**Housekeeping/Laundry/Maintenance**

T. Garbage Disposal. Garbage shall be stored in water-tight containers with tight-fitting covers, and shall be emptied at frequent intervals. Containers shall be thoroughly scoured and aired before using again.

U. Storage Space-Garbage. Storage space shall be provided for garbage and trash awaiting pickup.

V. Burning. If burning is the method used for disposal when no satisfactory garbage collection service is available for the purpose, an approved incinerator shall be used. The method of incinerator installation shall be approved by the local environmental representative of the county health department.

W. Medical Wastes. Disposal of medical wastes shall be accomplished in accordance with regulations promulgated by the Department or other State or federal agencies.

(4) Space for Storage of Linen—New Construction and Existing Facilities. Capacity shall be provided for storage of at least two complete changes per bed. Clean linen shall be stored separately from non-clean items.

(5) Janitors’ Closet—New Construction. Each nursing unit shall contain at least one janitors’ closet containing a floor receptor or service sink and storage space for housekeeping equipment and supplies. The janitors’ closet shall be equipped for handwashing.

E. Janitor’s Closet or Service Area.

(2) Existing Facility. A utility sink shall be provided within reasonable distance from the food service department for its use, but it may be shared with other activities. Space near the utility sink shall be provided for the storage of brooms, mops, and cleaning materials.

.34 Housekeeping Services, Pest Control, and Laundry.

A. Staff. Sufficient housekeeping and maintenance personnel shall be employed to maintain the interior and exterior of the facility in a safe, clean, orderly, and attractive manner.

B. Cleanliness and Maintenance. The following shall be observed:

(1) The building and all its parts and facilities shall be kept in good repair, neat and attractive. The safety and comfort of the patients shall be the first consideration.

(2) All walls, floors, ceilings, windows, and fixtures shall be kept clean. Interior walls and floors shall be of a character to permit frequent and easy cleaning.

(3) The facility shall be kept free of unnecessary accumulations of personal possessions, boxes, trunks, suitcases, papers, unused furniture, bed clothing, linens, bric-a-brac, and similar items.
The grounds shall be kept clean, neat, attractive, and free of hazards.

The facility shall be maintained free of insects and rodents by operation of an active pest-control program, either by use of maintenance personnel or by contract with pest-control company. Care shall be exercised in the usage and storage of toxic and flammable insecticides and rodenticides. Usage shall conform to the U.S. Environmental Protection Administration and Maryland Department of Agriculture requirements.

Agency Note: Refer to Regulation .26S of this chapter for window screening requirements.

D. Laundries—Existing Facilities. In existing facilities where a physical separation is not possible, exceptions as to approved laundry facilities may be made at the discretion of the Department. There shall be provision for the laundering of patients’ clothing. Hot water temperatures in laundries shall conform to applicable standards of the International Fabric Care Institute for laundry water supply.

**New Construction: Housekeeping**

1. New Construction. A janitor’s closet or service alcove for exclusive use of food service areas shall be provided in, or adjacent to, the dietetic service department. It shall be equipped with a utility sink, storage shelves, and a rack for hanging brooms and mops.

C. Laundries—New Facilities. In laundries in new facilities there shall be a physical separation between the "clean" and "soil" areas. There shall be provision for the laundering of patients’ clothing. Hot water temperatures in laundries shall conform to applicable standards of the International Fabric Care Institute for laundry water supply.

A. Size. Nursing care units may not exceed 60 beds. The Department may specify the numbers and types of personnel for each unit which exceeds 40 beds.

**Staff Area**

**33 Administrative Areas.**

B. Existing Facilities. In existing facilities, an administrative area shall be provided which is suitable for conducting business or discussing in privacy problems with the patient’s sponsor.

C. Lobby Area. In new construction, facility shall provide a lobby area. Public toilets for both sexes shall be located conveniently to this area. Telephone service and drinking fountains which meet ANSI standards also shall be provided.

E. Employee Facilities—Existing Facilities. In existing facilities a sufficient number of lockers capable of being securely locked shall be provided for all employees working at any one time, and provision shall be made for the use of toilet facilities at a convenient location.

**Corridors, Floors, and Signage**

2. All walls, floors, ceilings, windows, and fixtures shall be kept clean. Interior walls and floors shall be of a character to permit frequent and easy cleaning.
Lighting, Noise, Temperature (HVAC), and Odors

E. Elevators—Existing Facilities. In existing facilities all local codes and standards for safety and maintenance of institutional elevators shall be met.

F. Emergency Electrical Power—New Construction and Existing Facilities. Emergency electrical power shall be provided as detailed in this section:

1) Emergency power for the purpose of egress lighting and protection shall be as required by the Maryland State Fire Prevention Code and Life Safety Code 101 as adopted by the State Fire Marshal's Office.

2) Other emergency lighting shall be as follows:

(a) Nursing station;
(b) Drug distribution station or unit dose storage;
(c) A lighted area for emergency telephone use;
(d) Boiler or mechanical room;
(e) Kitchen;
(f) Generator set location and switch gear location;
(g) Elevator, if operable on emergency power;
(h) Areas where life support equipment is used;
(i) If applicable, lighting for common area of refuge;
(j) If applicable, lighting in toilet rooms of common area of refuge;

3) Emergency power shall be provided for the following:

(a) Nurses’ call system.
(b) Duplex receptacles installed 50 feet apart in all corridors in patient areas, or appropriately located duplex receptacles in the common area of refuge, if applicable.
(c) Telephone service. At least one telephone shall be available for incoming and outgoing calls.
(d) Fire pump.
(e) Sewerage pump and sump pump.

(f) Elevator, if required for evacuation. If the facility's evacuation plan requires the use of the elevator or elevators, emergency power shall be provided in accordance with ANSI standards as enforced by the Division of Labor and Industry, Elevator Safety Section. If there is more than one elevator, there shall be switchover facilities to operate one elevator at a time.

(g) Necessary heating equipment to maintain a minimum temperature of 70°F (24°C) in all common areas of refuge, if applicable.

(h) Life support equipment.

(i) Nonflammable medical gas systems.
(4) Common Area or Areas of Refuge. If all patient rooms and toilet rooms are not tied into the emergency generator to provide heat in an emergency situation, the facility shall provide common area or areas of refuge for all patients as described below:

(a) An area of not less than 30 square feet per bed (2.79 square meters), exclusive of corridors, shall be designated by the facility as the common area or areas of refuge.

(b) The 30 square feet (2.79 square meters) per bed shall include a minimum of 5 percent of the patient bedrooms. A minimum temperature of 70°F (24°C) shall be maintained in this area.

(c) Heated toilet rooms adjacent to the common areas of refuge shall be provided. These toilet rooms are not reflected in the 30 square feet (2.79 square meters) per bed.

(d) The facility shall provide to the Department for approval a written plan which defines the specified area or areas of refuge, and outlines paths of egress from the common areas of refuge, the provision for light, heat, food service, and the washing and toileting of patients.

(5) Emergency Power Source. The emergency power source shall be a generating set and prime mover located on the premises with automatic transfer. The following are required as part of the emergency power system:

(a) In the event of failure of the normal electrical service, the emergency power shall be activated immediately.

(b) The emergency generator set shall come to full speed and load acceptance within 10 seconds.

(c) The emergency generator shall have a capability of 48 hours of operation from fuel stored onsite.

(d) The emergency power system shall be tested once a month. The system shall be exercised for a minimum of 30 minutes under normal emergency facility connected load and recorded in a permanent log book maintained for that purpose.

(6) Applicability of Emergency Power Requirements.

(a) Within 12 months of the effective date of these requirements, existing facilities of 150 beds or more shall complete the installation and acceptance of a working system as required in this section.

(b) Within 18 months of the effective date of these requirements, existing facilities of 50 to 149 beds shall complete the installation and acceptance of a working system.

(c) Existing facilities of 49 beds or less shall have the option to:

(i) Install an acceptable system within 18 months of the effective date of these requirements; or

(ii) Provide a written evacuation/relocation plan for patients which shall be approved by the Department. There shall be a signed agreement between the nursing facility and the facility which agrees to accept the patients for the duration of the emergency. The agreement shall specify that there is sufficient emergency electrical power coverage to provide the care and services required by the patients admitted. A facility which opts to evacuate patients during an emergency shall be in compliance with requirements for emergency power for the purpose of egress as required by the

G.—H. (Repealed)

I. Lighting—New Construction and Existing Facilities. Each patient’s room shall be lighted by outside windows and also shall have artificial light adequate for reading and other uses as required. All entrances, hallways, stairways, inclines, ramps, basements, attics, storerooms, kitchens, laundries, and service units shall have sufficient artificial lighting to prevent accidents and promote efficiency of service.

J. Minimally Maintained Lighting Levels—New Construction and Existing Facilities. Lighting shall be adequate for activities conducted in given areas:

K. Night Lights—New Construction and Existing Facilities. There shall be sufficient lighting at night in selected areas of the facility (hallways, stairs and designated toilets) for the safety of the patient who must get up during the night. There also shall be one night light in each bedroom for patients. In new construction the night light shall be switched at the patient room door.

L. Heating System. All facilities shall be equipped with a properly maintained and operative central heating system capable of maintaining 75°F throughout the patients’ section of the building with the outside temperature defined by ASHRAE, American Society of Heating, Refrigerating and Air Conditioning Engineers, winter median of extreme temperature.

M. Approved Heating System. The heating system shall be in compliance with NFPA Code and all State and local codes.

N. Humidity. The humidity shall be controlled according to ASHRAE recommendations.

O. Auxiliary Heat—New Construction and Existing Facilities. Appropriate provisions shall be made for emergency auxiliary heat by means of alternate sources of electric power, alternate fuels, or standby equipment.

P. Space Heaters. Space heaters and portable heaters may not be used.

Q. Ventilation—New and Existing Facilities. Existing facilities shall provide for adequate ventilation through windows or mechanical means or a combination of both. New facilities shall meet the following requirements:

(1) Temperatures. A minimum design temperature of 75°F (24°C) at winter design conditions shall be provided for all occupied areas.

(2) Ventilation System Details. All air-supply and air-exhaust systems shall be mechanically operated. All fans serving exhaust systems shall be located at the discharge end of the system. The ventilation rates shown in Table 1, §Q, below, shall be considered as a minimum acceptable rates and may not be construed as precluding the use of higher ventilation rates.

(a) Outdoor air intakes shall be located as far as practical but not less than 25 feet (7.62m) from exhaust outlets of ventilating systems, combustion equipment stacks, medical-surgical vacuum systems, plumbing vent stacks, or from areas which may collect vehicular exhaust and other noxious fumes. The bottom of outdoor air intakes serving central systems shall be located as high as
practical but not less than 6 feet (1.83m) above ground level, or if installed above the roof, 3 feet (91 cm) above roof level.

(b) The ventilation systems shall be designed and balanced to provide the pressure relationship as shown in Table 1.

(c) The bottoms of ventilation openings shall be not less than 3 inches (7.6 cm) above the floor of any room.

(d) Corridors may not be used to supply air to or exhaust air from any room, except that air from corridors may be used to ventilate bathrooms, toilet rooms, janitors’ closets, and small electrical or telephone closets opening directly on corridors.

(e) All central ventilation or air conditioning systems shall be equipped with filters having efficiencies no less than those specified in Table 2. The filter bed shall be located upstream of the air conditioning equipment, unless a prefilter is employed. In this case, the prefilter shall be upstream of the equipment and the main filter bed may be located further downstream.

(f) All filter or filters efficiencies shall be average atmospheric dust spot efficiencies tested in accordance with ASHRAE Standard 52-68. Filter frames shall be durable and carefully dimensioned and shall provide an airtight fit with the enclosing duct work. All joints between filter segments and the enclosing duct work shall be gasketed or sealed to provide a positive seal against air leakage. A manometer shall be installed across each filter bed serving central air systems.

(g) Air handling duct systems shall meet the requirements of NFPA Standard 90A, 1976 Edition.

(h) Fire and smoke dampers shall be constructed, located, and installed in accordance with the requirements of NFPA Standard 90A, 1976 Edition. Return, supply, and exhaust ducts which pass through a required smoke barrier, through which smoke can be transferred to another zone shall be provided with smoke dampers at the barrier, controlled to close automatically to prevent flow of air-laden smoke in either direction. Smoke dampers shall be equipped with automatic remote control reset devices except that manual reopening will be permitted if smoke dampers are conveniently located. All air ducts which pass through a required smoke barrier shall be provided with smoke damper at the barrier, actuated by smoke or products of combustion (other than heat) detectors. Smoke dampers shall actuate by smoke detectors located in the ducts at the smoke barrier, or by the smoke detectors used to close smoke barrier doors. All devices shall be interlocked with the fire alarm system. Reference should be made to the Life Safety Code, Chapter 10, NFPA 101.

(i) In new construction and existing facilities, exhaust hoods in food preparation centers shall have an air movement exhaust rate of not less than 50 feet per minute in the direction of the exhaust as measured at the front edge of the cooking surface. All hoods over cooking surfaces shall be in compliance with NFPA, #96, 1973 Edition, Standard for the Installation of Equipment for the Removal of Smoke and Grease-laden Vapors from Commercial Cooking Equipment.

(j) New Construction and Existing Facilities. Boiler rooms shall be provided with sufficient outdoor air to maintain combustion rates of equipment and to limit temperatures in working stations to 97°F (36°C) effective temperature as defined by ASHRAE Handbook of Fundamentals.
R. Air Conditioning. All new facilities shall be equipped with a properly maintained air conditioning system capable of maintaining 75° throughout the patients’ section of the building. The system shall be in compliance with ASHRAE and NFPA Code and all State and local codes.

S. Screens, New Construction and Existing Facilities.

(1) Health care facilities shall be protected effectively to prevent the entrance and harborage of rodents and insects. Screening, rat-proofing devices, or other approved deterrents shall be installed and effectively maintained.

(2) All openings to the outside air shall be protected effectively against the entrance of insects by closed doors, closed windows, or other means.

(3) Openings for which the intended use is to provide for the normal flow of ingress and egress of traffic shall be protected by self-closing doors.

(4) Doors and windows normally operated in the open position to provide ventilation shall be screened with wire screen or its equal, not less than 16 meshes per linear inch.

(5) All screened doors shall be equipped with self-closing devices and when closed shall fit tightly enough to prevent entrance of rodents and insects.

(6) Window screens shall fit closely enough to keep out rodents and insects and shall be adjusted easily.

(7) Screened doors and windows shall be installed and maintained in accordance with applicable fire and safety codes and COMAR 10.15.03 Food Service Facilities. Maintenance and installation may not be in conflict with other applicable laws, regulations, codes, or ordinances.

X. Plumbing. All plumbing shall be installed in conformance with existing building and sanitary regulations except that, in existing facilities, a nonconforming installation which is not an immediate hazard shall be corrected upon replacement.

Y. Sewage. The facility shall be serviced by a public sewage disposal system if available.

Z. Private Sewage Disposal Approval. If no approved public sewerage system is available, a private sewage disposal may be accepted, if approved by the Department. Private systems shall comply with COMAR 26.04.02.

AA. Water Supply. Facilities shall be served by water from a safe public water supply, if available, as determined by the Department.

BB. Approval of Private Water Supply. If a safe public water supply is not available, a private water supply may be used if it is approved by the Department.

DD. Adequacy of Pressure. The water supply shall be adequate in quantity and delivered under sufficient pressure to satisfactorily serve fixtures in the facility. A minimum pressure of 15 psi is required at top floor fixtures during demand period.

EE. Temperature. The water heating equipment shall supply adequate amounts of water according to the following temperature guidelines for:
(1) Washing, bathing, and other personal use, not more than 120°F or less than 100°F;

(2) Food preparation use, in conformance with COMAR 10.15.03; and

(3) Laundry use, in conformance with the water supply standards of the American Laundry Institute.

FF. Smoking. Each patient who must be confined to a bed for the greater part of the day shall be asked about his sensitivity or objection to smoking. Insofar as possible, non-smokers shall be housed with other non-smokers. Smoking areas shall be designated and ash trays of non-combustible material and safe design shall be provided. Patients may not smoke in bed except when confined to bed and supervised by a competent employee during the entire period of smoking.

Agency Note: In developing the facility's policy regarding smoking, refer to Health-General Article, §24-205, Annotated Code of Maryland.

Amenities

E. Drinking Fountains. One public drinking fountain shall be provided one each floor, usable from a wheelchair.

Outdoor Area

(4) The grounds shall be kept clean, neat, attractive, and free of hazards.

New Construction: Facility-Wide

A. New Construction. In new construction, a separate room or rooms shall be provided for the administrator and staff.

Sufficient areas shall be provided to accommodate all necessary office furniture, files, and other equipment, including provision for the safe storage of patients' valuables.

D. Employee Facilities—New Construction. In new construction, separate locker rooms and toilet facilities shall be provided for male and female employees in each facility.