

CHAPTER 20

PHYSICAL PLANT

20.A. Structure

20.A.1. Requirements for Each Facility

The facility must provide a safe, functional, sanitary and comfortable environment for residents, staff and the public.

Each licensed facility shall:

- a. Be so located as to be free from undue noises, smoke and dust;
- b. Be served by a road which is kept passable at all times of the year;
- c. Be equipped with a central heating plant connected to a radiator, convector, or register in each room or area used by residents or staff. The heating system must be capable of maintaining a temperature of 75 degrees Fahrenheit throughout the residents' section of the building. Alternate heating systems may be approved by the Department if a uniform temperature of 75 degrees Fahrenheit can be safely maintained in the home;
- d. Be structurally sound, in good repair and attractive inside and out;
- e. Be equipped with sturdy handrails on each side of all inside and outside stairs that are accessible to residents, unless the Department has given prior written approval for any exceptions. All stairways shall be provided with non-skid treads;
- f. Be served by reliable electrical service;
- g. Maintain an effective pest control program so that the facility is free of pests and rodents;
- h. Have adequate outside ventilation by means of windows or mechanical ventilation or a combination of the two. All windows must be functional and adequately protected by screening;
- i. Have smooth floors that can be easily cleaned and are free from hazards. Floors in hallways that are a traffic way for residents and nursing staff, bathrooms, resident bedrooms, kitchens, utility rooms and similar areas shall be covered wall-to-wall with inlaid linoleum, asphalt tile, rubber tile, vinyl tile, carpets or similar materials approved by the Department, unless the existing floors and finish are in satisfactory condition for proper sanitation;
- j. Have all walls and ceilings in good repair, free from cracks and holes and of a type of finish that can be satisfactorily cleaned;
- k. Have handrails along both sides of corridors;
- l. Provide safety devices across windows lower than two (2) feet from the floor, and open porches, at changes in floor level and at any other danger areas inside or outside the building, as recommended by the Department;

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- m. Have no other business conducted in the building, unless approved by the Department;
- n. Have no rented apartments, rooms, or living space in the licensed building for other persons, except when such areas are used by the licensee, immediate family members or employees;
- o. Have a telephone in the building and additional telephones or extensions as required by the Department to summon help promptly in case of fire or other emergencies. Pay stations or locked telephones do not meet this requirement;
- p. Have a telephone accessible to, and useable by, every resident. The resident shall be afforded privacy to use the phone;
- q. Have only ambulatory residents in bedrooms on any floor that is served by a corridor that is less than four (4) feet wide, or by any inside exit stairway which is less than three (3) feet wide, measured between walls or banister, or on floors to which residents cannot be carried on an inside stairway without removal from a litter;
- r. With non-ambulatory residents, have an exterior ramp installed from the first floor to the grade to serve all portions of the building where wheelchairs are or may be placed. The maximum slope shall be 1" 3/16 in 12". All ramps shall be provided with handrails. The width of all ramps shall be not less than four (4) feet, clear of all obstructions. Surfaces of ramps shall be of non-skid material;
- s. Have all open porches and verandas protected by sturdy rails of a height not less than forty (40) inches.
- t. Have no blind or non-ambulatory resident or residents who would be unable to evacuate the premises in an emergency without physical assistance from others housed above the first floor in any facility, unless the building is of one (1) hour protected non-combustible construction; fully sprinklered one (1) hour protected ordinary construction; or fully sprinklered one (1) hour protected wood frame construction;
- u. Be accessible to and functional for residents, personnel and the public. All facilities shall comply with all Federal and State regulations regarding access and usability by the physically handicapped. At the discretion of the Department, time-limited waivers for existing facilities may be requested.
- v. Safety alert systems, approved by the Department, shall be provided at all exit doors that are in areas routinely used by residents.

20.A.2.Elevators and Dumbwaiters

Each facility shall:

- a. Have an elevator if beds are located on floors above street level;

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b. Have the installation and maintenance of elevators, chair glides, and dumbwaiters comply with all applicable codes;

c. Assure that elevators are of sufficient size to accommodate a wheeled stretcher.

At the discretion of the Department, time-limited waivers for existing facilities may be requested.

20.B. Utilities

20.B.1. Water Supply

a. Every licensed facility shall use an approved public or municipal water supply, whenever available.

b. In areas where an approved public or municipal water supply is not available, a private water supply, under pressure, shall be provided for each licensed facility and it shall meet the standards approved by the Division of Health Engineering in the Department. If water is used from private supply, water samples shall be submitted to the Division of Health Engineering at least once every three (3) months.

c. There shall be sufficient water pressure to meet the sanitary needs of each licensed facility at all times.

d. There shall be an adequate supply of hot water for residents' use available at all times.

e. All plumbing shall comply with the standards set by the State of Maine Plumbing Code, including any amendments thereof or additions thereto, or any higher standards set by local ordinances.

20.B.2. Sewage Disposal

a. Each licensed facility shall dispose of all sewage and liquid wastes into a public sewerage system, if available.

b. If a public sewerage system is not available, sewage and liquid wastes shall be collected and disposed of in private disposal facilities, the construction, maintenance, and operation of which must be approved by the Division of Health Engineering of the Department.

c. Plans for any proposed disposal system and/or additions thereto must be reviewed and approved by the Division of Health Engineering of the Department before construction is started.

20.B.3. Lighting

a. Each licensed facility shall provide all entrances, hallways, stairways, ramps, cellars, attics, storerooms, kitchens, laundries and service units with sufficient natural or artificial lighting.

b. Natural or artificial lighting shall be provided for various areas as follows:

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	Minimum Foot Candles
Entrances, Exits, Hallways, Stairways, Ramps	20
Storerooms	20
Bedrooms - General	20
Reading or Sewing	30
.. Bathrooms, Lavatories	20
Dining room	30
..... Living room - General	20
Reading or Sewing	30
. Kitchen, Laundry, Office, Utility Room	30
Nurses Station - General	20
Desks and Charts	30
.... Medication Cabinet	30

c. The use of candles, courtesy oil lanterns and other open-flame methods of illumination is prohibited.

20.B.4. Electrical Power

New Construction, Change of Ownership or Renovations

All new facilities, facilities changing ownership, or facilities proposing major renovations which require a Certificate of Need shall require the installation of an emergency generator.

20.B.5. Standards for All Facilities in the Case of Electrical Power Outage

a. All licensed facilities shall provide continuing sources of emergency power (electrical or otherwise) needed to maintain the following essential services:

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1. The fire detection and alarm systems;
2. The telephone system;
3. Boiler room burners, fans, or pumps;
4. Exit and corridor lights;
5. Call systems;
6. Lights at the nurses station;
7. Food preparation;
8. Adequate heat for specified areas of the building for resident comfort, if electrical heat is provided;
9. Pumps for water supply; and
10. Pumps for private septic system.

b. When life support equipment or life support systems are used, the facility must provide sufficient emergency electrical power to ensure the safe and uninterrupted operation of the life support equipment or system with an emergency generator that is located on the premises.

20.C. Maintenance

20.C.1. Written Policies

- a. Maintenance services shall be described in the written policy material for each facility with delineation of staff and the time allocations.
- b. There shall be a preventive maintenance plan and schedule.

20.C.2. Maintenance Plan

Every licensed facility shall:

- a. Keep the building in good repair and free of hazards such as cracks in floors; walls or ceilings; warped or loose boards; warped, broken, loose or cracked floor covering, such as tile or linoleum; loose handrails or railings; loose or broken windowpanes and any similar hazard;
- b. Keep all electrical mechanical and fire protection systems in a safe and functioning condition. All appliances shall be maintained in a safe condition. Frayed wires, cracked or damaged switches, plugs and electric fixtures shall be repaired or replaced. Extension cords shall not be used;

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- c. Keep all plumbing fixtures in good repair, properly functioning and satisfactorily provided with protection to prevent contamination from entering the water supply piping;
- d. Inspect the heating system regularly and make all necessary repairs to maintain it in a safe and functioning condition;
- e. Paint the interior and exterior of the building as needed to keep it attractive. Loose, cracked or peeling wall paper or paint shall be promptly replaced or repaired to provide a satisfactory finish;
- f. Keep all furniture and furnishings functional and in good repair;
- g. Keep the grounds and other buildings on the grounds in a safe, sanitary and presentable condition. Grounds shall be kept free from refuse, litter and insect and rodent breeding areas;
- h. Maintain driveways, parking areas and exterior walkways, fire lanes, ramps, stairs and means of egress free of ice, snow, debris and other hazards.

20.D. Fire Safety

20.D.1.Certification

Each facility shall be certified by the Department of Public Safety of the State of Maine as having complied with the fire protection and prevention requirements.

20.D.2.Disaster and Emergency Preparedness Plan

- a. All facilities shall develop a written disaster plan and procedures to meet the needs of the facility. The disaster plan shall be written to identify emergencies and disasters most likely to occur.
 - 1. plan for a disaster within the facility which could encompass moving residents from one area of the facility to another area of the facility or to another building within the community, (i.e., fire, loss of heat, power, or water, structural damage, etc.) The plan must specify the source of emergency power and the methods that will be used to meet the requirements contained in Chapter 20.B.5.
 - 2. second plan for a disaster outside the facility (in the community) which would not necessarily mean moving residents, but which provides a means for heat, lights and food if the existing facility does not have an emergency generator.
 - 3. third plan shall address other potential emergencies, (i.e., severe weather, missing residents, etc.)
- b. copy of the disaster plan shall be provided to the Department. Revisions shall be submitted when they occur.
- c. employee Instruction

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Employees shall be trained when they begin to work in the facility in the use of fire fighting equipment, and in the evacuation of residents from the scene of the fire and other emergencies. Orientation to the Disaster and Emergency Preparedness Plan shall be provided upon employment, with annual training provided thereafter.

d. Posting of Fire Regulations and Evacuation Plan

Fire regulations and evacuation plans shall be posted in a conspicuous place on each floor of each section of the facility, setting forth the emergency steps to be taken on discovery of a fire.

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e. Drills

Drills, constituting rehearsal of the disaster plan, shall be conducted at irregular intervals twelve (12) times a year. There shall be at least three (3) drills a year for each shift. A record shall be kept of each drill, showing date and time, staff performance, results of each drill, and corrective measures being taken as directed thereby.

20.D.3. Reporting of Fire Incidents

A verbal, followed by a written, report shall be made immediately to the Department and to the State Fire Marshal's Office, Department of Public Safety, of any smoke or any fire incident involving the facility or any resident, including the date, time and place of the incident, description of what occurred and the action taken.

20.D.4. Testing of Equipment

a. Manual Fire Alarm Systems

The manual fire alarm system shall be tested minimally on a monthly basis.

b. Emergency Lights

The emergency lights shall be checked at least monthly.

c. Sprinkler System

The sprinkler system shall be checked by a qualified sprinkler serviceman at least annually.

d. Fire Extinguishers

Fire extinguishers shall be checked and tagged at least annually, or more often as indicated.

e. Emergency Generator

The emergency generator shall be made operational for a period of at least half an hour each month.

f. A record book shall be maintained showing the date each of the above tests or checks was performed, by whom and the results.

g. Any equipment found defective shall be repaired as soon as possible.

20.E. Residents' Bedrooms

20.E.1. Provision for Residents' Bedrooms

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- a. Each bedroom for the accommodation of residents shall be given a separate, permanent number or name and this identification shall not be changed without notification to the Department. Such number or name shall be stated on all plans, with the maximum number of occupants.
- b. Single bedrooms for the accommodation of residents shall allow a minimum of one hundred (100) square feet of usable floor space.
- c. Multiple bedrooms shall provide a minimum of eighty (80) square feet of usable floor space per bed.
- d. Newly constructed facilities or additions that include bedrooms or renovations to existing bedrooms in existing facilities approved after the adoption of these regulations shall provide one hundred (100) square feet of usable floor space per bed. Usable floor space shall be calculated only for that floor space having a ceiling height of seven (7) feet. Usable floor space shall exclude door-swing area, passageways, closets and vestibules.
- e. No room shall have more than four (4) beds. In new facilities planned after July 1, 1994, no room shall have more than two (2) beds.
- f. Each resident's bedroom windows shall be grade level on a vertical plane, located on an exterior wall and shall have an unobstructed view when the situation is under control of the facility.
- g. Each resident's bedroom shall be an outside room, with a minimum window glass area equal to 1/10 of the available floor space and no more than three (3) feet high from the floor. The windows shall be openable and equipped with window shades or equivalent in good repair. In air conditioned buildings, only one (1) window in each room must be openable.
- h. Each resident's bedroom shall have direct access to a corridor without passing through the kitchen, bathroom, or another resident's room.
- i. Each resident's room must be equipped with, or located near; toilet and bathing facilities.
- j. For newly constructed or renovation of facilities planned after July 1, 1994, each resident shall be provided with a separate and individual closet in the bedroom, with clothes racks and shelves accessible to the resident. The closet pole shall be no more than sixty (60) inches from the floor and the door shall have a twenty (20) inch minimum width. Shelves shall be at least twenty-two (22) inches long by twenty (20) inches wide for each bed.
- k. Each resident's bedroom shall be provided with a mirror.
- l. For newly constructed or renovations of facilities planned July 1, 1994, each bed shall have ceiling suspended curtains which extend around the bed to provide total visual privacy, in combination with adjacent walls and curtains.
- m. Handwashing sinks located in the bedroom shall be provided with total visual privacy, if used by residents for personal care.

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20.F.1. Beds

- a. Each resident shall be provided an adjustable hospital-type single or twin bed, at least thirty-six (36) inches wide and of proper size and height for the convenience and needs of the resident. Beds must be of substantial construction and in good repair.
- b. For new construction and/or replacement, the beds shall be adjustable as to height and positioning of the head and lower sections of the bed.
- c. Each bed shall have a label identifying the resident.
- d. Each bed shall be provided with satisfactory type springs in good repair and a clean, comfortable mattress at least five (5) inches thick, four (4) inches if of foam rubber construction, and four and one-half (4 1/2) inches thick, if of inner spring type and standard in size. Each bed shall be provided with two (2) clean, comfortable pillows of average bed size and moisture-proof covers and sheets, as necessary, to keep the mattress and pillows dry and clean.
- e. Beds shall be so placed in each room so as to be easily serviceable and not subjected to extremes of heat or cold. Beds shall not be placed closer than three (3) feet from other beds and walls; for new construction, four (4) feet shall be the distance. The head of a bed may be placed against a properly insulated exterior wall. No bed shall be placed within three (3) feet of a heating unit.

20.F.2. Additional Equipment

- a. For each resident's bed, there shall be:
 1. A bedside cabinet with a drawer and washable top;
 2. A minimum of two (2) dresser drawers and a minimum of four (4) dresser drawers in newly constructed or renovated facilities;
 3. An individual towel rack;
 4. A comfortable non-folding chair, or a chair designed specifically for geriatric use; and
 5. A reading lamp.
- b. Individual bedpan, urinal, and washbasins used by the resident shall be stored in the resident's room within an enclosed bedside table or in a separate cabinet or in some other conveniently accessible space with resident identification for individualized use.
- c. Each facility shall have appropriate functional furniture, including over-bed or chair-side tables to meet the needs of the residents.

20.F.3. Call System

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- a. There shall be an automatic call system provided at each bed, as well as in each resident toilet room, bathing room, shower room, beauty parlor and common resident areas.
- b. On any floor without staff on duty at all times, the call system from each bed, resident toilet room and bathing room shall be connected to the nearest nurses station, identifying the location of the call.
- c. New facilities planned after July 1, 1994, shall have intercom systems connecting resident areas with the nurses station.

20.G. Provision for Isolation

Provision shall be made for isolating infectious residents in well-ventilated bedrooms having separate toilet and bathing fixtures.

20.H. Bathing, Lavatory and Toilet Fixtures

20.H.1. Requirements

- a. Provide a minimum of one (1) bathtub or shower for each fifteen (15) residents, with a bathing facility on each resident floor. At least one (1) bathtub per floor must be provided, and in all facilities of more than fifteen (15) beds, at least one (1) shower adapted for use of wheel-in shower chairs must be provided. Requests for exceptions to these requirements may be made in writing when there is a bathing facility designed and equipped to bathe handicapped individuals and justification for the exception is documented. The Department shall indicate in writing whether or not the request for exception is granted.
- b. All new facilities or additions of more than four (4) beds to existing facilities, for which construction is started after July 1, 1994, shall provide a minimum of one (1) lavatory and one (1) toilet for each four (4) residents on each floor, directly accessible from bedrooms without entering the general corridor and separate from bathing fixtures.
- c. At least one (1) toilet room accessible from the corridor shall be provided for toilet training of wheelchair residents, providing at least three (3) feet of clearance on both sides and in front of the water closet. A minimum door width of two (2) feet, eight (8) inches shall be provided to all resident toilet areas.
- d. The number of licensed beds shall be used in determining the number of toileting, bathing and lavatory fixtures required.
- e. In newly constructed or renovated facilities after July 1, 1994, there shall be separate bathrooms provided for staff and visitors.

20.H.2. Location

- a. All bath and toilet rooms shall be easily accessible and conveniently located.

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b. No bath or toilet room shall be so located that a resident must pass through another resident's room to enter it.

c. No toilet room shall open directly into a kitchen, pantry or food preparation or storage room, or be so located that anyone carrying bedpans or urinals must pass through any of the above areas to enter it.

20.H.3.Ventilation

All bath and toilet rooms shall be ventilated to the outside either by means of a window that can be opened or by an exhaust fan.

20.H.4.Fixtures

a. All bathrooms and bathroom fixtures shall be of sound construction, in good repair and designed so that they may be maintained in a clean and sanitary condition.

b. All toilets, showers and bathtubs shall be provided with handgrips to assist residents.

20.H.5.Lighting and Locks

a. Each toilet room and bathing room shall be adequately lighted and have a light switch just inside or outside the door, and shall have a well-lighted mirror for each lavatory.

b. Locks on the rooms shall be readily openable from the outside under all circumstances.

20.H.6.Call Bells and Door Alarms

a. Automatic call bells shall be provided for each toilet and bathing room for resident use.

b. Safety alert systems, approved by the Department, shall be provided at all exit doors that are in areas routinely used by residents.

20.H.7.Partitions

Partitions shall be installed to provide privacy for each toilet and bath fixture when there is more than one (1) such fixture in a room.

20.H.8.Equipment for Toilet Training

a. One (1) toilet enclosure that is accessible and large enough to permit toilet training of wheelchair residents shall be provided on each floor having wheelchair residents.

b. A lavatory and a mirror so located and hung that they can be used by wheelchair residents shall be provided for each of these toilets.

20.H.9.Hot Water Temperature

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Plumbing fixtures which require hot water and which are accessible to residents shall be supplied with water which is thermostatically controlled to provide a water temperature of no higher than 120 degrees Fahrenheit at the fixture.

20.H.10. Restricted Use

Residents' bathing, lavatory and toilet rooms shall not be used as utility areas, linen storage or medication areas.

20.I. Nurses Station

20.I.1. A nurses station, no more than one hundred twenty (120) feet from the farthest resident room, shall be provided on each floor of any multi-story building.

20.I.2. The nurses station shall provide adequate space for maintaining residents' records and to accommodate related staff activities.

20.I.3. All facilities shall have a well-lighted medication area containing a locked medicine cabinet or cart with one (1) or more locked sections for controlled substances and poisons, cabinet space, work space for preparation of medicines and a hand-washing sink with hot and cold running water. Any refrigerator for storing items other than food shall be in a secured (locked) area or have a compartment which may be locked.

20.I.4. The number of nurses stations and medication areas will be on the basis of facility size, physical plant layout and type of care provided, subject to Department approval.

20.J. Utility Area

20.J.1. Clean Utility Room

A room with a handwashing sink shall be provided for storage of nursing supplies and equipment. The medication room may also serve as the clean utility room, if sufficient space is available.

20.J.2. Soiled Utility Room

A closet or other room shall be provided in each resident service area, separate from bathrooms or kitchen, and equipped with counter space, handwashing sink and an appropriate utility hopper to facilitate cleaning of nursing care equipment. The hopper shall have a bedpan flushing attachment.

20.J.3. Storage

- a. A closet or other enclosed storage space shall be provided for storage of necessary nursing equipment.
- b. A closet or other suitable space shall be provided for such equipment as wheelchairs, walkers, lifts, etc.

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20.J.4. Housekeeping Utility Room

Each facility shall have a closet or other enclosed space for mops, brooms, scrub pails, and other utensils used for cleaning purposes. Every facility shall have a service sink large enough to handle janitorial equipment, with hot and cold running water. This room shall be secured to prevent resident access.

20.J.5. General Storage Areas

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a. Residents' Storage Areas

Each facility shall have sufficient appropriate and secure areas provided for the storage of residents' possessions and out-of-season clothing.

b. Facility's Storage Areas

A separate storage area of sufficient size shall be provided to accommodate seasonal outdoor furniture and maintenance equipment.

20.J.6. Department Approval

The number and location of utility and storage areas will depend upon the size of the facility, its physical layout and type of residents receiving care, subject to Department approval.

20.K. Living Room and Dining Area

20.K.1. Requirements

a. Each licensed facility shall provide a living or recreation room and a dining room for the use of the residents. Corridor area shall not be acceptable as a living room, recreation room, or dining room.

b. No room shall be used as a multi-purpose room for dining, living room and recreation room without prior approval of the Department. There shall be sufficient space to accommodate all activities and prevent their interference with each other.

20.K.2. Size

All newly constructed facilities or additions of four (4) or more beds to existing facilities, for which construction is started after July 1, 1994, shall provide living room and dining room areas to the extent of forty (40) square feet per bed. Window area shall be provided equal to 1/10 of the available floor space.

20.K.3. Location and Size

Living room and dining areas shall be accessible to all residents. The size and location of living room and dining area will be dependent upon the type of care being offered, the number of floors in the facility and the total number of licensed beds.

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20.K.4.Furnishings

- a. All rooms used for dining or recreation shall be provided with an adequate number of reading lamps capable of producing thirty (30) foot candles of light at reading level.
- b. All resident dining or activity rooms shall be furnished with attractive, durable and functional furniture and equipment in good repair and appropriate to the residents' needs.

20.L. Therapy Areas

Existing facilities shall provide areas for therapy services of sufficient size to accommodate the necessary equipment to meet residents' needs. All newly constructed facilities or additions of four (4) or more beds to existing facilities for which construction is started after July 1, 1994, shall provide areas for therapy services of sufficient size and appropriate design to accommodate the necessary equipment to meet residents' needs.

20.M. Smoking

Smoking shall be permitted only in those rooms which are ventilated to the outside and which are designated specifically for that purpose.

20.N. Laundry

20.N.1.Laundry Room

a. Equipment

Every licensed facility shall provide a laundry room equipped with a handwashing sink and washing, drying, and ironing equipment. New construction after July 1, 1994 shall provide a hopper-type sink with spray on the soiled side of the laundry room.

The equipment must be sufficient in number and adequate to accommodate the needs of the facility and to assure that all laundry is done in a sanitary manner and that sufficient supplies are maintained.

b. Location

The laundry room, equipped as above, shall be located in a room used for that purpose only.

c. Lighting and Ventilation

1. Lighting shall be non-glare and adequate for employees to perform their tasks.
2. The laundry room shall be ventilated and adequate in size for the needs of the home and shall be maintained in a sanitary manner and kept in good repair.

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3. Ventilation to the outside shall be provided and be adequate to remove excessive heat and moisture generated by the laundry process.
4. The ventilation system shall assure that air flow is directed away from the clean area.
 - d. The size of the laundry room shall be adequate in size for all laundry procedures so that laundry can be processed in a sanitary manner. All new facilities shall provide separate entrances and exits for soiled and clean laundry.

20.N.2. Personal Laundry

- a. All personal clothing of residents shall be properly marked and identified with the resident's name.
- b. The facility shall provide for the laundering of personal clothing when requested.
- c. Personal clothing that is washable shall be washed according to directions, mended and ironed as is necessary and returned to the resident promptly.

20.N.3. Procedures

a. Soiled Linen and Personal Clothing

Personnel must handle, store, process and transport linens and personal clothing so as to prevent the spread of infection.

1. Personal laundry shall not be washed with other laundry.
2. All soiled linen and personal clothing shall be placed in a bag or laundry cart, covered and stored in a manner to prevent contamination and odors.
3. All soiled linen and personal laundry shall be collected and transported to the laundry in the washable containers in which it was collected.
4. All laundry personnel shall wear a protective apron and gloves and shall wash their hands thoroughly after handling soiled linen and personal clothing.
5. Soiled linen and personal clothing shall be handled and stored in such a manner as to prevent contamination of clean linen and personal clothing.
6. Facilities used to collect, transport, and store soiled linen and personal clothing shall not be used for the handling of clean linen and personal clothing.

b. Clean Linen and Personal Clothing

1. Clean linen and personal clothing shall be sorted, dried, ironed and folded in a sanitary manner in a specified area.

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2. Clean linen and personal clothing shall be transported, stored and distributed in a sanitary manner.

20.N.4.Policies

Laundry services shall be described in written policies that shall include procedures for the sanitary handling of soiled and clean linens and personal clothing, staff orientation and the delineation of staff duties and schedules.

20.N.5.Linen Storage Area

Adequate and convenient closed storage space for extra linens, including towels, wash cloths, pillows and bedding, shall be provided. The number and location of such shall depend on the size of the facility, its physical layout and the type of residents receiving care.

20.N.6.Linen Supply

a. Requirements

In each facility there shall be an adequate supply of linen. For each licensed bed there shall be a minimum of:

3 sets of sheets	3 pillow cases
3 large bath towels	2 pillows
3 hand towels	1 bath blanket
3 wash cloths	2 blankets
2 bedspreads	

b. Reserve Supply for Incontinent Residents

There shall be an adequate reserve supply of clean linen and other incontinent supplies available at all times so that incontinent residents can be kept clean and comfortable.

c. Quality of Linens

All linens shall be in good condition and free of rips, holes and stains.

20.O. Housekeeping

20.O.1.Each facility shall have the necessary staff to maintain the facility in a clean, attractive and orderly fashion.

20.O.2.The facility shall have policies and procedures to assure the following:

a. Services shall be described, with delineation of staff and time allocations;

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- b. Floors are non-slip and free from hazards;
- c. Equipment and supplies are properly stored;
- d. Bathtubs, shower stalls and lavatories are not used for other purposes;
- e. Storage areas are maintained in a safe and neat condition;
- f. Attics, basements, and similar areas are free of accumulations of refuse and discarded equipment.

20.O.3. Infection Control

The facility shall provide a hygienic environment for residents and staff by having procedures for:

- a. Orientation of all staff
- b. The use, cleaning and care of equipment;
- c. The maintenance of cleaning schedules;
- d. On-going evaluation of cleaning effectiveness;
- e. Maintaining liaison with the Quality Assurance Committee as necessary;
- f. Education and training.

20.P. Control of Odors

20.P.1. The control of odors shall be within the housekeeping staff's area of responsibility, using techniques of cleaning and proper ventilation.

20.P.2. Deodorizers shall not be used to cover up odors caused by unsanitary conditions or poor housekeeping practices.

20.Q. Use of Nursing Personnel

Nursing personnel shall not be used for housekeeping or laundry services except under extraordinary circumstances.