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Site Inspection Check List for:

Residential Care Facility (RCF) - OAR 411-054-0200

PR# _____ Date: _____ Inspector: _____

Provider: _____

Project: _____

Address: _____

Present at Site Inspection:

Intended Occupancy Date: _____

Required PRIOR to Approved Inspection:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

SITE INSPECTION:

EXTERIOR = Verify that the facility has installed:

YES NO NA

An entry and exit drive to and from the main building entrance that allows for a vehicle pickup and drop off of residents and mail deliveries without the need for vehicles to back up. 411-054-0200 (3)(h)

All interior and exterior materials, surfaces, & equipment necessary for the health, safety, and comfort of the resident will be kept clean and in good repair. 411-054-0200 (4)(i)

Grounds that are orderly and free of litter and refuse. 411-054-0200 (3)(c)

- Measures to prevent the entry of rodents, flies, mosquitoes, and other insects.
411-054-0200 (3)(b)

PATHWAYS/WALKWAYS/ACCESS must be:

- Made of hard, smooth material. 411-054-0200 (3)(a)

- Be accessible. 411-054-0200 (3)(a)

- Maintained in good repair. 411-054-0200 (3)(a)

GARBAGE:

YES NO NA

- Garbage must be stored in covered refuse containers.
411-054-0200 (3)(c)

- Outside area drain with Hot & Cold water hose bibs must be provided for sanitizing laundry carts, food carts, and garbage cans. 411-054-0200 (9)(c)

LANDSCAPING:

- Contracted or Third Party Services Provided. 411-054-0200 (3)(e)

OR

- Provide storage for all maintenance equipment. 411-054-0200 (3)(e)
 Locked storage for all Poisons, Chemicals, rodenticides, and other toxic materials.
411-054-0200 (3)(b)
 Materials must be properly labeled. 411-054-0200 (3)(b)

INTERIOR = Verify that the facility is or has installed:

ENTRY/EXITS:

YES NO N/A

- Reception area that is visible and accessible to residents and visitors when entering the doors of the main entrance. 411-054-0200 (4)(a)

- Exit doors may not include locks that DELAY or PREVENT evacuation except as specified by the building code. Department approval required to install.
411-054-0200 (4)(e) & 411-054-0200 (4)(e)(A)

- If an electronic code must be entered to use an exit door that code must be clearly posted for residents, visitors, and staff use.
411-054-0200 (4)(e)(B)

- An exit door alarm or other acceptable system must be provided for security purposes and to alert staff when residents exit the RCF. The door system may be integrated with a call system. 411-054-0200 (11)(b)

OVERALL:

YES NO NA

- Emphasize a residential appearance while retaining the features required to support special resident needs. 411-054-0200 (4)
- All interior and exterior materials, surfaces, & equipment necessary for the health, safety, and comfort of the resident will be kept clean and in good repair. 411-054-0200 (4)(i)
- Be free from unpleasant odors. 411-054-0200 (4)(h)
- Use of Extension Cords and Special Taps are not allowed. 411-054-0200 (10)((b))
- Adequate telephones must be available for resident, staff, and visitor use. 411-054-0200 (12)
- If the only public telephone is located in a staff area, it must be posted that the telephone is available for normal resident-use at any time and that staff shall ensure the resident's uninterrupted privacy. Staff may provide assistance when necessary or requested. 411-054-0200 (12)
- Lever-type door handles must be provided on all doors used by residents. 411-054-0200 (4)(d)
- Hard Surface Floors and base must be free from cracks and breaks. 411-054-0200(4)(c)(A)
- Carpeting and other floor materials must be constructed and installed to minimize resistance for passage of wheelchairs and other ambulation aids. 411-054-0200 (4)(c)(B)
- Thresholds and floor junctures must be maintained to allow for the passage of wheelchairs and to prevent a tripping hazard. 411-054-0200 (4)(c)(C)

- Resident areas must maintain 70 degrees Fahrenheit. Required temperatures are no less than 70 degrees Fahrenheit during the day and 60 degrees Fahrenheit during sleeping hours. 411-054-0200 (8)(a)(A)

- Effective 1/15/15 wall heaters are not acceptable in new construction or remodeling. Covers, grates, or screens of wall heaters and associated heating elements may not exceed 120 degrees Fahrenheit when they are installed in locations that are subject to incidental contact by people or with combustible material. 411-054-0200 (8)(d)

COMMON AREAS

CORRIDORS:

YES NO NA

- Handrails must be installed at one or both sides of resident-use corridors. 411-054-0200 (4)(b)(C)
- Corridor lighting must equal a minimum of 20 FC. 411-054-0200 (10)(c)(C)
Reading at 36" AFF = _____

ELEVATORS:

YES NO NA

- RCF with residents on more than one floor must provide at least one elevator that meets Oregon Elevator Specialty Code (OESC) requirements. 411-054-0200 (4)(g)

LIVING/FAMILY/ACTIVITY/MULTIPLE USE/SOCIAL/RECREATION Areas:

YES NO NA

- The glass and area surrounding the fireplace must not exceed 120 degrees Fahrenheit. 411-053-0200 (8)(c)
- If a stove is provided in the activities or common-use area, and is available for resident-use, a keyed, remote switch, or other safety devise must be provided to ensure staff control. 411-054-0200 (6)(e)

OUTDOOR RECREATION AREAS (Required):

YES NO NA

- Must be accessible & available to all. 411-054-0200 (3)(f)
- Perimeter fencing unsecured, securing requires a waiver. 411-054-0200 (3)(g)

- Lighting must be equal to a minimum of 5 FC 411-054-0200 (3)(f)

Reading = _____

DINING ROOM:

YES NO NA

- RCF must have policies and equipment to assure food is served fresh and at proper temperatures. 411-054-0200 (6)(c)

- The glass and area surrounding the fireplace must not exceed 120 degrees Fahrenheit. 411-053-0200 (8)(c)

- Dining Room lighting must equal a minimum of 25 FC measured at table height w/o light from windows. 411-054-0200 (10)(c)(D)

Reading at table = _____

PUBLIC RESTROOMS:

YES NO NA

- RCF with more than 16 residents must provide at least one separate toilet and hand wash lavatory for staff & visitor use. 411-054-0200 (6)(b)(B)

- A manually operated emergency call system must be provided in each toilet & bathing facility used by residents and visitors. 411-054-0200 (11)(a)

- All toilet and shower rooms must be equipped with a mechanical exhaust fan or central exhaust system that discharges to the outside.
411-054-0200 (8)(b)

MEDICATION STORAGE:

YES NO NA

- Must have a locked and separate closed storage area for medication, supportive of the distribution system utilized including: 411-054-0200 (7)(a)

- Locked refrigeration for perishable medications. 411-054-0200 (7)(a)(A)

- Medications stored separate from any poisons, hazardous materials, or toxic substance. 411-054-0200 (a)(B)

- A medication sink, if more than 16 residents. 411-054-0200 (a)(C)

KITCHEN:

YES NO NA

Kitchen for 16 or fewer Residents

Kitchen facilities and equipment in residential care facilities with a capacity of 16 or fewer may be of residential type except as required by the building code.
411-054-0200 (7)(e)

A two compartment sink or separate food prep sink or separate hand wash lavatory must be provided. 411-054-0200 (7)(e)(E)

Storage for mop and other cleaning tools. 411-054-0200 (7)(e)(I)

Dedicated mop and other cleaning tools and supplies used for dietary areas ONLY.
411-054-0200 (7)(e)(I)

Residential or Commercial dishwasher with a final rinse cycle reaching a minimum of 140 degrees Fahrenheit. 411-054-0200 (7)(e)(D)

OR

Chemical disinfectant must be provided. 411-054-0200 (7)(e)(D)

YES NO NA

Kitchen for 16 or more residents

must comply with OAR 333-150-000 (Food Sanitation Rules.)
411-054-0200 (7)(e)

Commercial dishwasher required by OAR 333-150-0000.
411-054-0200 (7)(e)(D)

Separate janitors closet or alcove must be provided with a floor or service sink and have storage for cleaning tools and supplies. 411-054-0200 (7)(e)(I)

Dedicated mop and other cleaning tools and supplies used for dietary areas ONLY.
411-054-0200 (7)(e)(I)

A triple pot wash sink (unless pots are sanitized in the dishwasher.)
411-054-0200 (7)(e)(E)

A food prep sink. 411-054-0200 (7)(e)(E)

A separate hand wash lavatory. 411-054-0200 (7)(e)(E)

General Kitchen Requirements:

YES NO NA

Food preparation and serving areas must have: 411-054-0200 (7)(e)(F)(G)(J)

Smooth, cleanable counters.

Stove & oven equipment for cooking and baking needs.

Storage for cookbooks, diet planning information, and records.

Non freezing space to store a one-week supply of dry, staple foods.
411-054-0200 (7)(e)(A)

Refrigeration space for a two day supply of perishable foods. Must be at proper temp.
411-054-0200 (7)(e)(B)
Temp = _____

Freezer space to store a two day supply of perishable foods. Must be at proper temp.
411-054-0200 (7)(e)(B)
Temp = _____

Storage for all dishware, utensils, and cooking utensils used by residents.
411-054-0200 (7)(c)(C)

Garbage in food prep areas must be enclosed and separate from food storage.
411-054-0200 (7)(e)(H)

Walls & Ceilings must be cleanable and finished smooth per OAR 333-150-0000.
411-054-0200 (4)(f)

Wall base shall be continuous and covered with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0200 (7)(e)(K)

Hot Water temperatures serving dietary areas must meet OAR 333-150-000 (Food Sanitation Rules.) 411-054-0200 (9)(b)

Water Temp = 135 degrees Reading = _____

LAUNDRY:

YES NO NA

- Must be separate from food preparation and other resident use areas.
411-054-0200 (7)(c)(B)

- Laundry facilities may be located to allow for both resident and staff use.
411-054-0200 (7)(c)

- Laundry facilities must: 411-054-0200 (7)(c); (7)(c)(A)
 - Provide a time schedule for resident-use
 - Equipment must be residential
 - Operable
 - At no additional cost to the resident

- When primary laundry is not in the building or suitable for resident-use, RCF must provide separate resident-use laundry facilities.
411-054-0200 (7)(c)

- Laundry facilities must have space and equipment to handle laundry-processing needs. 411-054-0200 (7)(c)(B)

- Laundry facilities used by staff must have capacity for locked storage of chemicals & equipment. 411-054-0200 (7)(c)(C)

- Walls and ceilings must be cleanable. 411-054-0200 (4)(f)

- Wall base shall be continuous and covered with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0200 (7)(c)(D)

SOILED LINEN PROCESSING:

YES NO NA

- There must be an area (separate from regular laundry) with closed containers and equipment that ensure the separate storage and handling of soiled linens & clothing.
411-054-0200 (7)(d)(A)

- Area must provide a one-way flow of soiled linens and soiled clothing from the soiled area to the clean area and preclude potential for contamination of clean linens and clothing. 411-054-0200 (7)(d)(B)

Area must have: 411-054-0200 (7) (d)(C)(D)&(E)

- Flushing rim clinical sink
- Hand held rinsing devise @ flushing rim clinical sink
- Hand wash sink or lavatory
- Waterproof gloves for personnel handling soiled laundry

- Washers with a minimum 140 degree temperature rinse cycle
411-054-0200 (7)(d)(D)
OR
- Use of Chemical disinfectant

- A separate covered or enclosed clean linen storage. May be on shelves, carts, or in closets outside of laundry area. 411-054-0200 (7)(d)(F)

- Walls and ceilings must be cleanable. 411-054-0200 (4)(f)

- Areas wall base shall be continuous and covered with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0200 (7)(d)(G)

JANITOR CLOSET:

YES NO NA

- Facility must have a secured janitor closet. 411-054-0200 (7)(b)(A)

Including:

- Storage for supplies & equipment. 411-054-0200 (7)(b)(A)
- Floor or service sink. 411-054-0200 (7)(b)(A)
- Wall base shall be continuous and covered with the flooring material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0200 (7)(b)(B)

SHARED RESIDENT BATHROOMS:

YES NO NA

- At least one centralized shower or tub must be designed for disabled access without substantial lifting by staff. 411-054-0200 (6)(a)(A)

- Bathrooms must be located or screened to allow for resident privacy while bathing and provide adequate space for an attendant.
411-054-0200 (6)(a)(B)

- Lighting fixtures must be provided and be switchable near the entry door.
411-054-0200 (10)(c)

Toilet Facilities must be accessible. 411-054-0200 (6)(b)(A)

Toilet Facilities must include: 411-054-0200 (6)(b)

A toilet

Hand Wash Sink

Mirror

Showers must have: 411-054-0200 (6)(a)(D) &(E)

Grab bars

Hand-held shower head

Cleanable shower curtain

Walls and ceilings must be cleanable. 411-054-0200 (4)(f)

Slip resistant floor surface is required in all bathing areas.
411-054-0200 (6)(a)(C)

A manually operated emergency call system must be provided in each toilet & bathing facility used by residents and visitors. 411-054-0200 (11)(a)

All toilet and shower rooms must be equipped with a mechanical exhaust fan or central exhaust system that discharges to the outside.
411-054-0200 (8)(b)

Lighting shall be a minimum of 50 FC measured at hand wash sink and at 3' above shower floor w/curtain open. 411-054-0200 (10)(c)(B)

Reading at Sink = _____

Read @ 3' above shower = _____

Hot water temperature in residents units must be maintained within a range of 110 - 120 degrees Fahrenheit. 411-054-0200 (9)(a)

Reading = _____

RESIDENT ROOMS/UNITS:

YES NO NA

Resident Units must have a lockable door with lever handles, effective 01-15-2017. Applies to all existing and new construction. 411-054-0200 (5)(a)

- Lighting fixtures must be provided and be switchable near the entry door.
411-054-0200 (10)(c)
- RCF must provide a call system that connects resident units to the care staff center or staff pagers. Wireless systems are allowed.
411-054-0200 (11)
- Resident units may be limited to a bedroom only, with bathroom facilities centrally located off common corridors. Limited to no more than two residents.
411-054-0200 (5)
- Shared rooms must have a minimum of 3' between beds.
411-054-0200 (5)(c)
- For bedroom units, the doors must open to an indoor, temperature controlled common-use area or common corridor. 411-054-0200(5)(b)
- Residents may not enter a room through another resident's bedroom.
411-054-0200 (5)(b)
- Separate wardrobe closet must be provided for each resident and must have:
411-054-0200 (5)(f)
- Rod must be adjustable for height or fixed for reach ranges between 9" to 48" per building codes. 411-054-0200 (5)(f)
- A lockable storage space must be provided for the safekeeping of a resident's small valuable items and funds. Both the administrator and resident may have keys.
411-054-0200 (5)(e)
- Unit Windows must be equipped with curtains or blinds for privacy and control of sunlight. 411-054-0200 (5)(g)(B)
- Operable second floor windows must be designed to prevent accidental falls when sill heights are lower than 36" AFF. 411-054-0200 (5)(g)(C)

- Each resident bedroom must have illumination of at least 20 FC measured at three feet above the floor for way finding from the room entrance to each bed, and to the adjoining toilet room, if one exists.
411-054-0200 (10)(c)(A)

Reading at 3' AFF = _____

RESIDENT BATHROOMS:

YES NO NA

- Slip resistant floor surface is required in all bathing areas.
411-054-0200 (6)(a)(C)

- Lighting fixtures must be provided and be switchable near the entry door.
411-054-0200 (10)(c)

Bathrooms must be: 411-054-0200 (5)(h)

- A separate room
- Accessible for wheelchairs
Include:
 - Toilet
 - Hand Wash Sink
 - Mirror
 - Towel Bar
 - Storage for toiletry items

- Walls and ceilings must be cleanable. 411-054-0200 (4)(f)

- All toilet and shower rooms must be equipped with a mechanical exhaust fan or central exhaust system that discharges to the outside.
411-054-0200 (8)(b)

- A manually operated emergency call system must be provided in each toilet & bathing facility used by residents and visitors. 411-054-0200 (11)(a)

- Lighting shall be a minimum of 50 FC measured at hand wash sink and at 3' above shower floor w/curtain open. 411-054-0200 (10)(c)(B)

Reading at Sink = _____

Read @ 3' above shower = _____

- Hot water temperature in residents units must be maintained within a range of 110 - 120 degrees Fahrenheit. 411-054-0200 (9)(a)

Reading = _____

RESIDENT KITCHENS:

YES NO NA

If provided must include: 411-054-0200 (5)(i)

- Cooking appliances must be readily removable or disconnect-able.
A microwave is a cooking appliance.
- RCF must have and carry out a written safety policy regarding resident-use & non use
of appliances. 411-054-0200 (5)(i)
- Hot water temperature in residents units must be maintained within a range of 110 -
120 degrees Fahrenheit. 411-054-0200 (9)(a)

Reading = _____