (b)  compactors
    - (c)  balers
    - (d)  sharps containers
    - (e)  recycling container staging at docks or other waste removal areas
  - 2.1-5.4.1.3
    - (1)  regulated waste holding spaces secured space for regulated medical waste & other regulated waste types
      - (a)  floor drain
      - (b)  cleanable, non-porous floor & wall surfaces
      - (c)  lighting
      - (d)  exhaust ventilation
      - (2)  protected from weather, animals & unauthorized entry
    - 2.1-5.4.1.4
      - refuse chutes
        - check if not included in project
      - (2)  min. cross-sectional dimension of gravity chutes 2'-0"

Ventilation:

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

2.1-5.5 **ENVIRONMENTAL SERVICES**

- 2.1-5.5.1  Environmental services rooms located throughout facility
- 2.1-5.5.2  Facilities for cleaning & sanitizing carts

2.1-5.6 **ENGINEERING & MAINTENANCE SERVICES**

- 2.1-5.6.2 Mechanical & Electrical Equipment Rooms:
  - 2.1-5.6.2.1 Space Requirements:
    - sufficient space included in all mechanical & electrical equipment rooms for proper maintenance of equipment
  - 2.1-5.6.2.2 Facility Requirements:
    - room or building for boilers & mechanical & electrical equipment, except for following:
      - (1)  rooftop air-conditioning & ventilation equipment installed in weatherproof housing
      - (2)  emergency generators where engine & appropriate accessories are properly heated & enclosed in weatherproof housing
      - (3)  cooling towers & heat rejection equipment

**Architectural Requirements****Building Systems Requirements**

- (4) \_\_\_\_\_ electrical transformers & switchgear where required to serve facility & where installed in weatherproof housing
- (5) \_\_\_\_\_ medical gas parks & equipment
- (6) \_\_\_\_\_ air-cooled chillers where installed in weatherproof housing
- (7) \_\_\_\_\_ trash compactors
- (8) \_\_\_\_\_ site lighting, post indicator valves & other equipment normally installed on exterior of building

## 2.1-5.6.3 Equipment &amp; Supply Storage:

## 2.1-5.6.3.1

- (1) \_\_\_\_\_ storage room for building maintenance supplies
- (2) \_\_\_\_\_ storage for solvents & flammable liquids

## 2.1-5.6.3.2

- \_\_\_\_\_ outdoor equipment storage  
 check if not included in project  
 \_\_\_\_\_ open directly to exterior of facility

## 2.1-5.6.4

- \_\_\_\_\_ General maintenance shop  
 check if not included in project

## 2.1-5.6.5

- Medical Equipment Shop:  
 check if not included in project

## 2.1-5.6.5.1

- \_\_\_\_\_ separate area or room for storage, repair & testing of electronic & other medical equipment

## 2.1-5.6.6

- Engineer's Office:  
 check if not included in project

## 2.1-5.6.6.2

- \_\_\_\_\_ office file space & provisions for protected storage of facility drawings, records & manuals

## 2.3-6

**PUBLIC AREAS**

## 2.1-6.1.2

- Location:  
 \_\_\_\_\_ public areas clearly identified & located to accommodate persons with disabilities

## 2.3-6.1

## Entrance:

## 2.3-6.1.1

- \_\_\_\_\_ well-marked, illuminated & covered entrance at grade level
- \_\_\_\_\_ emergency vehicle entry cover provides shelter for both patient & emergency medical crew during transfer between an emergency vehicle & building

## 2.3-6.1.2

- \_\_\_\_\_ ambulance entrances provide min. 6'-0" clear width to accommodate bariatric stretchers, mobile patient lift devices & accompanying attendants

**Architectural Requirements**

- 2.1-6.2.1  Vehicular drop-off & pedestrian entrance
  - min. one drop-off or entrance reachable from grade level
  
- 2.3-6.2  Public waiting area
  
- 2.3-6.2.1  public toilet room with handwashing station
  
- 2.3-6.2.2  access to telephone
- 2.3-6.2.3  access to drinking water

**Building Systems Requirements**

- Ventilation:
- Min. 12 air changes/hour Table 7-1
  - Negative pressure
  - Exhaust
- or**
- Recirculation through HEPA filters
- 
- Ventilation:
- Min. 10 air changes per hour Table 7.1
  - Exhaust

**Architectural Details & MEP Requirements**

**2.1-7.2.2 ARCHITECTURAL DETAILS**

- 2.1-7.2.2.1 NFPA 101  Aisles, corridors & ramps required for exit access in a hospital not less than 8'-0" in clear & unobstructed width
  - or**
  - Code Review Sheet establishing compliance with NFPA 101 has been submitted
  
- Aisles, corridors & ramps in adjunct areas not intended for the housing, treatment, or use of inpatients not less than 44" in clear width
  
- 2.1-7.2.2.2 CEILING HEIGHT:
  - (1)  Min. ceiling height 7'-6" in corridors & normally unoccupied spaces
  - (2)  Min. height 7'-0" in trauma 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 for patients in beds and/or on stretchers
  - 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
    - code review sheet attached
    - no floor tracks
  
- (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
  
- (3)  min. clear width 34.5"
  - Doors do not swing into corridors (except doors to non-occupiable spaces & doors with emergency breakaway hardware)
  
- (4)  Lever hardware
- (5)  Doors for patient toilet facilities
  
- (a)  2 doors separated by horizontal distance equal to one-half length of max. diagonal room dimension
  - or**
  - door that swings outward
  - or**
  - door equipped with emergency rescue hardware
  - or**
  - sliding door
  
- (b)  sliding door

- \_\_\_ toilet room door opening in public area or corridor maintains visual privacy
- 2.1-7.2.2.7 **GLAZING MATERIALS:**
  - (4) \_\_\_ Glazing within 18" of floor
    - check if not included in project
    - \_\_\_ safety glass, wire glass or plastic break-resistant material
- 2.1-7.2.2.8 **HANDWASHING STATIONS:**
  - (c) \_\_\_ Handwashing stations in patient care areas located to be visible & unobstructed
  - (3) \_\_\_ anchoring suitable for vertical or horizontal force of 250 lbs.
  - (4) Handwashing Station Countertops:
    - check if not included in project
  - (a) \_\_\_ porcelain, stainless steel or solid surface materials
  - (b) \_\_\_ plastic laminate countertops
    - check if not included in project
    - \_\_\_ substrate marine-grade plywood (or equivalent) with impervious seal
  - (5) \_\_\_ Designed to prevent storage beneath sink
  - (6) \_\_\_ provisions for drying hands
  - (a) \_\_\_ hand-drying device does not require hands to contact dispenser
  - (d) \_\_\_ directly accessible\* to sinks
  - (7) \_\_\_ Liquid or foam soap dispensers
- 2.1-7.2.2.9 **GRAB BARS:**
  - (2) \_\_\_ Standard grab bars anchored to sustain concentrated load of 250 lbs.
- 2.2-2.16.2.7 **Bariatric grab bars**
  - (2) \_\_\_ anchored to sustain concentrated load of 1000 lbs.
- 2.1-7.2.2.9(3) \_\_\_ length of rear wall grab bars 44"
- 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) \_\_\_ Smooth non-textured surface free of rough edges
  - (5) \_\_\_ Eased edges & corners
  - (6) \_\_\_ Finishes cleanable
- 2.1-7.2.2.12 **NOISE CONTROL:**
  - (1) \_\_\_ Recreation rooms, exercise rooms, equipment rooms & similar spaces with potential impact noises are not located directly over trauma rooms
  - (2) \_\_\_ Partitions, floors & ceiling construction in patient areas conform to Table 1.2-6

- 2.1-7.2.3 SURFACES**
- 2.1-7.2.3.1 **FLOORING & WALL BASES:**
  - (1) \_\_\_ Selected flooring surfaces cleanable & wear-resistant for location
  - (2) \_\_\_ Smooth transitions between different flooring materials
  - (3) \_\_\_ Flooring surfaces, including those on stairways, stable, firm & slip-resistant
  - (b) \_\_\_ Carpet
    - check if not included in project
    - \_\_\_ provides stable & firm surface
  - (4) \_\_\_ Floors & wall bases of soiled workrooms, toilet rooms & other wet cleaned areas are not physically affected by cleaning solutions
- 2.1-7.2.3.2 **WALLS & WALL PROTECTION:**
  - (1)
    - (a) \_\_\_ Washable wall finishes
    - (b) \_\_\_ Wall finishes near plumbing fixtures smooth, scrubbable & water-resistant
  - (2) \_\_\_ Monolithic wall surfaces in areas routinely subjected to wet spray or splatter
  - (5) \_\_\_ No sharp, protruding corners
  - (6) \_\_\_ Wall protection devices & corner guards durable & scrubbable
- 2.1-7.2.3.3 **CEILINGS:**
  - (1) Ceilings in areas occupied by patients:
    - (a) \_\_\_ cleanable with routine housekeeping equipment
    - (b) \_\_\_ acoustic & lay-in ceilings
      - check if not included in project
      - \_\_\_ do not create ledges or crevices
- 2.1-8.2 **HEATING, VENTILATION, & AIR-CONDITIONING (HVAC) SYSTEMS**
- 4/6.3.1 **Outdoor Air Intakes:**
  - 4/6.3.1.1 \_\_\_ Located min. 25 feet from cooling towers & all exhaust & vent discharges
  - \_\_\_ Bottom of air intake is at least 6'-0" above grade
  - 4/6.3.1.2 **Roof Mounted Air Intakes:**
    - check if not included in project
    - \_\_\_ bottom min. 3'-0" above roof level

- 4/6.3.2 Exhaust Discharges for AII Room, Decontamination Room & Waiting Area:
  - Ductwork under negative pressure (except in mechanical room)
  - Discharge in vertical direction at least 10'-0" above roof level
  - Located not less than 10'-0" horizontally from air intakes & operable windows/doors
- 4/6.4 Filtration:
  - Filter banks conform to Table 6.4
- 4/6.4.1  Filter Bank #1 placed upstream of heating & cooling coils
- 4/6.4.2  Filter Bank No. 2 installed downstream of cooling coils & supply fan
- 4/6.7 Air Distribution Systems:
  - 4/6.7.1  Ducted return or exhaust systems in spaces listed in Table 7.1 with required pressure relationships
  - Ducted return or exhaust systems in inpatient care areas
- 4/6.7.3 Smoke & Fire barriers:
  - HVAC zones coordinated with compartmentation to minimize ductwork penetrations of fire & smoke barriers
- 4/6.8 Energy Recovery Systems:
  - 4/6.8.2  Exhaust systems serving potentially contaminated rooms are not used for energy recovery
- 4/6.9 Duct Lining:
  - No duct lining in ductwork located downstream of Filter Bank #2
- 4/7. Space Ventilation:
  - 4/7.1  Spaces ventilated per Table 7.1
  - Air movement from clean areas to less clean areas
  - Min. number of total air changes indicated either supplied for positive pressure rooms or exhausted for negative pressure rooms
  - Recirculating room HVAC units
    - check if not included in project
    - each unit serves only single space
    - min. MERV 6 filter for airflow downstream of cooling coils
- 2.1-8.2.1.1 (5) Acoustic Considerations:
  - Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade

- 2.1-8.2.1.2 Ventilation & Space-Conditioning:
  - (1)  All rooms & areas used for patient care have provisions for ventilation
  - (2)  Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4
- 2.1-8.2.3.1 Exhaust Systems:
  - (1) (a)  Room routinely used for administering inhalation anesthesia & inhalation analgesia
    - check if not included in project
  - (b)  anesthesia scavenging system with air supply at or near ceiling & exhaust air inlets near floor level
  - or
  - (c)  gas-collecting system arranged so as not to disturb patients respiratory systems
  - gases from scavenging system exhausted directly to outside
- 2.1-8.3 **ELECTRICAL SYSTEMS**
- 2.1-8.3.2 **ELECTRICAL DISTRIBUTION & TRANSMISSION**
- 2.1-8.3.2.1 Switchboards Locations:
  - (1) (a)  Located in areas separate from piping & plumbing equipment
  - (b)  Not located in rooms they support
  - Accessible to authorized persons only
  - (c)  Located in dry, ventilated space free of corrosive gases or flammable material
- 2.1-8.3.2.2 Panelboards:
  - (1)  Panelboards serving life safety branch emergency circuits only serve same floor, floor above & floor below
  - (2)  Panelboards serving critical branch emerg. circuits only serve same floor
  - New panelboards not located in exit enclosures
- 2.1-8.3.3.1 **EMERGENCY ELECTRICAL SERVICE**
  - (1)  Emergency power per NFPA 99, NFPA 101 & NFPA 110
- 2.1-8.3.4 **LIGHTING**
  - (3) Exam/Treatment/Trauma Rooms:
    - portable or fixed exam light
- 2.1-8.3.5 **ELECTRICAL EQUIPMENT**
- 2.1-8.3.5.2  Required handw. station or scrub sink tied to building electrical service
  - check if not included in project
  - connected to essential electrical system

- 2.1-8.3.6 **ELECTRICAL RECEPTACLES**
- 2.1-8.3.6.2 Receptacles in Patient Care Areas:
  - \_\_\_ receptacles provided according to Table 2.1-1
- 2.1-8.3.7 **CALL SYSTEMS**
- \_\_\_ Nurse call equipment legend includes patient stations, bath stations, staff emergency stations & code call stations
- 2.1-8.3.7.1 (1) \_\_\_ Nurse call system locations provided as required in Table 2.1-2
- (2) \_\_\_ Nurse call systems report to attended location with electronically supervised visual & audible signals
- (4) \_\_\_ Call systems meet requirements of UL 1069 *Standard for Hospital Signaling & Nurse Call Equipment*
- (5) \_\_\_ Wireless system
  - check if not included in project
  - \_\_\_ meet requirements of UL 1069
- 2.1-8.3.7.3 Bath Stations:
  - \_\_\_ provided at each patient toilet
  - (1) \_\_\_ alarm turned off only at bath station where it was initiated
  - (3) \_\_\_ located to side of toilets within 12" of front of toilet bowl & 3'-0" to 4'-0" above floor
- 2.1-8.3.7.4 \_\_\_ Staff emergency stations for summoning local staff assistance for non-life-threatening situations at each patient care location
- 2.1-8.3.7.5 \_\_\_ Code call station equipped with continuous audible or visual signal at point of origin
- 2.1-8.4.2 **PLUMBING & OTHER PIPING SYSTEMS**
- 2.1-8.4.2.5 Heated Potable Water Distribution Systems:
  - (2) \_\_\_ systems serving patient care areas are under constant recirculation
  - \_\_\_ non-recirculated fixture branch piping does not exceed 25'-0" in length
  - (3) \_\_\_ no dead-end piping
  - (4) \_\_\_ water-heating system has supply capacity at minimum temperatures & amounts indicated in Table 2.1-3
  - (5) \_\_\_ handwashing stations supplied as required above

**or**

  - \_\_\_ handwashing stations supplied at constant temperature between 70°F & 80°F using single-pipe supply

- 2.1-8.4.2.6 Drainage Systems:
  - (1) \_\_\_ drainage piping above ceiling of, or exposed in trauma rooms or electric closets
    - check if not included in project
    - \_\_\_ special provisions to protect space below from leakage & condensation
  - (2) Floor Drains:
    - (a) \_\_\_ no floor drains in trauma rooms
  - (5) Plaster Traps:
    - (a) \_\_\_ sink is used for disposal of plaster of Paris
      - check if not included in project
      - \_\_\_ plaster trap provided
- 2.1-8.4.3 **PLUMBING FIXTURES**
- 2.1-8.4.3.1(1) \_\_\_ Materials material used for plumbing fixtures non-absorptive & acid resistant
- 2.1-8.4.3.2 Handwashing Station Sinks:
  - (1) \_\_\_ basins reduce risk of splashing to areas where direct patient care is provided, sterile procedures are performed & medications are prepared
  - (2) \_\_\_ basin min. 144 square inches
  - (3) \_\_\_ min. dimension 9 inches
  - (3) \_\_\_ made of porcelain, stainless steel, or solid-surface materials
  - (5) \_\_\_ water discharge point of faucets at least 10 inches above bottom of basin
  - (7) \_\_\_ anchoring for sinks withstands min. vertical or horizontal force of 250 lbs.
  - (8) \_\_\_ fittings operated without using hands for sinks used by medical & nursing staff, patients & public
    - (a) \_\_\_ blade handles or single lever
      - \_\_\_ min. 4 inches long
      - \_\_\_ provide clearance required for operation
    - or**
    - (b) \_\_\_ sensor-regulated water fixtures
      - \_\_\_ meet user need for temperature & length of time water flows
      - \_\_\_ designed to function at all times & during loss of normal power
- 2.1-8.4.3.4 Ice-Making Equipment:
  - \_\_\_ copper tubing provided for supply connections

- 2.1-8.4.3.5 Clinical Sinks:  
 check if not included in project  
 (1)  trimmed with valves that can be operated without hands  
 (2)  handles min. 6 inches long  
 integral trap wherein upper portion of water trap provides visible seal
- 2.1-8.4.3.6 Scrub Sinks:  
 (1)  freestanding scrub sinks trimmed with foot, knee, or electronic sensor controls

- 2.1-8.4.4 **MEDICAL GAS & VACUUM SYSTEMS**  
 Station outlets provided as indicated in Table 2.1-4
- 2.1-8.4.4.2 (2)  Vacuum discharge at least 25'-0" from all outside air intakes, doors & operable windows
- 2.1-8.6.2 **ELECTRONIC SURVEILLANCE SYSTEMS**  
 check if not included in project
- 2.1-8.6.2.1  Devices in patient areas mounted in unobtrusive & tamper-resistant enclosures
- 2.1-8.6.2.2  Monitoring devices not readily observable by general public or patients
- 2.1-8.6.2.3  Receive power from emergency electrical system