Housekeeping/Laundry/Maintenance

(3) MAINTENANCE. All furnishings and equipment shall be maintained in a usable, safe and sanitary condition.

(4) STERILIZATION OF SUPPLIES AND EQUIPMENT. Each facility shall provide sterilized supplies and equipment by one or more of the following methods:

(a) Use of an autoclave;

(b) Use of disposable, individually wrapped, sterile supplies such as dressings, syringes, needles, catheters, and gloves;

(c) Sterilization services under a written agreement with another facility; or

(d) Other sterilization procedures when approved in writing by the department.

(5) SANITIZATION OF UTENSILS. Utensils such as individual bedpans, urinals, and wash basins which are in use shall be sanitized in accordance with acceptable sanitization procedures on a routine schedule. These procedures shall be done in an appropriate area.

(6) DISINFECTION OF RESIDENT GROOMING UTENSILS. Hair care tools such as combs, brushes, metal instruments, and shaving equipment which are used for more than one resident shall be disinfected before each use.

HFS 132.72 Housekeeping services. (1) REQUIREMENT. Facilities shall develop and implement written policies that ensure a safe and sanitary environment for personnel and residents at all times.

(2) CLEANING. (a) General. The facility shall be kept clean and free from offensive odors, accumulations of dirt, rubbish, dust, and safety hazards.

(b) Floors. Floors and carpeting shall be kept clean. Polishes on floors shall provide a nonslip finish. Carpeting or any other material covering the floors that is worn, damaged, contaminated or badly soiled shall be replaced

(c) Other surfaces. Ceilings and walls shall be kept clean and in good repair at all times. The interior and exterior of the buildings shall be painted or stained as needed to protect the surfaces. Loose, cracked, or peeling wallpaper or paint shall be replaced or repaired.

(d) Furnishings. All furniture and other furnishings shall be kept clean and in good repair at all times.

(e) Combustibles in storage areas. Attics, cellars and other storage areas shall be kept safe and free from dangerous accumulations of combustible materials. Combustibles such as cleaning rags and compounds shall be kept in closed metal containers.
(f) *Grounds.* The grounds shall be kept free from refuse, litter, and waste water. Areas around buildings, sidewalks, gardens, and patios shall be kept clear of dense undergrowth.

(3) **POISONS.** All poisonous compounds shall be clearly labeled as poisonous and, when not in use, shall be stored in a locked area separate from food, kitchenware, and medications.

(4) **GARBAGE.** (a) *Storage containers.* All garbage and rubbish shall be stored in leakproof, nonabsorbent containers with close-fitting covers, and in areas separate from those used for the preparation and storage of food. Containers shall be cleaned regularly. Paperboard containers shall not be used.

(b) *Disposal.* Garbage and rubbish shall be disposed of promptly in a safe and sanitary manner.

(5) **LINEN AND TOWELS.** Linens shall be handled, stored, processed, and transported in such a manner as to prevent the spread of infection. Soiled linen shall not be sorted, rinsed, or stored in bathrooms, residents’ rooms, kitchens, food storage areas, nursing units, or common hallways.

(6) **PEST CONTROL.** (a) *Requirement.* The facility shall be maintained reasonably free from insects and rodents, with harborage and entrances of insects and rodents eliminated.

(b) *Provision of service.* Pest control services shall be provided in accordance with the requirements of s. 94.705, Stats.

(c) *Screening of windows and doors.* All windows and doors used for ventilation purposes shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly installed and maintained to prevent entry of insects. Screen doors shall be self-closing and shall not interfere with exiting. Properly installed airflow curtains or fans may be used in lieu of screens.

(10) **JANITOR FACILITIES.** (a) Period B facilities shall have a ventilated janitor closet on each floor equipped with hot and cold running water and a service sink or receptor.

(b) Period C facilities shall have a mechanically ventilated janitor closet of adequate size on each floor and in the food service area, equipped with hot and cold running water and a service sink or receptor.

(11) **LAUNDRY FACILITIES.** (a) *Facilities.* A laundry room shall be provided unless commercial laundry facilities are used. Laundry facilities shall be located in areas separate from resident units and shall be provided with necessary washing, drying, and ironing equipment.

(b) *Work room.* When commercial laundries are used, a room for sorting, processing, and storing soiled linen shall be provided and shall have mechanical exhaust ventilation.

(c) *Period C.* In addition to the requirements of pars. (a) and (b), period C facilities shall have:

1. A soiled linen sorting room separate from the laundry, which shall be mechanically ventilated and under negative pressure.

2. A lavatory with both hot and cold running water, soap, and individual towels in the laundry area.

**Staff Area**
(b) Employee and family facilities. Toilets, baths, and lavatories for use by employees or family members shall be separate from those used by residents.

(8) FAMILY AND EMPLOYEE LIVING QUARTERS. Any family and employee living quarters shall be separate from the residents’ area.

(9) EMPLOYEE FACILITIES. (a) In period A and B facilities, space shall be provided for employee wraps, purses, and other personal belongings when on duty, but this space shall not be located in food preparation, food storage or utensil washing areas, or in residents’ rooms.

(b) In period C facilities, the following shall be provided for employees, and shall not be located in food preparation, food storage, utensil washing areas, or in residents’ rooms:

1. A room or rooms for employee wraps, with lockers for purses and other personal belongings when on duty;

2. Handwashing lavatories with soap dispenser, single-service towel dispenser, or other approved hand drying equipment; and

3. Toilet facilities separate from those used by residents.

(14) ADMINISTRATION AND ACTIVITY AREAS. In period C facilities:

(a) Administration and resident activity areas. Administration and resident activities areas shall be provided. The sizes of the various areas will depend upon the requirements of the facility. Some functions allotted separate spaces or rooms under par. (b) may be combined, provided that the resulting plan will not compromise acceptable standards of safety, medical and nursing practices, and the social needs of residents.

(b) Administration department areas shall include:

1. Business office;

2. Lobby and information center;

3. Office of administrator;

4. Admitting and medical records area;

5. Public and staff toilet room;

6. Office of director of nurses; and

7. Inservice training area.

(c) Resident activities areas shall include:

1. Occupational therapy;

2. Physical therapy;
3. Activity area; and
4. Beauty and barber shop.

(15) MIXED OCCUPANCY. Rooms or areas within the facility may be used for occupancy by
individuals other than residents and facility staff if the following conditions are met:

(a) The use of these rooms does not interfere with the services provided to the residents; and

(b) The administrator takes reasonable steps to ensure that the health, safety and rights of the
residents are protected.

Corridors, Floors, and Signage

(h) Floor coverings. Scatter rugs and highly polished, slippery floors are prohibited, except for
non-slip entrance mats. All floor coverings and edging shall be securely fastened to the floor or so
constructed that they are free of hazards such as curled and broken edges.

(2) CORRIDORS. (a) Handrails. Corridors used by residents shall be equipped with handrails firmly
secured on each side of the corridor.

(b) Size. 1. In period A facilities, all corridors in resident use areas shall be at least 4 feet wide.
2. In period B facilities, all corridors in resident use areas shall be at least 7 feet wide.
3. In period C facilities, all corridors in resident use areas shall be at least 8 feet wide.

(3) DOORS. (a) Size. 1. Doorways to residents' rooms, between residents' rooms and exits, and exit
doorways shall be at least 28 inches wide.
2. In period B and C facilities, doors to residents' rooms shall not be less than 3 feet 8 inches wide
and 6 feet 8 inches in height, and shall be at least one and three-quarter inches solid core wood or
equivalent construction.

(b) Latches. Each exit door shall have such latches or hardware that the door can be opened from
the inside by pushing against a single bar or plate or by turning a single knob or handle.

(c) Locks. 1. Exit doors from the building and from nursing areas and wards may not be hooked or
locked to prevent exit from the inside, unless this is authorized under s. HFS 132.33.

Note: See rules adopted under chs. Comm 61 to 65 for other restrictions on locking of exits.

2. No lock shall be installed on the door of a resident's room, unless:

a. The lock is operable from inside the room with a simple one-hand, one-motion operation
without the use of a key unless the resident is confined in accordance with s. HFS 132.33;

b. All personnel regularly assigned to work in a resident care area have in their possession a
master-key for the rooms in that area;

c. A master-key is available to emergency personnel such as the fire department; and
d. The resident is capable of following directions and taking appropriate action for self-preservation under emergency conditions.

(d) **Toilet room doors.** In period B and C facilities, resident toilet room doors shall be not less than 3 feet 0 inches by 6 feet 8 inches, and shall not swing into the toilet room unless they are provided with two-way hardware.

(e) **Thresholds.** In period B and C facilities, raised thresholds which cannot be traversed easily by a bed on wheels, a wheelchair, a drug cart, or other equipment on wheels shall not be used.

14. **‘Screens.’** All room openings to the out-of-doors shall be effectively screened. Screen doors shall be self-closing.

**Lighting, Noise, Temperature (HVAC), and Odors**

(4) **EMERGENCY POWER.** Emergency electrical service with an independent power source which covers lighting at nursing stations, telephone switchboards, exit and corridor lights, boiler room, fire alarm systems, and medical records when solely electronically based, shall be provided. The service may be battery operated if effective for at least 4 hours.

(6) **SPRINKLERS FOR FIRE PROTECTION.** (a) **Facilities licensed prior to December 1, 1974.** Unless all walls, partitions, piers, columns, floors, ceilings, roofs and stairs are built of noncombustible material, and all metallic structural members are protected by a noncombustible fire-resistant covering, facilities licensed prior to December 1, 1974 shall have automatic sprinkler protection throughout all buildings.

(7) **MECHANICAL SYSTEMS.** (a) **Water supply.** 1. A potable water supply shall be maintained at all times. If a public water supply is available, it shall be used. If a public water supply is not available, the well or wells shall comply with ch. NR 812.

2. An adequate supply of hot water shall be available at all times. The temperature of hot water at plumbing fixtures used by residents may not exceed the range of 110–115º F.

(b) **Sewage disposal.** All sewage shall be discharged into a municipal sewage system if available. Otherwise, the sewage shall be collected, treated, and disposed of by means of an independent sewage system approved under applicable state law and the local authority.

(c) **Plumbing.** The plumbing for potable water and drainage for the disposal of excreta, infectious discharge, and wastes shall comply with applicable state plumbing standards.

(d) **Heating and air conditioning.** 1. The heating and air conditioning systems shall be capable of maintaining adequate temperatures and providing freedom from drafts.

2. A minimum temperature of 72º F. (22º C.) shall be maintained during the day and at least 70º F. (21º C.) during the night in all bedrooms and in all other areas used by residents.

(e) **Incineration.** 1. Facilities for the incineration of soiled dressings and similar wastes, as well as garbage and refuse, shall be provided when other methods of disposal are not available.

2. An incinerator shall not be flue fed nor shall any upper floor charging chute be connected with the combustion chamber.
(g) **General lighting.** 1. Adequate lighting shall be provided in all areas of the facility. Lighting shall be of a type that does not produce discomfort due to high brightness, glare or reflecting surface. No candles, oil lanterns, or other open flame method of illumination may be used.

2. Period C facilities shall have night lighting.

(h) **Ventilation.** 1. The facility shall be well-ventilated through the use of windows, mechanical ventilation, or a combination of both. Rooms and areas which do not have outside windows and which are used by residents or personnel shall be provided with functioning mechanical ventilation to change the air on a basis commensurate with the type of occupancy.

2. All inside bathrooms and toilet rooms shall have mechanical ventilation to the outside.

3. In period A facilities, kitchens, bathrooms, utility rooms, janitor closets, and soiled linen rooms shall be ventilated.

4. In period B facilities, when mechanical ventilation is provided, the corridors, solaria, dining, living, and recreation areas shall be under positive pressure.

5. In period C facilities:
   a. Mechanical ventilation shall be provided to the resident area corridors, solaria, dining, living and recreation areas, and nursing station. These areas shall be under positive pressure.
   b. All rooms in which food is stored, prepared or served, or in which utensils are washed shall be well-ventilated. Refrigerated storage rooms need not be ventilated.

(i) **Elevators.** 1. In period B facilities, at least one elevator shall be provided when residents’ beds are located on one or more floors above or below the dining or service floor. The platform size of the elevator shall be large enough to hold a resident bed and attendant.

2. In period C facilities, at least one elevator shall be provided in the facility if resident beds or activities are located on more than one floor. The platform size of the elevator shall be large enough to hold a resident bed and an attendant.

(j) **Electrical.** 1. In all facilities, nonconductive wall plates shall be provided where the system is not properly grounded.

2. In period B and C facilities:
   a. At least one duplex-type outlet shall be provided for every resident’s bed; and
   b. Silent-type wall switches shall be provided.

3. In new construction begun after the effective date of this chapter, at least 2 duplex-type outlets shall be provided for each bed.

15. ‘Lighting.’ All rooms in which food or drink is stored or prepared or in which utensils are washed shall be well-lighted.
16. ‘Sewage contamination.’ Rooms subject to sewage or waste water backflow or to condensation or leakage from overhead water or waste lines shall not be used for storage or food preparation unless provided with acceptable protection from such contamination.

Amenities

(f) *Telephone.* There shall be at least one operational non-pay telephone on the premises and as many additional telephones as are deemed necessary in an emergency or required by s. HFS 132.84 (3).

Outdoor Area

(i) *Roads and sidewalks.* The ambulatory and vehicular access to the facility shall be kept passable and open at all times of the year. Sidewalks, drives, fire escapes, and entrances shall be kept free of ice, snow, and other obstructions.

New Construction: Facility-Wide

(5) **FIRE PROTECTION.** (a) *Carpeting.* Carpeting shall not be installed in rooms used primarily for the following purposes: food preparation and storage, dish and utensil washing, soiled utility workroom, janitor closet, laundry processing, hydro-therapy, toilet and bathing, resident isolation, and resident examination.

(e) *Vertical exit stairways.* At least one interior exit stairway shall be provided so that an enclosed protected path of at least one-hour fire-resistant construction is available for occupants to proceed with safety to the exterior of the facility.

(f) *Fire escapes.* In period A and period B facilities, outside fire escapes are permitted as one means of egress if they meet all of the following requirements:

1. Iron, steel, or concrete or other approved noncombustible material shall be used in the construction and support of the fire escape.

2. No part of access or travel in the path of exit shall be across a roof or other part of a facility which is of combustible construction.

3. Protection against fire in the facility shall be by blank or closed walls directly under the stairway and for a distance of 6 feet in all other directions. A window shall be permitted within this area if it is stationary, of steel sash construction, and is glazed with wire glass of not less than 1/4-inch thickness. The size of wire glass shall not exceed 1296 square inches with no dimension exceeding 54 inches in either length or width.

4. The fire escape shall be protected with a roof and at least partial sidewalls to prevent the accumulation of snow and ice.

5. The bottom riser shall terminate at ground level, with the last riser not more than the spacing of the riser above.

6. A tubular or spiral slide-type fire escape shall not be permitted.
(b) **Facilities licensed on or after December 1, 1974.** Except for the following, all facilities licensed on or after December 1, 1974 shall have automatic sprinkler protection throughout all buildings.

1. In the event of an addition to, or remodeling of, a facility licensed prior to December 1, 1974, the entire facility shall have automatic sprinkler protection throughout unless there is a 2-hour fire-rated partition wall between the old and new construction, in which case only the new or remodeled area shall be sprinklered.

2. In the event of the conversion of a portion of a recognized inpatient care facility in operation prior to December 1, 1974 to a facility licensed under this chapter, the facility shall have automatic sprinkler protection throughout unless there is a 2-hour fire-rated partition wall separating the portion of the facility licensed under this chapter from the rest of the building, in which case only the portion of the facility licensed under this chapter shall be sprinklered.