

**COMPLIANCE CHECKLIST****OP13: Outpatient Psychiatric Centers**

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 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****OUTPATIENT PSYCHIATRIC CENTERS**

(Applicable to mental health day treatment programs)

- 3.1-1.2.2 **PATIENT PRIVACY**  
 \_\_\_ Each facility design ensures appropriate levels of patient acoustic & visual privacy & dignity throughout care process
- 3.1-1.2.3 **SHARED/PURCHASED SERVICES**  
 check if not included in project  
 \_\_\_ Details of shared or purchased space and/or services indicated in Project Narrative  
 \_\_\_ Waiver requests have been submitted for shared or purchased space (except as explicitly allowed below)
- 3.1-1.3.2 **PARKING**  
 1.3-3.3.1.1 \_\_\_ Parking capacity sufficient to satisfy needs of patients, personnel & public
- 140.209 **ACCESS**  
 \_\_\_ Facility is accessible to handicapped individuals
- 3.1-1.3.3 **ENTRANCE**  
 \_\_\_ At grade level  
 \_\_\_ Clearly marked  
 \_\_\_ Located so patients need not go through other activity areas (public lobbies may be shared)
- 3.1-1.4 **FACILITY LAYOUT**  
 \_\_\_ Precludes unrelated traffic in facility
- 3.11-3 **DIAGNOSTIC & TREATMENT AREAS**  
 3.11-3.2.1 \_\_\_ Consultation room  
 check if not included in project  
 3.11-3.2.2 \_\_\_ Group rooms (may be used for activities)  
 check if not included in project  
 3.11-3.2.2.1 \_\_\_ small group room  
 3.11-3.2.2.2 \_\_\_ large group room  
 3.11-3.2.3 \_\_\_ Observation room  
 check if not included in project  
 3.1-3.2.2.1 \_\_\_ located immediately accessible to nurse station & toilet room

**Architectural Requirements**

**Building Systems Requirements**

3.11-3.6 **SUPPORT AREAS FOR OUTPATIENT PSYCHIATRIC CENTER**

- 3.11-3.6.1  Nurse/staff station
  - 3.1-3.6.1.1  work counter
  - 3.1-3.6.1.2  communication system
  - 3.1-3.6.1.3  space for supplies
  - 3.1-3.6.1.4  accommodations for written or electronic documentation
- 3.11-3.6.4  Multipurpose room (may be combined with group room)
  - 3.11-3.6.4.1  suitable for conferences, meetings & health education

- 3.11-3.6.6  Medication safety zone
  - check if not included in project
  - 3.1-3.6.6.1(2)  medication preparation room/area
    - or**
    - self-contained medication dispensing unit
  - (2)
    - (a)  located out of circulation paths to minimize distraction & interruption
    - (c)  work counters
    - (d)  task lighting

- 3.1-3.6.6.2
  - (1)  medication preparation room/area
    - check if not included in project
    - (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
    - (2)  self-contained medication dispensing units
      - check if not included in project
      - (a)
        - located at nurse station, in clean workroom or in an alcove
        - lockable unit to secure controlled drugs
      - (b)
        - handwashing station or hand sanitation located next to stationary medication-dispensing units

Ventilation:  
 Min. 4 air changes per hour      Table 7.1

- 3.11-3.6.7  Nourishment area (may be located in large group room)
  - (1)  handwashing station located in or directly accessible

Ventilation:  
 Min. 2 air changes per hour      Table 7.1

**Architectural Requirements**

- (2)  food preparation sink  
 check if not included in project  
 ( only when meals are not prepared in nourishment area)
- (3)  work counter
- (4)  storage
- (5)  fixtures & appliances for beverages and/or nourishment

- 3.11-3.6.9  Clean storage
- 3.11-3.6.10  Soiled holding room  
 provisions made for separate collection, storage & disposal of soiled materials

- 3.1-3.6.11.3 Wheelchair Storage & Parking Space:
- (1)  designated for at least one facility-owned wheelchair  
 check if not included in project  
 located out of required corridor width
- (2)  designated area for wheelchair parking  
 located in non-public area  
 located out of any required egress width or other required clearance

**3.11-3.7 SUPPORT AREAS FOR STAFF**

- 3.11-3.7.1  Staff toilet & lounge  
 check if not included in project  
 (only in small psychiatric outpatient center with four or fewer employees)
- 3.11-3.7.1.1  separate from public & patient facilities
- 3.11-3.7.1.2  Centralized staff facilities are not required in small centers

**3.11-5 GENERAL SUPPORT SERVICES & FACILITIES**

- 3.11-5.5  Environmental services room
- 3.1-5.5.1.1  min. one ES room per floor
- 3.1-5.5.1.2(1)  service sink or floor-mounted mop sink
- 3.1-5.5.1.2(2)  provisions for storage of supplies & housekeeping equipment
- 3.1-5.5.1.2(3)  handwashing station or hand sanitation dispenser

**Building Systems Requirements**

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

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- Min. 10 air changes per hour Table 7.1
  - Exhaust
  - Negative pressure

**3.11-6.2 PUBLIC AREAS**

- 3.11-6.21  Entrances
- 3.11-6.2.1.1  well-marked  
 at grade level  
 secured
- 3.11-6.2.1.2 Shared Entrance Lobby or Elevators:  
 travel to outpatient psychiatric center direct & accessible to disabled

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

- \_\_\_ access is not through other occupied areas or outpatient service areas except for passage through common doors, lobbies, or elevator stations
- 3.11-6.2.2 \_\_\_ Reception
- 3.11-6.2.2.1 \_\_\_ reception & information counter or desk
- \_\_\_ located to provide visual control of entrance to suite
- \_\_\_ immediately apparent from entrance
- 3.11-6.2.2.2 \_\_\_ access to patient files & records for scheduling of services
- 3.11-6.2.3 \_\_\_ Waiting area
- 3.11-6.2.3.1 \_\_\_ under staff control
- 3.11-6.2.3.2 \_\_\_ seating contains no fewer than 2 spaces for each consultation room & no fewer than 1.5 spaces for combined projected capacity at one time of group rooms
- 3.11-6.2.3.3 \_\_\_ outpatient psychiatric center has formal pediatrics service
- \_\_\_ check if not included in project
- \_\_\_ separate controlled waiting area for pediatric patients
- 3.11-6.2.3.4 \_\_\_ waiting area accommodates wheelchairs
- 3.11-6.2.3.5 \_\_\_ provisions for drinking water
- 3.11-6.2.4 \_\_\_ Public toilet
- \_\_\_ immediately accessible\* to waiting area

3.11-6.3 **ADMINISTRATIVE AREAS**

- 3.11-6.3.2 \_\_\_ Interview spaces (may be combined with offices or consultation rooms)
- 3.11-6.3.3 \_\_\_ Office space
- 3.11-6.3.3.1 \_\_\_ office
- \_\_\_ separate & enclosed
- \_\_\_ provisions for privacy
- 3.11-6.3.3.2 \_\_\_ clerical space or rooms
- \_\_\_ separated from public areas to ensure confidentiality
- 3.11-6.3.5 \_\_\_ Medical records
- 3.1-6.3.5.1 \_\_\_ restricted to staff access
- 3.11-6.3.6 \_\_\_ Office supply storage (closets or cabinets)

3.11-7.1 **SECURITY**

- 3.11-7.1.2 \_\_\_ Means of observation of all public areas, including corridors
- 3.11-7.1.2.1 \_\_\_ Can be accomplished by electronic surveillance if it is not obtrusive
- 3.11-7.1.2.2 \_\_\_ no niches & hidden areas in corridors

**Architectural Requirements**

**Building Systems Requirements**

**PATIENT SAFETY**

- 3.11-7.2.2 Tamper Resistance & Suicide Prevention:
- 3.11-7.2.2.1  check if not included in project  
(only if safety risk assessment does not identify suicide risk or staff safety concerns)
  - Ceilings, walls, floors, windows tamper-resistant in patient treatment areas
  - Any rods, doors, grab bars, handrails constructed so they do not allow attempts at suicide & cannot be used as weapons
- 3.11-7.2.2.2  Curtains & draperies not used

**Architectural Details & MEP Requirements**

- 3.1-7.2.2 **ARCHITECTURAL DETAILS**
- 3.1-7.2.2.1 Corridor Width:
- IBC 1018.2  Min. 44" except in corridors used to transport patients on stretchers  
**or**  
 Compliance of corridor width with State Building Code is established in submitted Code Review Sheet
- 421 CMR 6.00  Corridors include turning spaces for wheelchairs
- 3.1-7.2.2.2 Ceiling Height:
- (1)  Min. 7'-10" (except in spaces listed below in this section)
  - Min. 7'-6" in corridors
  - Min. 7'-6" in normally unoccupied spaces
- 3.1-7.2.2.3 Doors & Door Hardware:
- (1) Door Type:
- (a)  all doors between corridors, rooms, or spaces subject to occupancy of swing type or sliding doors
- (b)  sliding doors  
 check if not included in project  
 no floor tracks in patient care areas
- (2) Door Openings:
- 421 CMR 26.00  door to room used by patients min. clear width 32"
- (4)  Lever hardware
- (b)  Doors to patient use toilets in patient care & treatment areas have hardware that allows staff emergency access

- 3.1-7.2.2.8 Handwashing Stations:
- (3)  Anchored to support vertical or horizontal force of 250 lbs.
- (4) Counter-Mounted Sinks:
- (a)  countertops made of porcelain, stainless steel, or solid surface materials
- (b)  plastic laminate countertops  
 check if not included in project  
 at minimum substrate marine-grade plywood with impervious seal
- (5)  no storage casework beneath sink
- (6)  provisions for drying hands at all handwashing stations except hand scrub facilities
- (a)  hand-drying device does not require hand contact
- (b)  hand-drying provisions enclosed to protect against dust or soil
- (7)  liquid or foam soap dispensers
- 3.1-7.2.2.9 Grab Bars:
- (2)  anchored for concentrated load of 250 lbs.
- (3)  bariatric design  
 check if not included in project  
 length of rear wall grab bars 44"

**3.1-7.2.3 SURFACES**

- 3.1-7.2.3.1 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

- (4)  Carpet provides stable & firm surface
- Floors & wall bases materials in all areas subject to frequent wet cleaning are not affected by germicidal cleaning solutions
- 3.1-7.2.3.2 Walls & Wall Protection:
  - (1)(a)  Wall finishes washable
  - (1)(b)  Wall finishes in vicinity of plumbing fixtures smooth, scrubbable & water-resistant
  - (2)  Wall surfaces in areas routinely subjected to wet spray or splatter are monolithic or have sealed seams
  - (4)  No sharp protruding corners
  - (5)  Corner guards durable & scrubbable

3.1-8.2 **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
  - Roof Mounted Air Intakes:
    - check if not included in project
    - bottom min. 3'-0" above roof level
- 4/6.4 Filtration:
  - Filter banks conform to Table 6.4
- 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
  - 4/7.6 Psychiatric Patient Areas:
    - exposed equipment enclosures have rounded corners & tamper-resistant fasteners
    - equipment arranged for maintenance access separate from patient care spaces (except for HVAC room recirculating units)

- 3.1-8.2.1.1(5) Acoustical Considerations:
  - Equipment location or acoustic provisions limit noise associated with outdoor mechanical equipment to 65 dBA at building façade
- 3.1-8.2.1.2 Ventilation & Space-Conditioning:
  - (1)  All rooms & areas used for patient care have provisions for ventilation
  - (2)  Natural ventilation only allowed for non sensitive areas via operable windows
  - Mechanical ventilation provided for all rooms & areas in facility in accordance with Table 7.1 of Part 4

3.1-8.3 **ELECTRICAL SYSTEMS**

- 3.1-8.3.2 **ELECTRICAL DISTRIBUTION & TRANSMISSION**
  - 3.1-8.3.2.1(1) Switchboards Locations:
    - (a)  located in areas separate from piping & plumbing equipment
    - not located in rooms they support
    - (b)  accessible to authorized persons only
    - (c)  easily accessible
    - (d)  located in dry, ventilated space free of corrosive gases or flammable material

3.1-8.4 **PLUMBING SYSTEMS**

- 3.1-8.4.2.5 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

3.1-8.4.3 **PLUMBING FIXTURES**

- 3.1-8.4.3.1(1)  Materials material used for plumbing fixtures non-absorptive & acid resistant
- 3.1-8.4.3.2 Handwashing Station Sinks:
  - (2)  Basin min. 144 square inches
  - 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 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

3.1-8.7.2

**ELEVATORS**

3.1-8.7.2.1

- Outpatient facility located on more than one floor or on floor other than an entrance floor at grade level
  - at least one elevator
- or**
- Outpatient facility located on entrance floor at grade level