Housekeeping/Laundry/Maintenance

3237. SEWAGE AND SOLID WASTE DISPOSAL

3237.1 Each system for the disposal of water-carried sewerage shall be constructed, operated, and maintained in accordance with the 1995 BOCA International National Plumbing Code, District of Columbia Construction Code Supplement, Title 12 DCMR and all other applicable

3237.2 Solid waste management, including each disposal and incineration facility, shall comply with the provisions of the Environmental Regulations (Title 20 DCMR), the Alcoholic Beverages and Food regulations (Title 23 DCMR), the 1996 BOCA National Building Code, and all other applicable District laws and regulations.

3237.3 The frequency of trash and garbage pick-ups shall be adequate to prevent storage periods longer than four (4) days.

3237.4 Adequate facilities shall be provided for the collection and storage of trash and all other refuse accumulations.

3237.5 Trash and waste shall be handled and stored in a manner pursuant to the requirements set forth in Titles 20 and 23 of the DCMR.

3254. LAUNDRY AREAS

3254.1 An employee of the facility shall be responsible for ensuring that linens are in good condition.

3254.2 There shall be a separate area provided for the reception of all resident laundry, and it shall not be in any area where residents sleep, eat or otherwise frequent.

3254.3 Suitable bags shall be provided for resident linen and laundry.

3254.4 No resident linen shall be sorted, laundered, rinsed, or stored in any bathroom, resident room, kitchen, or food storage area.

3254.5 The linen supply shall be at least three (3) times the amount that is needed for the licensed occupancy.

3254.6 There shall be enough sheets to allow for one (1) bed change per shift for incontinent residents.

3254.7 There shall be enough towels and wash cloths to provide for at least one (1) set each day for each resident with additional sets available to allow for two (2) sets per shift for each incontinent resident.
3254.8 Clean linen and clothing shall be stored in clean, dry, dust-free areas that are easily accessible to each nurse's station.

3254.9 Each laundry facility shall be located in an area that is separate from the resident units and shall be provided with the necessary washing, drying, and ironing equipment.

3254.10 No laundry area shall be used as a passageway.

3254.11 Each dryer shall be vented to the outside and equipped with a removable lint trap.

3254.12 Each piece of electrical equipment shall be grounded in accordance with the 1996 NFPA National Electrical Code.

3254.13 Each piece of laundry shall be handled, processed, stored, and transported in a manner designed to prevent transmission of infection.

3254.14 Soiled linen shall be stored in a separate well-ventilated area and shall not be permitted to accumulate in the facility.

3254.15 Contaminated laundry shall be placed in double, specially colored bags and processed separately.

3254.16 Each laundered article shall be free of dirt, irritating chemical residue, and pathogenic organisms.

3254.17 Laundered articles shall be transported in enclosed, linen hampers with removable liners, in enclosed carts or dollies, or securely wrapped.

3254.18 If a facility launders a resident's personal clothing, the personal clothing shall be returned to them in an appropriate manner and condition.

3254.19 Each facility shall develop written policies and procedures relating to the operation of the laundry and linen management, and they shall be available in each laundry area.

3254.20 To effectively disinfect soiled linens, hot water temperature shall be one hundred and fifty degrees (150 [degrees]) to one hundred sixty degrees Fahrenheit (160 [degrees] F) during the wash cycle.

3255. HOUSEKEEPING AND MAINTENANCE

3255.1 Adequate provision shall be made for the storage of each housekeeping supply item and each piece of equipment in a janitorial closet that is separate from any toilet or utility room.

3255.2 Each janitorial closet shall be well-lighted and ventilated and shall be equipped with a janitorial sink.

3255.3 Janitorial closets shall be locked when not in use.

3255.4 Each poison and toxic substance, including those used for pest control, shall be stored in the non-resident and non-food preparation areas of the facility.

3255.5 Each storage area containing a poison shall be locked and shall have limited access.
3256. **HOUSEKEEPING AND MAINTENANCE SERVICES**

3256.1 Each facility shall provide housekeeping and maintenance services necessary to maintain the exterior and the interior of the facility in a safe, sanitary, orderly, comfortable and attractive manner.

3256.2 Each housekeeping employee shall have as his or her primary responsibility the sanitary maintenance of the facility.

3256.3 No nursing or dietary employee shall perform housekeeping duties on a routine basis.

3256.4 Each housekeeping employee shall keep the facility free from offensive odors, accumulations of dirt, rubbish, dust, and hazards.

3256.5 Each storage area, attic, and basement shall be kept safe and free from any accumulation of extraneous materials such as refuse, discarded furniture, and other waste materials.

3256.6 Each combustible, such as cleaning rags and compounds, shall be kept in a closed container when not in use.

3256.7 The housekeeping staff shall thoroughly clean any bedroom that has been used by a resident before it is used by any other resident.

3256.8 Each resident room shall be cleaned and arranged in an orderly fashion and shall be well-ventilated.

3256.9 Odor control shall be achieved by cleanliness and proper ventilation.

3256.10 The facility shall develop policies and procedures relating to the operation of housekeeping and maintenance services.

3256.11 Maintenance services shall include the responsibility for the provision of light, heat, power, and water to each building and transmission points where they are to be used.

3256.12 Each building, each piece of equipment, and the grounds shall be regularly maintained and attended.

3256.13 Each building shall be maintained in good repair and shall be free of any hazard, such as cracks, warped or loose boards, loose tiles, loose or broken windowpanes.

3256.14 A regularly scheduled in-service training program shall be provided for housekeeping and maintenance staff.

3257. **PEST CONTROL**

3257.1 The facility shall have a pest control program that includes integrated pest management (IPM) principles to minimize the use of pesticides and encourage the use of the least toxic and least flammable effective insecticides and rodenticides.

3257.2 Pest control services shall be provided either by maintenance staff or by contract with a pest-control company.
3257.3 Each facility shall be constructed and maintained so that the premises are free from insects and rodents, and shall be kept clean and free from debris that might provide harborage for insects and rodents.

3257.4 Each openable window shall be screened.

3257.5 Each opening to the outside shall minimize the influx of insects.

3257.6 The facility shall use the least toxic and the least flammable effective insecticides and rodenticides.

3234.1 Each facility shall be designed, constructed, located, equipped, and maintained to provide a functional, healthful, safe, comfortable, and supportive environment for each resident, employee and the visiting public.

3234.3 The physical plant shall provide maximum environmental support for the goals of each service that is offered and shall be responsive to the needs of each resident, employee, and the visiting public.

3234.4 The provision of space and the way in which the facility is equipped, furnished, and maintained shall provide a home-like setting for each resident while providing the staff a pleasant and functional working environment.

**Staff Area**

**3253. PUBLIC AND STAFF FACILITIES**

3253.1 Toilet and washroom facilities shall be provided for the public.

3253.2 Toilets and sinks shall be provided for the staff.

3253.3 In existing facilities, a locker shall be provided for each employee and provision shall be made for the use of a conveniently located change area for each sex.

3253.4 In newly constructed facilities, separate locker rooms shall be provided for employees of each sex who do not live on the premises, with separate lockers for each employee.

**Corridors, Floors, and Signage**

3234.5 Utilization of decoration, color, and furnishings shall be designed in order to minimize the institutional character of the facility.

3234.6 The limited mobility of each resident shall be considered in designating uses and proximity relationships for various rooms in the facility.

**3265. WHEELCHAIR ACCESS AND HANDICAPPED ACCESS**

3265.1 Ramps shall be generally designed for wheelchair use, with the maximum gradient of one (1) to twelve (12), or eight and thirty-three one hundredths percent (8.33%).
3265.2 At least one (1) toilet room and stall that is large enough to accommodate a resident in a wheelchair and an attendant shall be provided on each floor.

3265.3 Doors to each toilet room and stall shall have a minimum width of two (2) feet and ten (10) inches to admit a wheelchair.

3265.4 A sink and toilet that is designed for residents with disabilities, particularly those who use wheelchairs with staff attendants, shall be available directly adjacent to each therapy area.

3265.5 Wheelchair use shall be considered in the design and equipping of personal grooming services rooms.

3265.6 Wheelchair seating in the central dining room shall be available as needed.

3265.7 The primary entrance to the facility shall be accessible to and usable by each handicapped person, and each exterior walk leading to the primary entrance shall be graded to the entrance level.

3265.8 A properly designed parking area shall be reserved close to the building to allow room for each handicapped person to get in and out of an automobile on a surface useable by each person who is in a wheelchair.

3265.9 Each floor shall have a non-slip finish and, where used by a handicapped person, shall be on a common level or connected by a negotiable ramp.

3265.10 Each door that is used by a handicapped person shall be capable of being opened with a single effort by a person who uses a wheelchair.

3265.11 Each water fountain, public telephone, and bath and toilet room shall be easily accessible to and useable by handicapped persons.

3265.12 Each new construction of a facility and each addition to and remodeling of an existing building that is used for a facility shall conform to the requirements set forth in the Uniform Federal Accessibility Standards.

**3242. WALLS, CEILINGS, FLOORS, AND FINISHES**

3242.1 Walls and floors shall be designed and maintained to minimize the incidence of accidents.

3242.2 Walls shall be made of materials that will permit frequent washing.

3242.3 The finish in areas exposed to water, high humidity, or grease shall be moisture-proof or grease-proof, or both.

3242.4 Floors shall be easily cleaned, and either carpeted or of non-slip surface.

3242.5 Floor materials shall be mounted flush with adjacent materials to provide unbroken surfaces facilitating wheelchair use.

3242.6 Door threshold and expansion joint covers shall be flush with the floor.
3242.7 The ceiling of each unheated room or of each room where there is high heat generation, such as boiler or laundry room, kitchen, and similar room, shall be insulated to prevent heat loss or transfer when the floor directly above is used by residents.

3242.8 Floors on grade or above air spaces shall be insulated to prevent heat loss.

3242.9 Each facility shall use lead-free paint inside the facility and shall remove or cover old paint or plaster containing lead so that it shall not be accessible to residents.

3243. RAMPS, STAIRS, AND CORRIDORS


3243.2 Each circulation route shall be kept free from any obstruction at all times.

3243.3 Each ramp, stairway, and corridor that is used by a resident shall be equipped with firmly secured handrails or banisters on each side.

3243.4 Each handrail or banister end shall return to the wall.

Lighting, Noise, Temperature (HVAC), and Odors

3234.2 Each facility shall comply with applicable provisions of the BOCA National Building Code; the BOCA International Plumbing Code; the BOCA International Mechanical Code; the NFPA National Elevator Code and other applicable federal and District of Columbia laws, as provided in this chapter. Any other provision of this chapter related to environmental requirements shall not apply to a facility that is licensed on the effective date of these rules and provides evidence that compliance would require major renovation.

3234.8 The facility and its lighting system shall be designed, equipped and maintained to avoid high brightness, highly reflective surfaces and glare.

3234.9 Lighting levels throughout the facility shall conform to the minimum lighting level, as set forth in 3234.9, provided that the facility shall provide any additional lighting level as may be needed by residents with visual impairments and as may be needed for special tasks.

3234.10 The following minimum lighting levels shall be used throughout the facility:

MINIMUM LIGHTING LEVELS (FOOT-CANDLES ON THE TASK)

(AREA/ACTIVITY) (FOOT CANDLES)

Barber/Beauty area 50
Corridors: 20
Nursing areas - day 10
Nursing areas - night 50
Dietary 15
Elevators 50
Examination room 50
Employee Lounge 20
Employee Locker Room 30
Linens: 30
Sorting soiled linens 10
Central (clean) linen supply 15
Linens rooms/closets 20
Janitor closet 30
Lobby: 50
General 50
Receptionist 50
Administrative spaces: 30
General office 30
Medical records 50
Conference/interview area/room 50
Mechanical/electrical room/space 50
Nursing station: 20
General 10
Desk 30
Medication area 50
Nourishment center 15
Corridors - day 30
Corridors - night 30
Occupational therapy 30
Work area, general 15
Work benches/tables 30
Resident room: 30
General 30
Reading/bed 15
Toilet 20
Physical Therapy 30
Resident Lounge: General 15
Reading 30
Resident dining 30
Speech therapy 30
Stairways 15
Storage, general 20
Toilet/shower/bath 30

3235. ELECTRICAL SYSTEMS

3235.1 Each electrical system shall be designed, constructed, maintained, and inspected in accordance with the 1996 NFPA National Electrical Code, and all other applicable District rules and regulations.
3235.2 Each electrical cord, appliance, and equipment shall be maintained in a safe operating condition, and each frayed wire and cracked or damaged switch and plug shall be replaced.

3235.3 Each facility shall have available, and in working order, an emergency electrical system.

3235.4 Each emergency electrical system shall provide lighting and power for night lights and for lights at each entrance, exit, stairway, corridor, boiler room, each piece of life support equipment, and each fire detection, alarm and extinguishing system in the event that the normal electrical supply is interrupted.

3235.5 When life support systems are used, the facility shall provide emergency electrical power with an emergency generator (as defined in the 1996 NFPA National Electrical Code, Health Care Facilities) that is located on the premises.

3235.6 Emergency power shall be provided for at least one (1) elevator which is accessible to each resident area.

3236. WATER SUPPLY AND DISTRIBUTION

3236.1 Each water supply and distribution system shall conform with the 1995 BOCA International Plumbing Code, District of Columbia Construction Code Supplement, Title 12 DCMR, and all other applicable District laws and regulations.

3236.2 There shall be no cross-connection between the potable safe water supply and each water supply that is non-potable, or any source of pollution through which a safe supply might become contaminated.

3236.3 Each sink, bathroom, bathtub, and shower shall have a continuous supply of hot and cold running water.

3236.4 The temperature of hot water of each fixture that is used by each resident shall be automatically controlled and shall not exceed one hundred and ten degrees Fahrenheit (110 [degrees] F) nor be less than ninety-five degrees Fahrenheit (95 [degrees] F).

3236.5 Each water system shall also include a separate or booster supply at higher temperatures for kitchen, dish washing, and laundry uses. 3236.6 Water pressure shall be at least fifteen (15) pounds per square inch (p.s.i.) on each floor during each period of peak demand.

3236.7 Each drinking fountain that is accessible to a resident shall be installed in an area that is available for general resident use.

3236.8 The facility shall establish procedures for the provision of a safe and functional supply of water for emergency use when the normal supply of water is lost.

3238. HEATING AND COOLING

3238.1 Each piece of heating and air conditioning equipment and its installation shall comply with the 1996 BOCA International Mechanical Code (Heating, Air Conditioning and Refrigeration), and all other applicable District laws and regulations.
3238.2 Each heating system shall be of a size and capacity to maintain a minimum temperature of seventy-one degrees Fahrenheit (71 [degrees] F).

3238.3 Each room that is used by a resident shall be maintained at a minimum temperature of seventy-one degrees Fahrenheit (71 [degrees] F) and a maximum of seventy-eight degrees Fahrenheit (81 [degrees] F) at all times when the room is occupied.

3238.4 Each heating and cooling system shall be thermostatically controlled from one (1) or more areas, and shall be accessible to appropriate facility staff.

3238.5 Each heating fixture shall be properly shielded for the safety of each resident.

3238.6 Each heating source shall be equipped with hand controls.

3238.7 No portable room heater or space heater shall be permitted in any room.

3238.8 A fireplace may be utilized for decorative, social, and recreational purposes only.

3238.9 Only authorized persons shall have access to the boiler and the mechanical equipment room.

3239. **VENTILATION AND EXHAUST**

3239.1 Each facility shall be well ventilated through the use of windows, forced air, or both.

3239.2 Both natural and mechanical ventilation and exhaust shall comply with the provisions of the 1996 BOCA International Mechanical Code (Heating, Air Conditioning and Refrigeration), and all other applicable District laws and regulations.

3239.3 If only a natural ventilation is relied upon, the total open area shall equal at least 4% of the floor area served.

3239.4 When an open area other than windows is included in the required area, at least fifty percent (50%) of the required area shall be furnished by a window or windows.

3239.5 Ventilating skylights may be permitted to furnish not more than fifty percent (50%) of the required open area.

3239.6 Mechanical ventilation shall be provided in accordance with the latest edition of "Pressure Relationships and Ventilation of Certain Areas of Long Term Care Facilities" from the American Institute of Architects Committee on Architecture for Health, with assistance from the U.S. Dept. of Health and Human Services.

3239.7 In each area in which food or drink is served, a minimum of two (2) cubic feet per minute air changes of outside air per hour shall be provided.

3239.8 Each respiratory isolation room and connected bathroom shall be ventilated with negative pressure that shall prevent contamination of other areas.

3239.9 Each cooking unit that creates smoke, steam, gases, fumes, odors, vapors, or excessive heat shall be hooded and vented or locally vented to the outside air by forced draft in accordance with Title 23 of the DCMR.
3239.10 Each small burner that is used intermittently for short periods of time such as warming equipment, a bread toaster, coffee urn, and radiant cooking units shall not be vented unless it or a combination of the units create a nuisance.

3239.11 Each cooking unit ventilation hood shall be provided with an automatic fire extinguishing system.

3239.12 Each ventilation and exhaust system shall be maintained in good operating order.

3239.13 Air filters shall be provided and shall be properly cleaned, regularly replaced, and maintained in each circulating air system, including each individual air conditioning unit in each resident's room.

3240. ACoustical insulation and noISE REDUCTION

3240.1 No resident room or area shall have a general noise level from external sources in excess of forty-five (45) decibels.

3240.2 In addition to meeting the requirement of subsection 3240.1 every effort shall be made in the facility to reduce noise levels, airborne sound transmission, and their impact.

3240.3 Air space around each duct, other openings into rooms, and air space under and around each door and partition shall be properly sealed in order to maintain sound isolation.

3240.4 In each duct and fan installation, noise generation shall not exceed by more than ten (10) decibels the permissible noise level attributable to the external source in the area served.

3240.5 Wall-to-wall carpeting suitable for use under wheelchairs and rolling equipment shall be used in each resident area where the general noise level would otherwise exceed forty-five (45) decibels at anytime.

3240.6 Window curtains of a soft fabric, fabric wall hangings, and other materials that absorb sound shall be used in each area of high noise generation.

3241. ELEVATORS

3241.1 Each elevator shall be designed, constructed, maintained, and inspected in accordance with the 1996 NFPA National Elevator Code, and all other applicable District laws and regulations.

3241.2 An electric or electrohydraulic elevator shall be installed in the facility if either a resident's bedroom or other resident area is located on a floor above the street level.

3241.3 The facility shall have at a minimum one elevator large enough to accommodate a wheeled stretcher.

3241.4 Each car door or non-hospital type elevator shall have a minimum clear opening of thirty-two (32") inches.

3241.5 Each elevator car floor shall stop automatically flush with each floor level.

3241.6 Each elevator shall be equipped with a by-pass switch in order to enable emergency express use.
3241.7 The number of elevators in the facility shall be determined by an elevator needs study submitted by the owner of a nursing facility to be approved by the Director, and shall be provided in accordance with the latest edition of the “Guidelines for Construction and Equipment of Hospitals and Medical Facilities,” published by the American Institute of Architects. 3241.8 Each elevator shall be timed to allow safe entrance and exit of residents.

Amenities

3251. THERAPY SERVICE AREAS

3251.1 Each facility shall have therapy areas of sufficient size to accommodate and store all necessary equipment and supply items, and to facilitate the movement of the residents and staff.

3251.2 Appropriate equipment for each function performed in the therapy service areas shall be provided and properly installed, with utilities properly safeguarded.

3251.3 Space shall be provided for examinations, treatment, and other therapeutic activities and shall include:

(a) A treatment table or special treatment chair;
(b) A sink with accessible controls;
(c) An instrument sterilizer approved by the D.C. Fire Department;
(d) An instrument table;
(e) Necessary equipment for the therapy provided, instruments and supplies; and
(f) Handicapped bathrooms accessible for residents’ use equipped with handrails and grab bars.

3252. OTHER RESIDENT SERVICE AREAS

3252.1 Each facility shall provide a gift shop or resident store for a minimum of two (2) hours a day, five (5) days per week, or a gift shop cart must be accessible two (2) hours per day, five (5) days per week.

3252.2 Various services provided shall afford each resident an opportunity to purchase items such as magazines, candies, small gifts, postage stamps, stationery, writing implements, and other supplies.

3252.3 Vending machines alone are not sufficient to meet with the requirements of this section.

3252.4 Each facility shall have personal grooming services for both male and female residents.

3252.5 The services of a licensed barber or licensed beautician shall be available to residents.

Outdoor Area

3244. OUTDOOR SPACE
3244.1 Each facility shall provide in its design and on its property some outdoor area for use by residents, staff, and the visiting public for quiet recreation.

3244.2 No set of steps shall be included in the design of the outdoor space, and the space shall be accessible from the ground floor level of the facility without the use of ramps or steps.

3244.3 Outdoor space shall be well-planted and maintained, and it shall be of sufficient size and shape to permit sitting areas that are reasonably private.

**New Construction: Facility-Wide**