

## **400 PHYSICAL ENVIRONMENT**

### **401 GENERAL STANDARDS FOR EXISTING STRUCTURES**

#### **402 GENERAL**

Every institution must be maintained, managed, and equipped to provide adequate care, safety, and treatment of each resident.

#### **403 FACILITY GROUNDS AND PARKING**

- All homes shall be provided with dust free drives and parking lots.
- Parking areas shall be provided in a ratio of one (1) individual parking space for each five (5) licensed beds.

#### **404 DOORS**

- All exterior doors shall be effectively weather stripped
- Doors shall swing into rooms except closet, toilet, and exit doors.
- The doors to all rooms, toilets, baths, and closets shall be legibly marked with names or numbers, as appropriate to identify the area.
- Exit doors shall not be locked in such a way that a key is necessary to open the door from the inside of the building. A latch or other fastening device on the door shall be provided with a knob, handle, panic bar or other simple type of releasing device, which is part of the door handle hardware, of which the method of operation is obvious even in darkness.

#### **405 STANDARD PATIENT ROOMS, BATH, AND TOILET FACILITIES**

**405.1** Standard patient rooms shall not have more than five (5) beds.

**405.2** Single standard patient rooms shall measure at least one-hundred (100) square feet. Multi-patient rooms shall provide a minimum of seventy-two (72) square feet per bed. Patient beds shall be located in rooms and placed at least three (3) feet apart in all directions and so located as to avoid contamination (respiratory droplets), drafts, excessive heat, or other discomfort to patients, to provide adequate room for nursing procedures and to minimize the transmission of disease.

**405.3** Each standard patient room shall be equipped with or conveniently located near adequate toilet and bathing facilities; at least four (4) patients toilet facilities and three bathing units shall be provided for each thirty-five (35) beds. Each toilet facility shall be in a separate stall. Toilets shall be equipped with hand-washing facilities and toilet paper hangers.

- 405.4** Each standard patient room shall have hand-washing facilities with both hot and cold running water, unless adequately provided in a nearby room.
- 405.5** Each patient room shall have direct access to a corridor.
- 405.6** Rooms extending below ground level shall not be used for patients unless they are dry, well ventilated by required window space, and are otherwise suitable for occupancy. Non-ambulatory patients may not be housed below ground level.
- 405.7** Each patient room shall have a window not less than one-sixteenth (1/16) of the floor space or outside door arranged and located so that it can be opened from the inside. The window shall be so located that the patients have a reasonable outside view.
- 405.8** Each patient shall be provided with storage space, closet, or other enclosed space, within his/her room, for clothing and other possessions.

#### **406 INTENSIVE CARE ROOM**

An intensive care room shall be provided for each thirty-five (35) beds or major portion thereof and shall be located near the nurses' station. Each room shall have the standard square footage as set forth in these regulations. The room shall be provided with standard unit equipment and a lavatory with a gooseneck spout and elbow or wrist-action blade-handle controls, and a soap and a towel dispenser. At least one of these rooms is a single room which can be used for isolation.

#### **407 CORRIDORS**

Corridors in facilities licensed prior to 1973 shall be at least six (6) feet wide.

#### **408 HANDRAILS**

Standard handrails shall be provided on each side of the corridor in all areas used by patients; however, a six (6) foot passageway must be maintained. For six (6) foot corridors, a handrail shall be required only on one side.

#### **409 BEDPAN CLEANING AND STORAGE ROOM**

There shall be one properly equipped bedpan cleaning room with deep metal sink. In addition to bedpan cleaning equipment, appropriate hand-washing facilities shall be provided. The room shall include equipment for sterilization (unless a separate central sterilization is provided).

#### **410 DAY ROOM AND DINING ROOM**

A well lighted, clean, orderly, and ventilated room or rooms shall be provided for patient activities and for dining areas. A minimum of twenty (20) square feet per bed shall be provided for this purpose. At least half of the required area may be used for dining.

#### **411 CEILINGS, WALLS AND FLOORS**

##### **411.1 Ceilings**

Kitchens, and other rooms where food and drink are prepared shall have a smooth, non-perforated surface that is washable.

Wallpaper shall not be used.

#### **411.2 Walls**

The walls of the facility shall be a smooth surface with painted or equally washable finish:

- They shall be without cracks, and in conjunction with floors, shall be waterproof and free from spaces which may harbor ants and roaches. The walls in the examining room and treatment room shall have waterproof paint.
- All walls shall be kept clean and in good repair.

#### **411.1 Floors**

All floor surfaces throughout the building shall provide a surface or finish which is smooth, waterproof, grease proof, and resistant to heavy wear. Safety devices shall be provided on ramps. All floors in baths, toilets, lavatories, beneath kitchen dish washing facilities and bedpan rooms shall have a floor covering of a continuous type. No cracks or joints in the floor covering shall be permitted in these rooms. Carpet is permitted as floor covering for the following areas, provided the carpet meets the following requirements: The carpet has a flame spread rating of seventy-five (75) or less, has a smoke density of one-hundred (100) or less, when the carpet is treated in accordance with NFPA 253, Flooring Radiant Panel Test.

- Offices
- Corridors
- Chapels
- Day rooms

No pad will be permitted under the carpet. The carpet is to be glued directly to the floor. Prior approval by the Division is required before the carpet is installed. In nursing homes where carpet is installed, the home must furnish equipment and have written cleaning procedures to clean and maintain the carpet. This equipment must include, as a minimum, a shampooer and wet/dry vacuum.

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### **412 HEATING AND COOLING**

**412.1** The institution shall be equipped with heating and cooling equipment that will maintain a minimum temperature of seventy-five (75) degrees F during winter

and eighty (80) degrees F during summer in all patient areas when the temperature outside does not exceed ninety-five (95) degrees F. If temperature outside exceeds one-hundred (100) degrees F, there shall be a fifteen (15) degree F difference in exterior to interior temperature. If air conditioner should break down or malfunction, the OLTC should be notified immediately. Patients' toilets and bathroom temperature shall be maintained at eighty (80) degrees F.

**412.2** Central heating systems shall be provided with Underwriters; approved temperature controls throughout the building.

#### **413 LIGHTING**

**413.1** Each patient's room shall have natural lighting during the day and have general lighting at night. Natural lighting shall be augmented when necessary by artificial illumination.

**413.2** Approved "exit" lights shall be provided at all exit areas and shall be continuously illuminated.

#### **414 EMERGENCY POWER**

The facility shall provide an emergency source of electrical power necessary to protect the health and safety of patients in the event the normal electrical supply is interrupted. The emergency electrical power system must supply power adequate at least for lighting in all means of egress; equipment to maintain fire detection, alarm, and extinguishing systems. Dry battery or wet-cell batteries may be used as emergency power in facilities where life support systems are not used.

Where life support systems are used, emergency electrical service is provided by an emergency generator located on the premises.

#### **415 WATER SERVICE**

**415.1** The water supply used by the institution shall meet the requirements of the Department of Health.

**415.2** There shall be procedures to ensure water to all essential areas in the event of loss of normal water supply.

**415.3** The water service shall be brought into the building to comply with the requirements of the Arkansas State Plumbing Code and shall be free of cross connections.

##### **415.4 Hot Water Heaters**

**415.4.1** Hot water heating and storage equipment shall have sufficient capacity to supply four (4) gallons of water at one-hundred ten (110) degrees F (43 degrees C), per hour per bed for institution fixtures, one (1) gallon at one-hundred sixty (160) degrees F (71 degrees C), per hour per bed for the laundry and one (1) gallon at one-hundred eight (180) degrees F (82 degrees C) per hour per bed

for the kitchen. The water temperature in patient areas shall not exceed one-hundred ten (110) degrees F (49 degrees C).

- 415.4.2** The hot water storage tank, or tanks, shall have a capacity equal to forty (40) percent of heater capacity.
- 415.4.3** Tanks and heaters shall be fitted with pressure temperature relief valves.
- 415.4.4** Temperatures of hot water at plumbing fixtures used by residents shall be automatically regulated by control valves. Water temperature in patient areas shall be checked weekly.
- 415.4.5** All gas, oil, or coal heaters shall be vented to the outside.

#### **415.5 Plumbing and Other Piping Systems**

All plumbing systems shall be designed and installed in accordance with the requirements of Arkansas State Plumbing Code. From the cold water service and hot water tanks, cold water and hot water mains and branches shall be run to supply all plumbing fixtures and equipment which require hot and cold water or both for their operation. Pipes shall be sized to supply hot and cold water to all fixtures with a minimum pressure of fifteen (15) pounds at the top floor fixtures during maximum demand periods.

- 415.5.1** Water closets shall be the elongated type, and water closet seats shall be of the open-front type.
- 415.5.2** Gooseneck spouts shall be used for patients' lavatories and sinks which may be used for filling pitchers.
- 415.5.3** Knee, elbow, wrist, or foot action faucets shall be used in treatment rooms.
- 415.5.4** An electrically operated water fountain shall be so located as to be accessible to patients.
- 415.5.5** Backflow preventers (vacuum breakers) shall be installed with any water supply fixture where the outlet's end may at times be submerged. Examples of such fixtures are hoses, sprays, direct flushing valves, aspirators and under-rim water supply connections to a plumbing fixture or receptacle in which the surface of the water in the fixture or receptacle is exposed at all times to atmospheric pressure.

#### **416 NURSES' STATION**

Nurses' stations shall be provided and so designated that they contain a minimum of sixty (60) square feet per each thirty-five (35) bed patient unit, and are not more than one-hundred twenty (120) linear feet from each patient room. The station shall include adequate storage and preparation areas(s), medication, toilet and hand-washing facilities, and sufficient lighting.

**416.1** Separate utility room shall be provided for clean items and soiled items for each nurses' station. They shall be mechanically ventilated to the outside and adequately lighted. Two or more electrical convenience outlets shall be provided for each utility room. Blade handle control faucets shall be provided. Gooseneck spouts shall be in a separate room and ventilated to the outside.

**416.2** Closet for soiled linens shall be provided for each nurses' station. This dirty linen storage shall be in a separate room and ventilated to the outside.

#### **417 JANITORS' CLOSETS**

Janitors' closets shall be provided for each nursing unit, and a separate janitor's closet shall be provided within the kitchen area. These closets shall be provided with hot and cold running water, a floor receptor or service sink, and shelves for the storage of janitorial equipment and supplies. The closets shall be mechanically vented to the outside. Janitor closets in patient areas must be kept locked.

#### **418 NURSES' CALL SYSTEM**

A nurses' call system comprised of an electric buzzer and/or light system shall be so designed that the location of a call can be determined from the corridor and nurses' station. In addition emergency call stations shall be provided in all patient bath, toilet and shower areas. Wireless nurse call systems may be substituted for wired call systems. Wireless call systems shall meet the requirements set forth in Section 440 of these regulations.

#### **419 FIRE ALARM SYSTEM**

Each nursing home shall have an electrically-supervised, manually-operated fire alarm system in accordance with Section 6-3 NFPA 101, Life Safety Code handbook that applies to their nursing home.

#### **420 PHYSICAL ENVIRONMENT**

#### **421 STANDARDS FOR NEW CONSTRUCTION AND/OR ALTERATIONS**

#### **422 GENERAL**

**422.1** A "new institution" is one which had plan approved by the Office of Long Term Care and began operation and/or construction or renovation of a building for the purpose of operating an institution on or after the adoption date of these regulations. The regulations and codes governing new institutions apply if and when the institution proposes to begin operation in a building not previously and continuously used as an institution licensed under these regulations.

**422.2** Additions to existing facilities shall meet the standard for new construction.

**422.1** The requirements outlined under section 1400, General Standards for Existing Structures, also apply when applicable.

#### **423 SITE LOCATION, INSPECTION, APPROVALS AND SUBSOIL INVESTIGATION**

- 423.1 The building site shall afford good drainage and shall not be subject to flooding or be located near insect breeding areas, noise, or other nuisance producing locations, or hazardous locations, industrial developments, airports, railways, or near penal or other objectionable institutions or near a cemetery. The site shall afford the safety of patients and not be subject to air pollution.
- 423.2 A site shall be adequate to accommodate roads and walks within the lot lines to at least the main entrance, ambulance entrance, and service entrance. All facility sites shall contain enough square footage to provide at least as much space for walks, drives, and lawn space as the square footage contained in the building.
- 423.3 The building site shall be inspected and approved by the Division before construction is begun.

#### **424 SUBMISSION OF PLANS, SPECIFICATIONS, AND ESTIMATES**

- 424.1 When construction is contemplated either for new buildings, additions, or major alterations in excess of One-Hundred-Thousand dollars (\$100,000), plans and specifications shall be submitted in duplicate one (1) to the OLTC and one (1) to the Plumbing Division of the Arkansas Department of Health, for review, along with a copy of the statement of approval from the Comprehensive Health Planning Agency. Final plan approval will be given by the OLTC.
- 424.2 Such plans and specifications should be prepared by a registered professional engineer or an architect licensed in the State of Arkansas (Act 270 of 1941 as amended) and should be drawn to scale with the title and date shown thereon. The Division shall be a minimum of three (3) weeks to review the drawing and specifications and submit their comments to the applicant. Any proposed deviations from the approved plans and specifications shall be submitted to the Division prior to making any changes. Construction cannot start until approval of plans and specifications have been reviewed from the Division. The Division shall be notified as soon as construction of a new building or alteration to an existing facility is started.
- 424.3 An estimate shall accompany all working plans and specifications when the total cost of construction is more than One-Hundred-Thousand dollars (\$100,000).
- 424.4 Representatives from the Division shall have access to the construction premises and the construction project for purposes of making whatever inspections deemed necessary throughout the course of construction.

#### **425 PLANS AND SPECIFICATIONS**

- 425.4 All institutions licensed under these standards shall be designated and constructed to substantially comply with pertinent local and state laws, codes, ordinances, and standards. All new nursing home construction shall be in accordance with requirements of Section 10-132 if NFPA Standard 101, 1973 edition.

Plans shall be submitted to the Division in the following stages.

#### **425.1.1 Preliminary Submission**

Architect preparing plans should contact Office of Long Term Care for preliminary review.

#### **425.1.2 Final Submission**

Step (1) Working drawings and specifications which shall be well prepared so that clear and distinct prints may be obtained; accurate dimensions and including all necessary explanatory notes, schedules and legends. Working drawings shall be complete and adequate for contract purposes. Separate drawings shall be prepared for each of the following branches of work; architectural, structural, mechanical and electrical; and shall include the following:

- Approved plan showing all new topography, newly established levels and grades, existing structures on the site (if any), new buildings and structures, roadways, walks, and the extent of the areas to be seeded. All structures and improvements which are to be removed under the construction contract shall be shown. A print of the survey shall be included with the working drawings.
- Plan of each floor and roof.
- Elevations of each façade.
- Sections through building
- Scale and full size details as necessary to properly indicate portions of the work.
- Schedule of finishes.

Step (2) Equipment Drawings: Large scale drawings of typical and special rooms indicating all fixed equipment and major items of furniture and movable equipment.

Step (3) Structural Drawings:

- Plans of foundations, floors, roofs, and all intermediate levels shall show a complete design with sizes, sections, and the relative location of the various members. Schedule of beams, girders, and columns shall be included.
- Floor levels, column centers, and offsets shall be dimensioned.



- Special openings and pipe sleeves shall be dimensioned or otherwise noted for easy reference.
- Details of all special connections, assemblies, and expansion joints shall be given.

Step (4) Mechanical Drawings: The drawings with specifications shall show the complete heating, steam piping and ventilation systems, plumbing, drainage and standpipe system, and laundry.

- Heating, steam piping, and air-conditioning systems.
  1. Radiators and steam heated equipment, such as sterilizers, warmers, and steam tables.
  2. Heating and steam mains and branches with pipe sizes.
  3. Sizes, types, and heating surfaces of boilers, furnaces, with stokers and oil burners, if any.
  4. Pumps, tanks, boiler breeching and piping and boiler room accessories.
  5. Air-conditioning systems with required equipment, water and refrigerant piping, and ducts.
  6. Exhaust and supply ventilating systems with steam connections and piping.
  7. Air quantities for all room supply and exhaust ventilating duct openings.
- Plumbing, drainage, and standpipe systems:
  1. Size and elevation of: Street sewer, house sewer, house drains, street water main and water service into the building.
  2. Locations and size of soil, waste, and vent stacks with connections to house drains, clean outs, fixtures, and equipment.
  3. Size and location of hot, cold and circulating mains, branches and risers from the service entrance and tanks.

4. Riser diagram to show all plumbing stacks with vents, water risers, and fixture connections.
  5. Gas, oxygen, and special connections.
  6. Plumbing fixtures and equipment which require water and drain connections.
- Elevators and dumbwaiters: Details and dimensions of shaft, pit and machine room; sizes of car platform and doors.
  - Kitchens, laundry, refrigeration and laboratories; These shall be detailed at a satisfactory scale to show the location, size, and connections of all fixed equipment.

Step (5) Electrical Drawings:

- Drawings shall show all electrical wirings, outlets, smoke detectors, and equipment which require electrical connections.
- Electrical Service entrances with switches, and feeders to the public service feeders shall be shown.
- Plan and diagram showing main switchboard power panels, light panels, and equipment.
- Light outlets, receptacles, switches, power outlets, and circuits.
- Nurses' call systems with outlets for beds, duty stations, door signal lights, enunciators, and wiring diagrams.
- Fire alarm system with stations, signal devices, control board and wiring diagrams.
- Emergency electrical system with outlets, transfer switch, source of supply, feeders and circuits.

Step (6) Specifications: Specifications shall supplement the drawings to fully describe types, sizes, capacities, workmanships, finishes, and other characteristics of all materials and equipment and shall include the following:

- Cover or title sheet
- Index

- General conditions
- General Requirements
- Sections describing material and workmanship in detail for each class of work.

## **426 CODES AND STANDARDS**

The following codes and standards are incorporated into and made a part of these regulations:

- 426.1** The 1973 edition of the National Fire Code (NFPA) applies to new construction and alterations or additions to existing facilities. This edition includes NFPA No. 101, Life Safety Code (1973).
- 426.2** The 1967-68 edition of the National Fire Code (NFPA) applies to existing facilities which met such standards as of June 1, 1976.
- 426.3** American National Standards Institute (ANSI) Standard No. A117.1, American Standard Specifications for making building and facilities accessible to, and usable by, the physically handicapped.
- 426.4** Arkansas State Plumbing Code.
- 426.5** Fire Resistance Index 1971, Underwriters Laboratories, Inc.
- 426.6** Handbook of Fundamentals, American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE), United Engineer Center, 345 East 47<sup>th</sup> Street, New York, New York 10017.
- 426.7** Method of Test for Surface Burning characteristics of Building Materials, Standard No. E 84-61 American Society for Testing and Materials (ASTM) Standard No. 84-61, 1961 Race Street, Philadelphia, Pennsylvania 19103.
- 426.8** Methods of Fire Test of Building construction and Materials. Standard No. E 119, American Society of Testing and Materials (ASTMO), 1961 Race Street, Philadelphia, Pennsylvania 19103.
- 426.9** Minimum Power Supply Requirements, Bulletin No. XR4-10 National Electrical Manufacturers Association (NEMA) 155 East 44<sup>th</sup> Street, New York, New York 10017.

## **427 STANDARD PATIENT ROOM AND TOILET DESIGN**

- 427.1** Built-in closets shall be provided in each patient room for storage of clothing and other possessions.
- 427.2** Each patient bed shall be provided with a suitable fixed light equipped with a non-combustible shade to prevent direct glare for reading or other purposes, and capable of being switched on and off by the patient.

- 427.3** To ensure privacy in multi-patient rooms, each bed shall be provided with fixed flame retardant cubicle curtain.
- 427.4** Each patient room shall have an adequate toilet, bathing and hand-washing facility with hot and cold running water unless provided in an adjacent room.
- 427.5** Each room has direct access to a corridor and outside exposure, with the floor at or above grade level.
- 427.6** Every patient unit shall be provided with a bedside cabinet with at least two enclosed storage spaces. The top drawer shall be for storage of personal items and the bottom for individually assigned bedpans, urinals, etc.
- 427.7** Standard patient rooms shall measure at least one-hundred (100) square feet. Multi-patient rooms shall provide a minimum of eighty (80) square feet per bed.
- 427.8** Multi-patient rooms shall be limited to four beds.

#### **428 INTENSIVE CARE ROOM DESIGN**

Other than requirements set forth for existing structures, 406, an intensive care room shall be mechanically vented to the outside and provided with a standard private toilet and hand-washing facility. The intensive care room may also serve as an isolation room.

#### **429 CORRIDORS**

Corridors shall be at least eight (8) feet wide.

#### **430 LAUNDRY**

Laundry in new facilities must provide complete separation (by partition) of the soiled laundry area (including washer) and the clean laundry area. A lavatory with soap and towel dispensers must be provided for the staff in each area, and a rinsing sink provided in the soiled laundry area. A linen folding table must be provided in the clean laundry area. If the laundry area is included in the main nursing home building, it shall be so located as to be as remove as possible from the patient area.

#### **431 STORAGE**

There shall be a minimum of five (5) square feet per bed for general storage space provided in those cases where built-in closets are provided in patient rooms. It is recommended that this be concentrated in one general area except for small storage areas within the nursing units for wheelchairs, patient lifts, walkers, etc.

#### **432 DIETETIC SERVICE AREA (LESS DINING AREAS)**

- 432.1** The kitchen shall be located conveniently to the dining area. (Separation of the kitchen and dining areas by corridors should be avoided.)

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- 415.4.2** The hot water storage tank, or tanks, shall have a capacity equal to forty (40) percent of heater capacity.
- 415.4.3** Tanks and heaters shall be fitted with pressure temperature relief valves.
- 415.4.4** Temperatures of hot water at plumbing fixtures used by residents shall be automatically regulated by control valves. Water temperature in patient areas shall be checked weekly.
- 415.4.5** All gas, oil, or coal heaters shall be vented to the outside.

#### **415.5 Plumbing and Other Piping Systems**

All plumbing systems shall be designed and installed in accordance with the requirements of Arkansas State Plumbing Code. From the cold water service and hot water tanks, cold water and hot water mains and branches shall be run to supply all plumbing fixtures and equipment which require hot and cold water or both for their operation. Pipes shall be sized to supply hot and cold water to all fixtures with a minimum pressure of fifteen (15) pounds at the top floor fixtures during maximum demand periods.

- 415.5.1** Water closets shall be the elongated type, and water closet seats shall be of the open-front type.
- 415.5.2** Gooseneck spouts shall be used for patients' lavatories and sinks which may be used for filling pitchers.
- 415.5.3** Knee, elbow, wrist, or foot action faucets shall be used in treatment rooms.
- 415.5.4** An electrically operated water fountain shall be so located as to be accessible to patients.
- 415.5.5** Backflow preventers (vacuum breakers) shall be installed with any water supply fixture where the outlet's end may at times be submerged. Examples of such fixtures are hoses, sprays, direct flushing valves, aspirators and under-rim water supply connections to a plumbing fixture or receptacle in which the surface of the water in the fixture or receptacle is exposed at all times to atmospheric pressure.

#### **416 NURSES' STATION**

Nurses' stations shall be provided and so designated that they contain a minimum of sixty (60) square feet per each thirty-five (35) bed patient unit, and are not more than one-hundred twenty (120) linear feet from each patient room. The station shall include adequate storage and preparation areas(s), medication, toilet and hand-washing facilities, and sufficient lighting.

**416.1** Separate utility room shall be provided for clean items and soiled items for each nurses' station. They shall be mechanically ventilated to the outside and adequately lighted. Two or more electrical convenience outlets shall be provided for each utility room. Blade handle control faucets shall be provided. Gooseneck spouts shall be in a separate room and ventilated to the outside.

**416.2** Closet for soiled linens shall be provided for each nurses' station. This dirty linen storage shall be in a separate room and ventilated to the outside.

#### **417 JANITORS' CLOSETS**

Janitors' closets shall be provided for each nursing unit, and a separate janitor's closet shall be provided within the kitchen area. These closets shall be provided with hot and cold running water, a floor receptor or service sink, and shelves for the storage of janitorial equipment and supplies. The closets shall be mechanically vented to the outside. Janitor closets in patient areas must be kept locked.

#### **418 NURSES' CALL SYSTEM**

A nurses' call system comprised of an electric buzzer and/or light system shall be so designed that the location of a call can be determined from the corridor and nurses' station. In addition emergency call stations shall be provided in all patient bath, toilet and shower areas. Wireless nurse call systems may be substituted for wired call systems. Wireless call systems shall meet the requirements set forth in Section 440 of these regulations.

#### **419 FIRE ALARM SYSTEM**

Each nursing home shall have an electrically-supervised, manually-operated fire alarm system in accordance with Section 6-3 NFPA 101, Life Safety Code handbook that applies to their nursing home.

#### **420 PHYSICAL ENVIRONMENT**

#### **421 STANDARDS FOR NEW CONSTRUCTION AND/OR ALTERATIONS**

#### **422 GENERAL**

**422.1** A "new institution" is one which had plan approved by the Office of Long Term Care and began operation and/or construction or renovation of a building for the purpose of operating an institution on or after the adoption date of these regulations. The regulations and codes governing new institutions apply if and when the institution proposes to begin operation in a building not previously and continuously used as an institution licensed under these regulations.

**422.2** Additions to existing facilities shall meet the standard for new construction.

**422.1** The requirements outlined under section 1400, General Standards for Existing Structures, also apply when applicable.

#### **423 SITE LOCATION, INSPECTION, APPROVALS AND SUBSOIL INVESTIGATION**

- 423.1** The building site shall afford good drainage and shall not be subject to flooding or be located near insect breeding areas, noise, or other nuisance producing locations, or hazardous locations, industrial developments, airports, railways, or near penal or other objectionable institutions or near a cemetery. The site shall afford the safety of patients and not be subject to air pollution.
- 423.2** A site shall be adequate to accommodate roads and walks within the lot lines to at least the main entrance, ambulance entrance, and service entrance. All facility sites shall contain enough square footage to provide at least as much space for walks, drives, and lawn space as the square footage contained in the building.
- 423.3** The building site shall be inspected and approved by the Division before construction is begun.

#### **424 SUBMISSION OF PLANS, SPECIFICATIONS, AND ESTIMATES**

- 424.1** When construction is contemplated either for new buildings, additions, or major alterations in excess of One-Hundred-Thousand dollars (\$100,000), plans and specifications shall be submitted in duplicate one (1) to the OLTC and one (1) to the Plumbing Division of the Arkansas Department of Health, for review, along with a copy of the statement of approval from the Comprehensive Health Planning Agency. Final plan approval will be given by the OLTC.
- 424.2** Such plans and specifications should be prepared by a registered professional engineer or an architect licensed in the State of Arkansas (Act 270 of 1941 as amended) and should be drawn to scale with the title and date shown thereon. The Division shall be a minimum of three (3) weeks to review the drawing and specifications and submit their comments to the applicant. Any proposed deviations from the approved plans and specifications shall be submitted to the Division prior to making any changes. Construction cannot start until approval of plans and specifications have been reviewed from the Division. The Division shall be notified as soon as construction of a new building or alteration to an existing facility is started.
- 424.3** An estimate shall accompany all working plans and specifications when the total cost of construction is more than One-Hundred-Thousand dollars (\$100,000).
- 424.4** Representatives from the Division shall have access to the construction premises and the construction project for purposes of making whatever inspections deemed necessary throughout the course of construction.

#### **425 PLANS AND SPECIFICATIONS**

- 425.4** All institutions licensed under these standards shall be designated and constructed to substantially comply with pertinent local and state laws, codes, ordinances, and standards. All new nursing home construction shall be in accordance with requirements of Section 10-132 if NFPA Standard 101, 1973 edition.

Plans shall be submitted to the Division in the following stages.

#### **425.1.1 Preliminary Submission**

Architect preparing plans should contact Office of Long Term Care for preliminary review.

#### **425.1.2 Final Submission**

Step (1) Working drawings and specifications which shall be well prepared so that clear and distinct prints may be obtained; accurate dimensions and including all necessary explanatory notes, schedules and legends. Working drawings shall be complete and adequate for contract purposes. Separate drawings shall be prepared for each of the following branches of work; architectural, structural, mechanical and electrical; and shall include the following:

- Approved plan showing all new topography, newly established levels and grades, existing structures on the site (if any), new buildings and structures, roadways, walks, and the extent of the areas to be seeded. All structures and improvements which are to be removed under the construction contract shall be shown. A print of the survey shall be included with the working drawings.
- Plan of each floor and roof.
- Elevations of each façade.
- Sections through building
- Scale and full size details as necessary to properly indicate portions of the work.
- Schedule of finishes.

Step (2) Equipment Drawings: Large scale drawings of typical and special rooms indicating all fixed equipment and major items of furniture and movable equipment.

Step (3) Structural Drawings:

- Plans of foundations, floors, roofs, and all intermediate levels shall show a complete design with sizes, sections, and the relative location of the various members. Schedule of beams, girders, and columns shall be included.
- Floor levels, column centers, and offsets shall be dimensioned.

- Special openings and pipe sleeves shall be dimensioned or otherwise noted for easy reference.
- Details of all special connections, assemblies, and expansion joints shall be given.

Step (4) Mechanical Drawings: The drawings with specifications shall show the complete heating, steam piping and ventilation systems, plumbing, drainage and standpipe system, and laundry.

- Heating, steam piping, and air-conditioning systems.
  1. Radiators and steam heated equipment, such as sterilizers, warmers, and steam tables.
  2. Heating and steam mains and branches with pipe sizes.
  3. Sizes, types, and heating surfaces of boilers, furnaces, with stokers and oil burners, if any.
  4. Pumps, tanks, boiler breeching and piping and boiler room accessories.
  5. Air-conditioning systems with required equipment, water and refrigerant piping, and ducts.
  6. Exhaust and supply ventilating systems with steam connections and piping.
  7. Air quantities for all room supply and exhaust ventilating duct openings.
- Plumbing, drainage, and standpipe systems:
  1. Size and elevation of: Street sewer, house sewer, house drains, street water main and water service into the building.
  2. Locations and size of soil, waste, and vent stacks with connections to house drains, clean outs, fixtures, and equipment.
  3. Size and location of hot, cold and circulating mains, branches and risers from the service entrance and tanks.

4. Riser diagram to show all plumbing stacks with vents, water risers, and fixture connections.
  5. Gas, oxygen, and special connections.
  6. Plumbing fixtures and equipment which require water and drain connections.
- Elevators and dumbwaiters: Details and dimensions of shaft, pit and machine room; sizes of car platform and doors.
  - Kitchens, laundry, refrigeration and laboratories; These shall be detailed at a satisfactory scale to show the location, size, and connections of all fixed equipment.

Step (5) Electrical Drawings:

- Drawings shall show all electrical wirings, outlets, smoke detectors, and equipment which require electrical connections.
- Electrical Service entrances with switches, and feeders to the public service feeders shall be shown.
- Plan and diagram showing main switchboard power panels, light panels, and equipment.
- Light outlets, receptacles, switches, power outlets, and circuits.
- Nurses' call systems with outlets for beds, duty stations, door signal lights, enunciators, and wiring diagrams.
- Fire alarm system with stations, signal devices, control board and wiring diagrams.
- Emergency electrical system with outlets, transfer switch, source of supply, feeders and circuits.

Step (6) Specifications: Specifications shall supplement the drawings to fully describe types, sizes, capacities, workmanships, finishes, and other characteristics of all materials and equipment and shall include the following:

- Cover or title sheet
- Index

- General conditions
- General Requirements
- Sections describing material and workmanship in detail for each class of work.

## **426 CODES AND STANDARDS**

The following codes and standards are incorporated into and made a part of these regulations:

- 426.1** The 1973 edition of the National Fire Code (NFPA) applies to new construction and alterations or additions to existing facilities. This edition includes NFPA No. 101, Life Safety Code (1973).
- 426.2** The 1967-68 edition of the National Fire Code (NFPA) applies to existing facilities which met such standards as of June 1, 1976.
- 426.3** American National Standards Institute (ANSI) Standard No. A117.1, American Standard Specifications for making building and facilities accessible to, and usable by, the physically handicapped.
- 426.4** Arkansas State Plumbing Code.
- 426.5** Fire Resistance Index 1971, Underwriters Laboratories, Inc.
- 426.6** Handbook of Fundamentals, American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE), United Engineer Center, 345 East 47<sup>th</sup> Street, New York, New York 10017.
- 426.7** Method of Test for Surface Burning characteristics of Building Materials, Standard No. E 84-61 American Society for Testing and Materials (ASTM) Standard No. 84-61, 1961 Race Street, Philadelphia, Pennsylvania 19103.
- 426.8** Methods of Fire Test of Building construction and Materials. Standard No. E 119, American Society of Testing and Materials (ASTMO), 1961 Race Street, Philadelphia, Pennsylvania 19103.
- 426.9** Minimum Power Supply Requirements, Bulletin No. XR4-10 National Electrical Manufacturers Association (NEMA) 155 East 44<sup>th</sup> Street, New York, New York 10017.

## **427 STANDARD PATIENT ROOM AND TOILET DESIGN**

- 427.1** Built-in closets shall be provided in each patient room for storage of clothing and other possessions.
- 427.2** Each patient bed shall be provided with a suitable fixed light equipped with a non-combustible shade to prevent direct glare for reading or other purposes, and capable of being switched on and off by the patient.

- 427.3** To ensure privacy in multi-patient rooms, each bed shall be provided with fixed flame retardant cubicle curtain.
- 427.4** Each patient room shall have an adequate toilet, bathing and hand-washing facility with hot and cold running water unless provided in an adjacent room.
- 427.5** Each room has direct access to a corridor and outside exposure, with the floor at or above grade level.
- 427.6** Every patient unit shall be provided with a bedside cabinet with at least two enclosed storage spaces. The top drawer shall be for storage of personal items and the bottom for individually assigned bedpans, urinals, etc.
- 427.7** Standard patient rooms shall measure at least one-hundred (100) square feet. Multi-patient rooms shall provide a minimum of eighty (80) square feet per bed.
- 427.8** Multi-patient rooms shall be limited to four beds.

#### **428 INTENSIVE CARE ROOM DESIGN**

Other than requirements set forth for existing structures, 406, an intensive care room shall be mechanically vented to the outside and provided with a standard private toilet and hand-washing facility. The intensive care room may also serve as an isolation room.

#### **429 CORRIDORS**

Corridors shall be at least eight (8) feet wide.

#### **430 LAUNDRY**

Laundry in new facilities must provide complete separation (by partition) of the soiled laundry area (including washer) and the clean laundry area. A lavatory with soap and towel dispensers must be provided for the staff in each area, and a rinsing sink provided in the soiled laundry area. A linen folding table must be provided in the clean laundry area. If the laundry area is included in the main nursing home building, it shall be so located as to be as remove as possible from the patient area.

#### **431 STORAGE**

There shall be a minimum of five (5) square feet per bed for general storage space provided in those cases where built-in closets are provided in patient rooms. It is recommended that this be concentrated in one general area except for small storage areas within the nursing units for wheelchairs, patient lifts, walkers, etc.

#### **432 DIETETIC SERVICE AREA (LESS DINING AREAS)**

- 432.1** The kitchen shall be located conveniently to the dining area. (Separation of the kitchen and dining areas by corridors should be avoided.)



**432.2** The food service area shall provided adequate space and facilities for receiving food deliveries, storage, preparation, tray assembly, and distribution serving of food, dishwashing and utility cleaning, refuse collection and garbage disposal. The total area less dining area, shall not be less than nine (9) square feet per bed for the first one-hundred (100) beds and six (6) square feet per bed for all in excess of one-hundred (100) beds.

**432.3** A suitable work area shall be provided for the dietitian or the dietary service supervisor.

**432.4** The kitchen shall not serve as a passage between work or patient areas.

**432.5** Adequate heat, light, and ventilation shall be provided.

**432.6** Hand washing facility shall be provided in the dietary area with wrist-action blade-handle controls and gooseneck spout.

### **433 ADMINISTRATIVE OFFICES**

Separate office space shall be provided for administrative and business functions as follows:

- Office for the administrator.
- Office for the director of nursing services.
- Office or space for social and activity director.

### **434 RESIDENTS' DINING AND RECREATION AREAS**

The total area set aside for residents' dining and recreation purposes shall be not less than twenty (20) square feet per bed. Additional space shall be provided if the facility participates in a day care program. The areas shall be well lighted and well ventilated.

### **435 UTILITY ROOMS**

**435.1** Separate utility room shall be provided for clean items and soiled items for each nurses' station.

**435.2** Utility rooms shall be mechanically ventilated to the outside and adequately lights. Two or more electrical convenience outlets shall be provided for each utility. Blade-handle control faucets shall be provided. Gooseneck spouts shall be provided in the clean utility room.

### **436 BEDPAN ROOM**

There shall be at least one bedpan cleaning room. In addition to the bedpan cleaning equipment, hand-washing facilities with blade-handle controls shall be provided. There shall be provisions for equipment sterilization.

### **437 JANITORS' CLOSETS**

**432.2** The food service area shall provided adequate space and facilities for receiving food deliveries, storage, preparation, tray assembly, and distribution serving of food, dishwashing and utility cleaning, refuse collection and garbage disposal. The total area less dining area, shall not be less than nine (9) square feet per bed for the first one-hundred (100) beds and six (6) square feet per bed for all in excess of one-hundred (100) beds.

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### **437 JANITORS' CLOSETS**

Janitors' closets shall be provided for each nursing unit, and a separate janitor's closet shall be provided within the kitchen area. These closets shall be provided with hot and cold running water, a floor receptor and service sink, and shelves for the storage of janitorial equipment and supplies. The closets shall be mechanically vented to the outside. Janitor closets in patient areas must be kept locked.

#### **438 LINEN CLOSETS**

Closets for clean linens shall be provided for each nurses' station.

#### **439 SOILED LINEN CLOSETS**

Closet for soiled linens shall be provided for each nurses' station. This dirty linen storage shall be in a separate room and ventilated to the outside.

#### **440 NURSES' CALL SYSTEM**

**440.1** In general patient areas, each room shall be served by at least one calling station, and each bed shall be provided with a call button. Two call buttons serving adjacent beds may be served by one calling station. Calls shall register with the floor staff at the nurses' station and shall activate a visible signal at the patient's room and audible signal at the nursing station. In multi-corridor nursing units, additional visible signals shall be installed at corridor intersections if patient room lights are not visible from the nurses' station. Nurses' calling systems which provide two-way voice communication shall be equipped with an indicating light at each calling station which lights and remains lighted as long as the voice circuit is operating.

**440.2** A nurses' call emergency button shall be provided for patients' use at each patients' toilet, bath and shower room. These call lights should be so designed that they can only be turned off in the patient area.

**440.3 Wireless Nurse Call Systems** - Facilities may substitute a wireless nurse call system for wired call systems or may operate both a wireless and a wired nurse call system in parallel. Wireless nurse call systems shall at a minimum:

- a. Provide a call button at each patient bed, bath, and toilet and at each whirlpool and each physical therapy room.
- b. Utilize FCC-approved radio frequencies. Frequencies must not interfere with or disrupt pacemakers, defibrillators, or other medical equipment.
- c. Receive only signals initiated from the manufacturer's system.
- d. Provide signal coverage and penetration throughout the entire facility and all facility grounds.
- e. Provide an audible signal to any nurses' station that provides coverage to the room from which the signal originates.
- f. Provide signaling for all wireless devices utilized by staff to receive the

signal. Signaling shall include either an audible tone or vibration to alert the person carrying the receiving device, and shall display on the receiving device the specific location from which the signal originated.

- g. Provide escalation. *Escalation* means that if a signal is unanswered for a designated period of time, the signal is repeated and sent to other nurses' stations or to facility staff that were not designated to receive the original signal.

#### **441 NURSES' STATION**

Nurses' station shall be provided and so designed that they contain a minimum of sixty (60) square feet per each thirty-five (35) bed patient unit, and are not more than one-hundred-twenty (120) linear feet from each patient room. The station shall include adequate storage and preparation area(s), medication, toilet and hand-washing facilities, and sufficient lighting.

#### **442 FIRE ALARM SYSTEM**

Each nursing home shall be an electrically supervised, manually operated fire alarm system in accordance with Section 6-3 NFPA 101, Life Safety Code handbook that applies to their nursing home.

#### **443 LIMITATIONS**

The following limitations shall apply:

- 443.1** No nursing home shall be connected to any building other than a general hospital, chronic disease hospital, rehabilitation facility, boarding home, adult day care, or Home Health Agency. Upon request from the Office of Long Term Care, supporting documentation must be provided to evidence proper allocation of costs and compliance with all applicable state and federal laws and regulations.
- 443.2** A nursing home shall not be located within thirty (30) feet from another non-conforming structure or the property line of the facility except where prohibited by local codes.
- 443.3** Occupancies not under the control of, or not necessary to the administration of a nursing home are prohibited therein with the exception of the residence of the owner or manager.

#### **444 CEILINGS, WALLS, AND FLOORS**

- Ceilings shall be a minimum of eight (8) feet. (Refer to Section 411 for surfaces.)
- Walls (Refer to Section 411).
- Floors (Refer to Section 411).

#### **445 WATER COOLER**

An electrically operated water fountain of an approved type shall be provided for each nurses' station. The water fountain shall be accessible to the physically handicapped. Water fountains must be recessed not to obstruct the corridor.

#### **446-449 RESERVED**

### **450 FURNISHINGS, EQUIPMENT, AND SUPPLIES**

#### **451 FURNISHINGS**

- 451.1** Each patient's bed unit, bath and toilet shall be provided with a standard type, buzzer/light, nurses' call signal, or, alternatively when a wireless nurse call system is utilized, a call button designed to operate with the wireless nurse call system.
- 451.2** Each bed shall be provided with a light with a non-combustible shade to prevent direct glare for reading or other purposes.
- 451.3** To ensure privacy in multi-patient rooms, each bed shall be provided with flame retardant cubicle curtains; in existing facilities, partitions or free-standing folding screens may be used.
- 451.4** Each patient shall be provided with a rigid single bed in good repair measuring a minimum of thirty-six (36) inches in width. Beds shall be provided with three inch casters and at least two (2) of the four (4) casters shall be of the locking type. (Roll-away beds, cots, or folding beds are not acceptable.) The beds shall be equipped with a comfortable pillow and comfortable, firm mattress at least five (5) inches thick and shall be covered with a moisture repellent material. There shall be hospital type adjustable beds available for patients receiving bed nursing care.
- 451.5** Each patient shall be provided with a bedside table with a compartment or drawer for personal belongings, such as, soap, hairbrushes, combs, toothbrush and dentifrice, and a lower enclosed compartment for storage of individual bedpan or urinal (open-shelved stands are not acceptable.).
- 451.6** A comfortable chair shall be provided for each licensed bed and be available at the bedside unless contraindicated by the patient's condition.
- 451.7** Each window shall be provided with a shade or flame retardant curtains.
- 451.8** Bed rails shall be provided for bed patients and disoriented patients.
- 451.9** Furniture and play equipment used in the care of children shall be painted with lead free paint.
- 451.10** All wastebaskets shall be the metal type.

#### **452 LINENS AND BEDDING**

- 452.1** Extra pillows shall be available as need for treatment and/or comfort of patients.

- 452.2** Moisture proof rubber or plastic sheeting shall be provided as necessary to keep mattress of pillows clean or dry.
- 452.3** A supply of clean bed linen shall be available at all times. A minimum of two clean sheets and one pillowcase shall be provided for each bed on a weekly basis. Linens shall be changed as often as necessary in order to keep the patients clean, comfortable, and dry.
- 452.4** Each bed shall be covered with a suitable bedspread or blanket at least during the hours of the day when the bed is not occupied.
- 452.5** The minimum supply of linen based on patient capacity shall be:
- Sheets -- four (4) times bed capacity
  - Draw Sheets -- three (3) times bed capacity
  - Pillowcases -- three (3) times bed capacity
  - Bath towels -- two (2) per patient per week
  - Washcloths -- four (4) per patient per week
  - Bedspreads or blankets -- two (2) time bed capacity
- 452.6** Blankets shall be provided to assure the warmth of each patient and shall be laundered to assure cleanliness and freedom from odors. The blankets shall be individually assigned to patients and not passed indiscriminately to patients without first being laundered.
- 452.7** Where laundry is provided on the facility premises:
- 452.7.1** An employee shall be designated in charge of the service.
  - 452.7.2** Table linens shall be laundered separately from bed linen and clothing.
  - 452.7.3** Patients and personal laundry shall not be washed with bed linen.
  - 452.7.4** Equipment and doorways in existing laundries must be so arranged that soiled linen and clothing can be delivered to the washing machines without coming near the dryers and clean laundered material. Hand-washing facilities must be provided for the staff with soap and towel dispensers nearby.
  - 452.7.5** Soiled linens shall be covered or placed in enclosed containers before being transported to the laundry.
  - 452.7.6** Soiled linens shall be stored in a vented area designated only for soiled linens.
  - 452.7.7** Infected linens shall be tagged with a label marked "Infected" prior to being sent to the soiled linen storage room. In the laundry, infected linens shall be disinfected by soaking in a chemical solution before being laundered.

## 453 EQUIPMENT AND SUPPLIES

Nursing equipment and supplies shall be provided to meet the patients' needs and maintained in good condition to ensure adequate nursing care of the patients.

**453.1** In nursing homes licensed as Intermediate Care Facilities, the following equipment and supplies shall be provided:

- \*Individual soap dishes
- \*Mouthwash cups
- \*Drinking glasses or cups
- \*Items for personal care and grooming
- \*Denture cups
- \*Wash basins
- \*Emesis basins
- \*Bedpans
- \*Bedpan covers
- \*Urinals
- Hypodermic syringes and needles
- Insulin syringes and needles
- Forceps and forceps jars
- Rubber and plastic sheeting
- Hot water bottles and ice caps with covers
- Grab bars in all bathtub, shower, and toilet areas
- Catheter trays and cover
- Irrigation stands or rods
- Suction machine for each thirty-five (35) patients or a major fraction thereof
- Occupational therapy equipment according to patient needs
- Adjustable crutches, canes and walkers for fifteen percent (15%) of licensed capacity
- One oxygen unit
- Enema equipment
- Rubber rings
- Flashlights
- Examination lights
- Gloves
- Footboards
- Bed rails
- Commode chairs
- Weight scales
- Thermometers
- Bedpan brushes and containers
- Sphygmomanometer
- A bed cover cradle
- Stethoscope
- First Aid equipment and supplies
- Heating pads (waterproof type)

- An emergency medical kit
- A stretcher (collapsible stretcher recommended)
- Trapeze frames for five percent (5%) of licensed capacity
- Wheelchairs for ten percent (10%) of licensed capacity
- Dressing cart or tray with sterile supplies

**NOTE:** \* These items shall be assigned to individual patients, kept clean, and maintained or stored at patient's bedside cabinet.

**453.2** In nursing homes licensed as Skilled Nursing Facilities, the following equipment and supplies shall be provided in addition to the equipment and supplies necessary for facilities licensed as Intermediate Care Facilities:

- Additional trapeze frames as needed
- Oxygen unit (total of two (2) units required)
- Sterile I.V. equipment
- Tube feeding tray for each thirty-five (35) skilled care patients or major fraction thereof.
- One patient life for each thirty-five (35) skilled care patients or major fraction thereof.
- Wheelchairs for fifteen percent (15%) of licensed capacity
- Sphygmomanometer (total of two (2) required)
- Stethoscope (total of two (2) required)

#### **454 CARE AND CLEANING OF MEDICAL SUPPLIES AND EQUIPMENT**

**454.1** In homes where commercially packaged sterile disposable items, i.e., dressings, syringes, needles, gloves, catheters, etc., are not provided, a method shall be utilized to achieve sterility for these required items. Suitable methods for sterilization are:

- Steam autoclave
- Pressure cooker
- Liquid sterilizing solution
- Dry heat sterilizer

**454.2** Thermometers shall be disinfected by methods approved by the OLTC. One suitable method is to clean the thermometer thoroughly with soap and water and place in solution of iodine one percent (1%) and isopropyl alcohol for at least ten (10) minutes, and then rinse thoroughly with cold water before use.

**454.3** Methods approved by the OLTC shall be used to sanitize bedpans, urinals, and emesis basins.

#### **455 STORAGE**

**455.1** If bedpans, urinals, and emesis basins are assigned to individual patients, they shall be name labeled and stored in the patient's bedside cabinet. They shall be cleansed after each use and sanitized by an approved method at least weekly. If the utensils are not individually assigned, they shall be thoroughly cleansed and



effectively sanitized between each use and stored in a bedpan room. After the discharge or transfer of any patient, all such equipment shall be cleansed and boiled or autoclaved prior to reuse.

- 455.2** There shall be convenient storage space for all linens, pillows, and other bedding items.
- 455.3** There shall be allotted at least five (5) square feet of general storage space per bed.
- 455.4** Approved storage shall be provided for all materials such as oxygen and flammable gases. One cylinder of oxygen may be chained onto a cart and maintained at each nurses' station for emergency use in the treatment of patients. All other such flammable gases shall be stored outside the building in a sheltered area or in an oxygen storage room having dual ventilation and at least a one and three-quarter (1 3/4) inch solid core door. Such gases shall be chained or secured in such manner to support them in an upright position. They shall not be stored in an exit-way.
- 455.5** Facilities shall be provided for storage and preparation of medications and treatments and for storage of active and inactive medical records.
- 455.6** Storage space shall be provided for recreational equipment and supplies.

#### **456-469 RESERVED**

#### **470 HOUSEKEEPING/MAINTENANCE**

#### **471 HOUSEKEEPING - MAINTENANCE**

- 471. 1** Housekeeping services of the nursing home shall be under the direction of a full-time experienced person. The facility shall have on duty one (1) housekeeper per thirty (30) residents in order to maintain the nursing home. Housekeeping services shall be provided daily, including weekend daytime coverage and for clean up after the evening meal. Additional staff will be required if deficiencies are found that relate to personnel shortage.
- 471. 2** Sufficient housekeeping and maintenance equipment shall be available to enable the facility to maintain a safe, clean, and orderly interior.
- 471. 3** If a facility has a contract with an outside resource for housekeeping services, the facility and/or outside resource shall meet the requirements of these standards.
- 471. 4** All rooms and every part of the building (exterior and interior) shall be kept clean, orderly, and free of offensive odors. Bath and toilet facilities and food areas shall be clean and sanitary at all times.
- 471. 5** Rooms shall be cleaned and put in order daily.

- 471. 6** If a patient keeps his own room, he shall be closely supervised to ensure a clean, orderly room.
- 471. 7** After discharge of a patient, the room and its contents shall be thoroughly cleaned, aired, and disinfected if necessary. Clean linens shall be provided. All patients' utensils shall be washed and sanitized.
- 471. 8** Polish or wax used on floors shall be of a type that provides a non-slip finish. Floors shall be maintained in a clean and safe condition.
- 471. 9** Deodorants shall not be used to cover up odors. Odor control shall be achieved by prompt cleansing of bedpans, urinals, and commodes, by the prompt and proper care of patients and soiled linens, and by approved ventilation.
- 471. 10** Attics, cellars, beneath stairs, and similar areas shall be kept clean of accumulation of refuse, old newspapers, and discarded furniture.
- 471. 11** Storage areas shall be kept in a safe and neat order.
- 471. 12** Combustibles such as rags and cleaning compounds and fluids shall be kept in closed metal containers and should be labeled as to contents.
- 471. 13** Buildings and grounds shall be kept free from refuse and litter.
- 471. 14** Storage facilities with proper ventilation shall be provided for mattresses.
- 471. 15** All useless items and materials shall be removed from the institution area and premises.
- 471. 16** Matches and other flammable or dangerous items shall be stored in metal containers with tight-fitting lids and labeled as to contents.
- 471. 17** Mechanical rooms, boiler rooms, and similar areas shall not be used for storage purposes.
- 471. 18** All inside openings to attics and false ceilings shall be kept closed at all times. The attic area shall be clean at all times.
- 471. 19** Mop heads shall be of the removable type and shall be laundered or replaced at frequent intervals to ensure a standard of cleanliness.
- 471. 20** Straw booms shall not be used for cleaning facility floors.
- 471. 21** Garbage must be kept in approved containers with tight-fitting covers. The containers must be thoroughly cleaned before reuse. Garbage or rubbish and trash shall be disposed of by incineration, burial, sanitary fill, or other approved methods. Garbage areas shall be kept clean and in a state of good repair.

- 471. 22** All poisons, bleaches, detergents, and disinfectants shall be kept in a safe place accessible only to employees. They shall not be kept in storage areas or containers previously containing food or medicine. Containers must have a label that states name, ingredients, and antidote.
- 471. 23** Unnecessary accumulation of possessions, including equipment and supplies of patients, staff, or the home's owner, shall not be kept in the home.
- 471. 24** A minimum of one (1) full-time laundry worker must be provided for each seventy (70) patients in the facility to ensure that clean linen and clothing is provided each patient and to ensure that dietary and nursing personnel are not required to perform laundry duties.
- 471. 25** Facilities that perform their own pest control, rather than employing licensed pest control experts or exterminators, and utilize restricted-use pesticides, shall be licensed by the Arkansas State Plant Board for the use of the pesticides. To obtain a list of restricted-use pesticides, please contact the Arkansas State Plant Board.

**472-499 RESERVED**