

Life Safety Checklist

For Assisted Living and Specialty Care Assisted Living
Facilities in Alabama

prepared by:



This Checklist is intended to assist the user in documenting general compliance with requirements of the Alabama Department of Public Health Rules for Assisted Living Facilities (ADPH Chapter 420-5-4) and Specialty Care Assisted Living Facilities (ADPH Chapter 420-5-20) and the 2012 Edition of the Life Safety Code, which was in effect at the time of writing. Because of the variety of compliance paths available, the user should be aware of the specific requirements for the configuration and systems actually in place at their own facility. Also be aware that the ADPH Rules and the Life Safety Code include requirements for on-going maintenance, operations and inspections (and documentation thereof) that are not addressed in this Checklist. This Checklist has not been endorsed by ADPH, and does not take the place of a specific and thorough Facility Code Compliance Review and/or Inspection by ADPH or by a qualified architect.

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General Information:

Date of Licensure or latest major alteration: _____

<u>Authorities Having Jurisdiction (AHJ)</u>	<u>Codes Enforced at time of Construction</u>	<u>Version in Effect</u>
ADPH	ADPH Chapter 420-5-4 (Assisted Living Facilities)	_____
	ADPH Chapter 420-5-20 (Specialty Care Assisted Living Facilities)	_____
	NFPA-101 Life Safety Code	_____
Fire Marshall	NFPA-101 Life Safety Code	_____
Local AHJ	Usually International Building Code family	_____
	Other? _____	_____
Electrical Inspector	NFPA-70 National Electric Code	_____

Facility Type: Assisted Living Specialty Care (SCALF) Combination ¹

Size: Family (2-3 Beds) Group (4-16 Beds) Congregate (>16 Beds)

Stories: 1-Story 2-Stories (not permitted in Group) 3 or more (Congregate only)

Occupancy: Residential Board and Care, Impractical to Evacuate

Notes:

1. A building housing both ALF and SCALF shall be classified Group or Congregate facility based on the combined bed count. For resident care and administrative requirements, the bed count of the ALF and SCALF shall be considered separately. The SCALF's sleeping, bathing, dining, and activity areas must be separate and distinct; Administrative, Kitchen and Services areas may be shared.

2012 Life Safety Code Requirements for Group ALF/SCALF:

GENERAL REQUIREMENTS:

- _____ Building shall be structurally sound and in good repair.
- _____ Fully Sprinklered, with Quick Response Heads throughout smoke compartments with sleeping areas. (See 32/33.2.3.5 for specific requirements)
- _____ Fire Alarm System required per Section 9.6, with a corridor smoke detection system on each floor, including areas open to the exit access corridor, to comply with NFPA 72, connected to the facility's fire alarm system. In lieu of corridor smoke detection, smoke detectors connected to the building fire alarm system may be installed in each resident's room, open areas and at smoke doors (except that corridor smoke detection shall not be deleted when its use is dictated by other requirements). [See 33.2.3.4.1 for alternative requirements in Existing Facilities.]

CORRIDORS/OPEN SPACES/EXITS:

- _____ Minimum 2 exits, located remote from each other.
- _____ Minimum Corridor Width-36"
- _____ Travel Distance shall not exceed 100' from corridor door of an occupied room to an exit.
- _____ Dead End Corridors shall not exceed 20'.
- _____ Floor Levels: shall not prevent a resident from navigating safely throughout the facility. Floors shall be level and smooth, free of cracks, easily cleanable.
 - i. If facility houses wheelchair residents, ramps required at all floor level changes.
 - ii. New Ramps- maximum 1:12 slope
 - iii. Existing Ramps- maximum 1:10 slope
 - iv. Non-slip surface
 - v. Handrails on both sides.
- _____ Night lights shall be provided in all hallways.
- _____ Provide an Emergency Lighting system to adequately illuminate halls, corridors, dining areas, and stairwells
- _____ If Handrails are installed in halls or corridors, they shall be mounted at 30 - 36 inches above the floor and returned to the wall at each end.
- _____ Exit Marking. a sign bearing the word "EXIT" in plain legible block letters shall be placed at each exit, with continuous internal illumination on emergency power or battery back-up.
- _____ Exit doors swing to exterior; do not prevent free and unhindered egress. (Delayed Egress or Special Locking Arrangements allowed only in SCALF.)
- _____ Out-swinging Exit Doors shall swing over a landing at same level ($\leq 4"$ if Existing) minimum width and length = door width.
- _____ Panic hardware shall be installed on all exit doors, except where electrically controlled door hardware is used in accordance with other provisions of these rules.
- _____ Fire extinguishers shall be provided for each Hall or Corridor, 5 pound type BC.

SMOKE COMPARTMENTS/SMOKE BARRIERS:

- _____ Group Buildings exceeding 3,000 square feet in area shall be divided into separate areas by smoke barriers so located as to provide ample space on each side for approximately one-half the beds. Smoke barriers shall have a fire-resistive rating of not less than one hour or minimum one half hour for existing sprinkled facilities.
- _____ Doors in smoke barriers must have view lite; may normally be kept in the open position, but shall close automatically upon fire alarm activation.
- _____ Duct penetrations in smoke barriers shall be properly protected with smoke dampers.
- _____ Smoke walls – go to bottom of deck or thru attic space
- _____ Fire and Smoke walls - identified with signs or stenciling

RESIDENT ROOMS:

- _____ Bedroom has access to a primary means of egress, located to provide a safe path of travel to the outside.
- _____ Bedrooms shall be individually and consistently identified, (numbered, lettered, or named).
- _____ Bedrooms shall be minimum size as follows:
 - i. Without sitting area: Private Bedroom- 80 sf, Semi-private-130 sf
 - ii. With sitting area: Private Bedroom-160 sf, Semi-private-200 sf
- _____ Bedrooms shall have no more than 2 residents.
- _____ Rooms shall have a suitable built-in clothes closet or wardrobe with shelving space
- _____ Semi-private Bedrooms must have a ceiling mount curtain to give privacy for dressing & bathing.
- _____ Bedroom has at least one outside window with a minimum of 20 feet of clear space to any structure, with wood shades, blinds or other suitable provisions for closing the view from the window.
- _____ Screens. All screen doors and operable windows shall be equipped with tight fitting, full length insect screens.
- _____ Resident Bedroom Door - 36" minimum, positive latching
- _____ Bathroom door - 32" minimum, door shall swing into the bedroom if bathroom is connected to resident bedroom.
- _____ Bedroom and Bathroom doors may be equipped with hardware that will permit a resident to lock himself within the room, provided a master key is readily accessible for the staff at a central location.
- _____ Ceiling Height. minimum 8'-0". (Less is acceptable in existing facilities when height complies with the codes.)
- _____ Ventilation, toilets, bathrooms shall be ventilated by windows, gravity vents, or mechanical means
- _____ Night lights in Bathrooms.
- _____ Call System. a central electric or electronic call system shall be conveniently provided for each resident, usable in bedrooms and bathrooms.

_____ Additional Smoke Detection (electrical or system type) shall be provided in the sleeping rooms and any bedroom suite sitting areas, which house dementia residents. These shall initiate at least a local alarm or supervisory signal, through the fire alarm system or call system.

TOILET AND BATHING FACILITIES:

_____ For all Resident Rooms that do not have adjoining toilet and bathing facilities, the following shall be provided as a minimum:

- i. 1 Bathtub or Shower per 8 beds
- ii. 1 Lavatory per 6 beds
- iii. 1 Toilet per 6 beds

_____ When common area bathrooms are provided, there shall be privacy separation for the bathtubs, showers, or toilets by partitions, curtains, or screens.

_____ In tubs, showers, and toilets, provide non-skid mats or equal surface treatment and grab bars conforming to the currently adopted building code (ADA-AG).

_____ All common area Toilet and Bathing rooms shall have Emergency Lighting, an Audio/Visual Fire Alarm Annunciator, and a Call System pull station at each toilet

ADMINISTRATIVE AND STAFF AREAS:

_____ Each Facility shall provide office space(s) or administrative space(s), with at least a desk, file cabinet, and related office equipment and supplies.

_____ Each Facility shall have adequate number of telephones to summon help, located to be quickly accessible from all parts of the building.

_____ The Facility shall have Fire Protection Arrangements with the nearest available Fire Department, and a monitoring service for its Fire Alarm System.

_____ New Facilities (and Existing Facilities that are enlarged or renovated for a bed increase) shall have a centrally located Staff Station with Call for Assistance and Fire Alarm annunciation panels.

_____ Medicine Storage: there shall be a medicine cabinet or storage area in the facility for safekeeping of individual medicine and drugs.

The Medicine Storage area shall:

- i. Be provided with a lock and key, and kept locked when not in use.
- ii. Have adequate storage space with shelving.
- iii. Be adequately lighted, with artificial illumination.
- iv. Have a Refrigerator dedicated to storage of medicine and drugs that must be refrigerated, capable of being secured,

KITCHEN AND DINING:

_____ Kitchen shall be a specifically designated area, including the Kitchen, Dishwashing, Storage, and Dining Room.

_____ Dining Room shall be large enough to seat 100% of the bed capacity.

_____ Kitchen Floors shall be easily cleaned, sound, smooth, non-absorbent, without cracks or crevices, and shall have approved and conveniently located Floor Drains for disposal of floor wash water.

_____ Kitchen Walls and Ceilings shall be of tight and substantial construction, and smoothly finished, with no horizontal ledges, washable up to the highest level reached by splash and spray.

_____ Screens on all outside openings-full length and tight fitting.

_____ Vent/exhaust hoods, vented to the outdoors, shall be provided over cooking surfaces to aid in removing cooking odors. Group homes with residential stoves may use a residential hood sized for the stove.

_____ Hand washing lavatory in the kitchens.

_____ Any room used for sleeping quarters shall be separated from the food service area by a solid wall with no direct openings.

_____ Minimum Kitchen Equipment in the shall include the following: Range; Refrigerator; Fire Extinguisher (5 pound type BC for residential hoods or K type for commercial); Garbage cans with cover; Dishwashing (either residential type using cold water sanitizers, or commercial type with a booster water heater).

_____ Water Heating: adequate supply for all washing purposes, under pressure.

_____ Adequate Lighting, Emergency Lighting

_____ Food Storage: A well ventilated, cool room, pantry, or cabinets with adequate shelving, bins, suitable cans, and raised platforms shall be provided and kept clean. Perishable food shall be stored at least 6" above the floor. Construction shall prevent invasion of rodents and insects, seepage of dust and water, leakage, or any other source of contamination.

_____ Sufficient Storage for at least 3 meals per day for 3 days for each resident.

_____ Clean Condition: Floor, walls, ceiling, equipment, counters, tables, tablecloths and napkins must be kept clean.

LIVING AND RECREATIONAL ROOMS:

_____ Adequate space for group activities and social events without crowding.

_____ Central Living or Recreational Room where group activities can take place: This requirement may be met by combining the resident Dining Room with a central Living or Recreational Room.

_____ Small Living Room(s) of a personal or family type where residents may read or meet with relatives and friends in private: This requirement may be met when bedrooms meet size requirement for "with Sitting area" and are furnished for this use.

_____ Yards and Gardens: provide safe space for outside activities.

_____ Adequate space for Hobbies or Leisure Activities.

LAUNDRY:

- _____ An on-site Laundry (unless commercial laundries are used) shall be in a specifically designated area, with adequate room and spaces for sorting, processing, and storage of soiled material.
- _____ Laundry shall not open directly into Resident Rooms or Food Service areas. Domestic washers and dryers for the exclusive use of residents may be provided in resident areas, provided they do not cause a sanitation problem or offensive odors.
- _____ Separation System: a system must be in place to keep clean and dirty linen separated. Dirty linens and clothing shall not be stored, even temporarily, in the area set aside for clean linen.
- _____ Laundry shall be properly ventilated. Provisions shall be made to prevent recirculation of air in commercial equipment laundries into HVAC systems.
- _____ Adequate, effective and clean Lint Traps shall be used in all dryers.
- _____ Fire extinguishers shall be provided for each Laundry.

SANITATION/HOUSEKEEPING/ MAINTENANCE/STORAGE:

- _____ Water Supply: minimum 15 psi from a public water supply (if possible), piped to all sinks, toilets, lavatories, tubs, showers, and other fixtures requiring water.
- _____ Hot Water accessible to residents shall not exceed 110 degrees Fahrenheit.
- _____ All Liquid and Human Waste shall be piped to a properly designed waste disposal system, through trapped drains into a public sewer if available, or into a sewage disposal system with capacity based on number of residents and personnel housed and employed in the facility, and approved by the local County Health Department if a public sewer is not available.
- _____ Garbage shall be kept in suitable, water-tight containers with tight fitting covers. Garbage and waste shall be disposed of in accordance with local and state regulations, and the facility shall be free of objectionable odors.
- _____ Broken beds, extra mattresses, mop buckets, dust rags shall not be kept in hallways, closets, corners, or occupied resident rooms. Such items must be stored neatly and orderly in designated storage rooms.
- _____ The use of attics for storage of combustible materials shall be prohibited unless protected by an automatic sprinkler system and then only in small quantities so as not to create a hazardous condition.
- _____ Basements used for storage shall meet acceptable standards for storage and shall be

designed and constructed in a manner that protects against fire hazards.

- _____ 1-Hour Rated Separation Walls required at Maintenance Shops, Storage Rooms exceeding 100 sf. and storing combustible, and Soiled Linen or Trash rooms.

HEATING, LIGHTING AND OTHER SERVICE EQUIPMENT:

- _____ Gas heating systems shall be enclosed flame type, equipped with automatic flame shut-off control, vented directly to the outside. All heating units must be located to avoid direct contact with any combustible material, and shall be maintained properly.
- _____ Open Flame and Portable Heaters are PROHIBITED in all facilities, except for a fireplace with gas logs protected as noted. Fireplaces and Inserts shall be inspected and cleaned annually, and shall comply with the currently adopted building code. Openings shall be protected with screens or doors.
- _____ The facility shall maintain a comfortable temperature range, between 71-81 degrees F
- _____ Ventilation: Well ventilated to prevent accumulation of objectionable odors. Kitchens, Laundries, Service rooms, Toilets and Bathrooms shall be ventilated by windows, gravity vents, or mechanical means
- _____ All lighting shall be electrical. All electrical systems shall meet local electric codes and NFPA 70 National Electrical Code.
- _____ Artificial Lighting shall be sufficient to prevent accidents and promote efficiency of service.
 - i. Resident rooms-adequate for reading and other uses
 - ii. Nightlights in all Bathrooms
 - iii. Nightlights in all Hallways and Stairways
- _____ Emergency Lighting to adequately illuminate Halls, Corridors, Kitchens, and Dining areas.
- _____ Central Call System required, convenient for residents, usable in every Bedroom and Bathroom (and common area Toilets).
- _____ Fire Extinguishers shall be provided for each Hall, Kitchen, and Laundry, of type and capacity appropriate to the need.
 - i. Annual Inspection required, service tag, maintenance and recharging as required, by Fire Equipment Servicing Rep.
 - ii. Monthly Visual Inspection by designated staff, documented on the service tag.

ADDITIONAL REQUIREMENTS FOR SCALF:

Facilities shall be certified and licensed for housing residents with dementia, and must comply with these special requirements for the physical plant. Facilities should confirm local code requirements, which may vary from those indicated below.

_____ Additional Smoke Detection. Smoke detectors (electrical or system type) shall be provided in the sleeping rooms and any bedroom suite sitting areas, which house dementia residents. These detectors shall initiate at least a local alarm or supervisory signal, through the fire alarm system or call system.

Areas to Wander and Secure Perimeter:

_____ Each facility shall have a secure boundary or perimeter to safely accommodate wandering residents in all aspects of its physical plant. Exterior building walls and doors, and walled or fenced outdoor areas may form this boundary. Such walls or fences shall be at least six feet high.

_____ Each walled or fenced area shall have at least one gate, located along the discharge path of travel from the building egress doors to the public way. Gates shall be readily unlockable from either side by the staff or by automatic means. "Automatic means" shall be in the same manner as locked or delayed-egress exit doors.

_____ If the facility's emergency plan utilizes fenced or walled outdoor spaces as refuge areas for containment of residents, each refuge area shall be of sufficient size to accommodate all occupants at a distance of not less than 50 feet from the building while providing a net area of 15 square feet per person. A gate shall be located within this refuge area. [If the facility's emergency plan uses the fenced or walled outdoor spaces merely as areas that are immediately passed through and exited, not as refuge areas for containment of residents, there is no size or area requirement for the fenced or walled spaces.]

_____ An outdoor courtyard, which is completely surrounded by the building, must have at least two separate doorways, located remotely from each other, leading into separate smoke compartments of the building.

Locking of Exit Doors:

Locks on exit doors of each specialty care assisted living facility, if installed, shall be electrical locked or electrical delayed-egress locking devices. Buildings shall be protected throughout by an approved supervised automatic sprinkler system connected to the fire alarm system.

_____ Delayed-egress locks must comply with the requirements for "Special Locking Arrangements" found in 7.2.1.6.

_____ Electrically locked doors shall comply with the following:

- i. A control panel shall be provided at one or more stations with the capability to remotely unlock all exit doors, simultaneously and individually. Locks may be arranged to unlock in specialty care compartments based on a zoning concept, where each zone is a rated fire or smoke compartment and the locks on all egress doors unlock within the alarmed zone or compartment. This zoning concept is permitted to apply to automatic functions required by the Life Safety Code.
- ii. A key, code or card release switch shall be provided inside the facility at each locked door, which shall override the locking system to allow exiting from the compartment or building.
- iii. Locks shall release automatically upon activation of fire alarm system.
- iv. Locks shall release automatically upon loss of electric power controlling the lock.
- v. The facility shall provide the residents' sponsors with adequate information about the facility's door locking arrangements.
- vi. The facility shall assure, at least monthly, that locked or delayed-egress exit doors function properly, in accordance with required fire safety provisions.

Dually-Licensed Facility:

For the purposes of meeting physical facility and building code requirements, a building housing both a regular ALF and a SCALF shall be classified as a Group or Congregate facility in accordance with the combined licensed bed capacities of both facilities. For the purposes of meeting resident care and administrative requirements, the regular ALF and the SCALF shall be separately considered, and each shall be classified as a Group or Congregate facility based on the licensed bed capacity of each (not on the combined bed capacity).

_____ When a portion of a building is licensed for SCALF (as opposed to an entire building), the Sleeping, Bathing, Dining, and Activity areas shall be in a distinct and separate unit within the building, certified for SCALF. The Administrative, Kitchen and Service areas may be shared between the two licensed portions.

_____ Secured outdoor area for SCALF and safe outdoor area for ALF shall be separated.

2012 Life Safety Code Requirements for Congregate ALF/SCALF:

GENERAL REQUIREMENTS:

- _____ Building shall be structurally sound and in good repair.
- _____ Building must be of a permitted Construction Type for size and number of stories (See Table 18.1.6.1 for New Buildings, 19.1.6.1 for Existing Buildings).
- _____ New Buildings must be Fully Sprinklered, with Quick Response Heads throughout smoke compartments with sleeping areas. (See NFPA-13 for specific requirements)
- _____ Fully Sprinklered Existing Buildings must have Quick Response Heads throughout smoke compartments with sleeping areas. (See NFPA-13 for specific requirements)
- _____ Fire Alarm System required per Section 9.6, with a corridor smoke detection system on each floor, including areas open to the exit access corridor, to comply with NFPA 72, connected to the facility's fire alarm system. In lieu of corridor smoke detection, smoke detectors connected to the building fire alarm system may be installed in each resident's room, open areas and at smoke doors (except that corridor smoke detection shall not be deleted when its use is dictated by other requirements).

STAIRWAYS:

- _____ Minimum Stair Width: 36" if Existing, 36" if New serving < 50, 44" if New serving < 2000, 56" if New serving ≥ 2000.
- _____ Stairway Enclosure: 1-hour Rated enclosure and support if ≤ 3 floors; 2-hour Rated if >3 floors.
- _____ Exit Enclosure provides continuous protected path of travel to an Exit Discharge.
- _____ Fully non-combustible construction for New Stairs, and Existing Stairs 3 or more stories.
- _____ Enclosure doors may be held open only by an automatic release device that releases on activation of Smoke Detectors, Fire Alarm, Sprinkler system, or Loss of Power. Door closing action on any floor must release held-open doors on all floors.
- _____ Handrails between 34"-36" above nosing, on both sides of New Stairs (min. one side of Existing).
- _____ Guards minimum 42" high (30" for existing guards on existing stairs), shall not pass 4" sphere below 34" height (6" sphere at triangle formed by riser/tread/bottom rail).
- _____ Interior Stair Finishes: Floors-min. Class II, Walls and Ceilings Class A or Class B.
- _____ Enclosed, usable space within the Stair Enclosure may only be used if it does not have the potential to interfere with egress (or refuge), the space is separated from the stair by same fire rating as enclosure, and door does not open into the stair enclosure.
- _____ See Section 7.2.2 for detailed requirements.

CORRIDORS/OPEN SPACES/EXITS:

- _____ Corridors and Passageways shall be unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage.

- _____ Minimum 2 exits from every story, located remote from each other and accessible from every part of the story.
- _____ Minimum Corridor Width-6'-0" in New Buildings, 4'-0" in Existing (44" min. in non-resident areas)
- _____ Cross-corridor doors in required 6'-0" corridors shall have clear width of at least 64" for a pair, 32" for a single door.
- _____ Travel Distance shall not exceed 200' from any point in a room to an exit.
- _____ Dead End Corridors shall not exceed 30'
- _____ Common Path of Travel shall not exceed 100'
- _____ Floor Levels: shall not prevent a resident from navigating safely throughout the facility. Floors shall be level and smooth, free of cracks, easily cleanable.
 - vi. If facility houses wheelchair residents, ramps required at all floor level changes.
 - vii. New Ramps- maximum 1:12 slope
 - viii. Existing Ramps- maximum 1:10 slope
 - ix. Non-slip surface
 - x. Handrails on both sides.
- _____ Corridors Separation must meet 18/19.3.6.1.
- _____ Corridor doors must be 1-3/4" thick solid-bonded core wood or 20 minute rated.
- _____ Night lights shall be provided in all hallways and stairways.
- _____ Provide an Emergency Lighting system to adequately illuminate halls, corridors, dining areas, and stairwells
- _____ If Handrails are installed in halls or corridors, they shall be mounted at 30 - 36 inches above the floor and returned to the wall at each end.
- _____ Exit Marking. a sign bearing the word "EXIT" in plain legible block letters shall be placed at each exit, with continuous internal illumination on emergency power or battery back-up.
- _____ Panic hardware shall be installed on all exit doors. SCALF may use electrically controlled door hardware in accordance with Section 7D of the SCALF rules and Section 18/19.2.2.5 and .6.
- _____ Exit doors swing to exterior; do not prevent free and unhindered egress. (Delayed Egress or Special Locking Arrangements allowed only in SCALF.)
- _____ Out-swinging Exit Doors shall swing over a landing at same level (≤4" if Existing) minimum width and length = door width.
- _____ Fire extinguishers shall be provided for each Hall or Corridor, no more than 75' distance, 5 lb. BC.

FIRE BARRIERS/HORIZONTAL EXITS:

- _____ Fire Barriers separating buildings or areas between which there are horizontal exits shall have minimum 2-hour fire resistance rating, continuous to the finished ground level. (See 7.2.4.3 for additional requirements.)
- _____ Horizontal Exits may comprise no more than 2/3 the required exit capacity. There shall be continuously available paths of travel leading from each side of the Horizontal Exit to stairways or other means of egress leading to the outside.

_____ Accumulation Space: At least 15 sf per resident shall be provided in the aggregated area of corridors, lounge or dining areas, or other similar spaces on each side of the horizontal exit.

SMOKE COMPARTMENTS/SMOKE BARRIERS:

- _____ Smoke barriers shall have a fire-resistive rating of not less than one hour for new, or minimum one half hour for existing sprinkled facilities.
- _____ Doors in smoke barriers must have view lite; may normally be kept in the open position, but shall close automatically upon fire alarm activation.
- _____ Duct penetrations in smoke barriers shall be properly protected with smoke dampers.
- _____ Smoke Barriers – continuous outside wall to outside wall (or smoke barrier to smoke barrier, or any combination thereof), from floor to bottom of deck or thru attic or any interstitial spaces.
- _____ Fire and Smoke walls shall be identified with signs or stenciling above ceiling.

RESIDENT ROOMS:

- _____ Bedroom has access to a primary means of egress, located to provide a safe path of travel to the outside.
- _____ Bedrooms shall be individually and consistently identified, (numbered, lettered, or named).
- _____ Bedrooms shall be minimum size as follows:
 - i. Without sitting area: Private Bedroom- 80 sf, Semi-private-130 sf
 - ii. With sitting area: Private Bedroom-160 sf, Semi-private-200 sf
- _____ Bedrooms shall have no more than 2 residents.
- _____ Rooms shall have a suitable built-in clothes closet or wardrobe with shelving space
- _____ Semi-private Bedrooms must have a ceiling mount curtain to give privacy for dressing & bathing.
- _____ Bedroom has at least one outside window with a minimum of 20 feet of clear space to any structure, with wood shades, blinds or other suitable provisions for closing the view from the window.
- _____ Screens. All screen doors and operable windows shall be equipped with tight fitting, full length insect screens.
- _____ Ceiling Height. minimum 8'-0". (Less is acceptable in existing facilities when height complies with the codes.)
- _____ Resident Bedroom Door - 36" minimum, positive latching
- _____ Bathroom door - 32" minimum, door shall swing into the bedroom if bathroom is connected to resident bedroom.
- _____ Bedroom and Bathroom doors may be equipped with hardware that will permit a resident to lock himself within the room, provided a master key is readily accessible for the staff at a central location.
- _____ Ventilation, toilets, bathrooms shall be ventilated by windows, gravity vents, or mechanical means
- _____ Night lights in Bathrooms.
- _____ Call System. a central electric or electronic call system shall be conveniently provided for each resident, usable in bedrooms and bathrooms.

_____ Additional Smoke Detection (electrical or system type) shall be provided in the sleeping rooms and any bedroom suite sitting areas, which house dementia residents. These shall initiate at least a local alarm or supervisory signal, through the fire alarm system or call system.

TOILET AND BATHING FACILITIES:

- _____ For all Resident Rooms that do not have adjoining toilet and bathing facilities, the following shall be provided as a minimum:
 - i. 1 Bathtub or Shower per 8 beds
 - ii. 1 Lavatory per 6 beds
 - iii. 1 Toilet per 6 beds
- _____ When common area bathrooms are provided, there shall be privacy separation for the bathtubs, showers, or toilets by partitions, curtains, or screens.
- _____ In tubs, showers, and toilets, provide non-skid mats or equal surface treatment and grab bars conforming to the currently adopted building code (ADA-AG).
- _____ All common area Toilet and Bathing rooms shall have Emergency Lighting, an Audio/Visual Fire Alarm Annunciator, and a Call System pull station at each toilet

ADMINISTRATIVE AND STAFF AREAS:

- _____ Each Facility shall provide office space(s) or administrative space(s), with at least a desk, file cabinet, and related office equipment and supplies.
- _____ Each Facility shall have adequate number of telephones to summon help, located to be quickly accessible from all parts of the building.
- _____ The Facility shall have Fire Protection Arrangements with the nearest available Fire Department, and a monitoring service for its Fire Alarm System.
- _____ New Facilities (and Existing Facilities that are enlarged or renovated for a bed increase) shall have a centrally located Staff Station with Call for Assistance and Fire Alarm announcement panels.
- _____ Medicine Storage: there shall be a medicine cabinet or storage area in the facility for safekeeping of individual medicine and drugs. The Medicine Storage area shall:
 - i. Be provided with a lock and key, and kept locked when not in use.
 - ii. Have adequate storage space with shelving.
 - iii. Be adequately lighted, with artificial illumination.
 - iv. Have a Refrigerator dedicated to storage of medicine and drugs that must be refrigerated, capable of being secured,
- _____ Utility Rooms shall be provided on each floor, with the following equipment: Paper towel holder with adequate supply of paper towels, Wall cabinet or Shelves, Counter or Table, Soap Dispenser with soap, Sink (countertop, wall or floor mounted), and Space and Facilities for cleaning equipment and supplies.

KITCHEN AND DINING:

- _____ Kitchen shall be a specifically designated area, including the Kitchen, Dishwashing, Storage, and Dining Room.
- _____ Dining Room shall be large enough to seat 100% of the bed capacity.
- _____ Kitchens in accordance with 18/19.3.2.5.3 are permitted to be open to the Corridor.
- _____ Kitchen Floors shall be easily cleaned, sound, smooth, non-absorbent, without cracks or crevices, and shall have approved and conveniently located Floor Drains for disposal of floor wash water.
- _____ Kitchen Walls and Ceilings shall be of tight and substantial construction, and smoothly finished, with no horizontal ledges, washable up to the highest level reached by splash and spray.
- _____ Screens on all outside openings-full length and tight fitting.
- _____ Commercial Exhaust Hoods, vented to the outdoors, shall be provided over cooking surfaces to aid in removing cooking odors. Hoods shall be protected with K type extinguishers.
- _____ Hand washing lavatory in the kitchens.
- _____ Any room used for sleeping quarters shall be separated from the food service area by a solid wall with no direct openings.
- _____ Minimum Kitchen Equipment shall include the following: Heavy duty Range with double oven; Heavy duty Refrigerator; 3-compartment sink (with booster heater or chemical sanitizing system for the 3rd compartment); Fire Extinguisher (5 pound type BC for residential hoods or K type for commercial); Garbage cans with cover; Dishwashing (commercial type with a booster water heater or an automatic dispensing chemical sanitizing system).
- _____ Water Heating: adequate supply for all washing purposes, under pressure. [Water heaters >200 gal. and gas heaters > 125,000 BTU require annual inspection.]
- _____ Adequate Lighting, Emergency Lighting
- _____ Food Storage: A well ventilated, cool room, pantry, or cabinets with adequate shelving, bins, suitable cans, and raised platforms shall be provided and kept clean. Perishable food shall be stored at least 6" above the floor. Construction shall prevent invasion of rodents and insects, seepage of dust and water, leakage, or any other source of contamination.
- _____ Sufficient Storage for at least 3 meals per day for 3 days for each resident.
- _____ Clean Condition: Floor, walls, ceiling, equipment, counters, tables, tablecloths and napkins must be kept clean.

LIVING AND RECREATIONAL ROOMS:

- _____ Adequate space for group activities and social events without crowding.
- _____ Central Living or Recreational Room where group activities can take place: This requirement may be met by combining the resident Dining Room with a central Living or Recreational Room.
- _____ Small Living Room(s) of a personal or family type where residents may read or meet with relatives and friends in private: This requirement may be

met when bedrooms meet size requirement for "with Sitting area" and are furnished for this use.

- _____ Yards and Gardens: provide safe space for outside activities.
- _____ Adequate space for Hobbies or Leisure Activities.

LAUNDRY:

- _____ An on-site Laundry (unless commercial laundries are used) shall be in a specifically designated area, with adequate room and spaces for sorting, processing, and storage of soiled material.
- _____ Laundry shall not open directly into Resident Rooms or Food Service areas. Domestic washers and dryers for the exclusive use of residents may be provided in resident areas, provided they do not cause a sanitation problem or offensive odors.
- _____ Separation System: a system must be in place to keep clean and dirty linen separated. Dirty linens and clothing shall not be stored, even temporarily, in the area set aside for clean linen.
- _____ Laundry shall be properly ventilated. Provisions shall be made to prevent recirculation of air in commercial equipment laundries into HVAC systems.
- _____ Adequate, effective and clean Lint Traps shall be used in all dryers.
- _____ Fire extinguishers shall be provided for each Laundry.

SANITATION/HOUSEKEEPING/ MAINTENANCE/STORAGE:

- _____ Water Supply: minimum 15 psi from a public water supply (if possible), piped to all sinks, toilets, lavatories, tubs, showers, and other fixtures requiring water.
- _____ Hot Water accessible to residents shall not exceed 110 degrees Fahrenheit.
- _____ All Liquid and Human Waste shall be piped to a properly designed waste disposal system, through trapped drains into a public sewer if available, or into a sewage disposal system with capacity based on number of residents and personnel housed and employed in the facility, and approved by the local County Health Department if a public sewer is not available.
- _____ Garbage shall be kept in suitable, water-tight containers with tight fitting covers. Garbage and waste shall be disposed of in accordance with local and state regulations, and the facility shall be free of objectionable odors.
- _____ Broken beds, extra mattresses, mop buckets, dust rags shall not be kept in hallways, closets, corners, or occupied resident rooms. Such items must be stored neatly and orderly in designated storage rooms.
- _____ The use of attics for storage of combustible materials shall be prohibited unless protected by an automatic sprinkler system and then only in small quantities so as not to create a hazardous condition.
- _____ Basements used for storage shall meet acceptable standards for storage and shall be designed and constructed in a manner that protects against fire hazards.
- _____ 1-Hour Rated Separation Walls required at Maintenance Shops, Storage Rooms exceeding

100 sf. and storing combustibles, and Linen or Trash rooms exceeding 64 gal. capacity.

HEATING, LIGHTING AND OTHER SERVICE EQUIPMENT:

- _____ Gas heating systems shall be enclosed flame type, equipped with automatic flame shut-off control, vented directly to the outside. All heating units must be located to avoid direct contact with any combustible material, and shall be maintained properly.
 - _____ Open Flame and Portable Heaters are PROHIBITED in all facilities, except for a fireplace with gas logs protected as noted. Fireplaces and Inserts shall be inspected and cleaned annually, and shall comply with the currently adopted building code. Openings shall be protected with screens or doors.
 - _____ The facility shall maintain a comfortable temperature range, between 71-81 degrees F
 - _____ Ventilation: Well ventilated to prevent accumulation of objectionable odors. Kitchens, Laundries, Service rooms, Toilets and Bathrooms shall be ventilated by windows, gravity vents, or mechanical means
 - _____ All lighting shall be electrical. All electrical systems shall meet local electric codes and NFPA 70 National Electrical Code.
- _____ Artificial Lighting shall be sufficient to prevent accidents and promote efficiency of service.
 - iv. Resident rooms-adequate for reading and other uses
 - v. Nightlights in all Bathrooms
 - vi. Nightlights in all Hallways and Stairways
 - _____ Emergency Lighting to adequately illuminate Halls, Corridors, Kitchens, and Dining areas.
 - _____ Central Call System required, convenient for residents, usable in every Bedroom and Bathroom (and common area Toilets).
 - _____ Fire Extinguishers shall be provided for each Hall, Kitchen, and Laundry, of type and capacity appropriate to the need.
 - iii. Annual Inspection required, service tag, maintenance and recharging as required, by Fire Equipment Servicing Rep.
 - iv. Monthly Visual Inspection by designated staff, documented on the service tag.

ADDITIONAL REQUIREMENTS FOR SCALF:

Facilities shall be certified and licensed for housing residents with dementia, and must comply with these special requirements for the physical plant. Facilities should confirm local code requirements, which may vary from those indicated below.

_____ Additional Smoke Detection. Smoke detectors (electrical or system type) shall be provided in the sleeping rooms and any bedroom suite sitting areas, which house dementia residents. These detectors shall initiate at least a local alarm or supervisory signal, through the fire alarm system or call system.

Areas to Wander and Secure Perimeter:

_____ Each facility shall have a secure boundary or perimeter to safely accommodate wandering residents in all aspects of its physical plant. Exterior building walls and doors, and walled or fenced outdoor areas may form this boundary. Such walls or fences shall be at least six feet high.

_____ Each walled or fenced area shall have at least one gate, located along the discharge path of travel from the building egress doors to the public way. Gates shall be readily unlockable from either side by the staff or by automatic means. "Automatic means" shall be in the same manner as locked or delayed-egress exit doors.

_____ If the facility's emergency plan utilizes fenced or walled outdoor spaces as refuge areas for containment of residents, each refuge area shall be of sufficient size to accommodate all occupants at a distance of not less than 50 feet from the building while providing a net area of 15 square feet per person. A gate shall be located within this refuge area. [If the facility's emergency plan uses the fenced or walled outdoor spaces merely as areas that are immediately passed through and exited, not as refuge areas for containment of residents, there is no size or area requirement for the fenced or walled spaces.]

_____ An outdoor courtyard, which is completely surrounded by the building, must have at least two separate doorways, located remotely from each other, leading into separate smoke compartments of the building.

Locking of Exit Doors:

Locks on exit doors of each specialty care assisted living facility, if installed, shall be electrical locked or electrical delayed-egress locking devices. Buildings shall be protected throughout by an approved supervised automatic sprinkler system connected to the fire alarm system.

_____ Delayed-egress locks must comply with the requirements for "Special Locking Arrangements" found in 7.2.1.6.

_____ Electrically locked doors shall comply with the following:

- i. A control panel shall be provided at one or more stations with the capability to remotely unlock all exit doors, simultaneously and individually. Locks may be arranged to unlock in specialty care compartments based on a zoning concept, where each zone is a rated fire or smoke compartment and the locks on all egress doors unlock within the alarmed zone or compartment. This zoning concept is permitted to apply to automatic functions required by the Life Safety Code.
- ii. A key, code or card release switch shall be provided inside the facility at each locked door, which shall override the locking system to allow exiting from the compartment or building.
- iii. Locks shall release automatically upon activation of fire alarm system.
- iv. Locks shall release automatically upon loss of electric power controlling the lock.
- v. The facility shall provide the residents' sponsors with adequate information about the facility's door locking arrangements.
- vi. The facility shall assure, at least monthly, that locked or delayed-egress exitdoors function properly, in accordance with required fire safety provisions.

Dually-Licensed Facility:

For the purposes of meeting physical facility and building code requirements, a building housing both a regular ALF and a SCALF shall be classified as a Group or Congregate facility in accordance with the combined licensed bed capacities of both facilities. For the purposes of meeting resident care and administrative requirements, the regular ALF and the SCALF shall be separately considered, and each shall be classified as a Group or Congregate facility based on the licensed bed capacity of each (not on the combined bed capacity).

_____ When a portion of a building is licensed for SCALF (as opposed to an entire building), the Sleeping, Bathing, Dining, and Activity areas shall be in a distinct and separate unit within the building, certified for SCALF. The Administrative, Kitchen and Service areas may be shared between the two licensed portions.

_____ Secured outdoor area for SCALF and safe outdoor area for ALF shall be separated.