



800 NE Oregon Street, Suite 465, Portland OR 97232

Voice: (971) 673-0540

Fax: (971) 673-0556

TTY: (971) 673-0372

<http://www.healthoregon.org/fps>

mailbox.fps@state.or.us

Facilities Planning & Safety Unit

Site Inspection Check List for:

Assisted Living Facility (ALF) - OAR 411-054-0300

Memory Care Community (MCC - OAR 411-057-0170

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 to pick up and drop off residents and mail deliveries without the need for vehicles to back up. 411-054-0300 (3)(h)

Grounds that are orderly and free of litter and refuse. 411-054-0300 (3)(c)

Measures to prevent the entry of rodents, flies, mosquitoes, and other insects. 411-054-0300 (3)(b)

PATHWAYS/WALKWAYS/ACCESSES must be:

- Made of hard, smooth material. 411-054-0300 (3)(a)
- Surface to be a medium to dark reflectance value to prevent glare from reflected sunlight. 411-057-0170 (5)(c)
- Accessible. 411-054-0300 (3)(a)
- Maintained in good repair. 411-054-0300 (3)(a)
- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
 Exterior Walking Surface **(Night) Ambient** = 5 FC
 Reading @ 30" above walk surface = _____

GARBAGE:

YES NO NA

- Garbage must be stored in covered refuse containers. 411-054-0300 (3)(c)
- Outside area drain with Hot & Cold water hose bibs must be provided for sanitizing laundry carts, food carts, and garbage cans. 411-054-0300 (9)(c)

LANDSCAPING:

- Contracted or Third Party Services Provided. 411-054-0300 (3)(e)
OR
- Provide storage for all maintenance equipment. 411-054-0300 (3)(e)
- Locked storage for all Poisons, Chemicals, rodenticides, and other toxic materials. 411-054-0300 (3)(b)
- Materials must be properly labeled. 411-054-0300 (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. 411-054-0300 (4)(a)
- Exit door alarms or other acceptable system must be provided for security purposes and to alert staff when residents exit the ALF. The door system may be integrated with a call system. 411-054-0300 (11)(b)

- Exit doors may not include locks that DELAY or PREVENT evacuation except as specified by the building code. Department approval required to install.
411-054-0300 (4)(e) & 411-054-0300 (4)(e)(A)

- MCC may not have entrance and exit doors that are closed with non-electronic keyed locks. A door with a keyed lock may not be placed between a resident and the exit.
411-057-0170 (9)(c)

- Electronic locking devices used on MCC exit doors must release upon Fire alarm/Sprinkler Activation; Power failure; by key button or key pad activation.
411-057-0170 (9)(a)(A)(B)(C)

- If keypads are used at exits, directions for the keypad code and their operation must be posted on the outside of the door to allow access to the unit. However, if all the community is endorsed, then directions for the operation of the locks need not be posed on the outside of the door. 411-057-0170 (9)(b)

- If MCC does not post the code, the community must develop a policy or a system that allows for visitor entry. 411-057-0170 (9)(d)

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Exterior Entrance **(Night) Ambient** = 10 FC
Reading @ 30" AFF = _____

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Interior Entry **(Day) Ambient** = 50 FC
Reading @ 30" AFF - 10' inside door = _____

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Interior Entry **(Night) Ambient** = 10 FC
Reading @ 30" AFF = _____

- Each resident or unit must be provided a mailbox that meets US Postal Service Requirements. 411-054-0300 (6)(f)

OVERALL:

YES NO NA

- Memory Care Communities located on ground floor. 411-057-0170 (2)(b)

- Maximize functional abilities, accommodate behavior related to dementia, promote safety, enhance personal dignity and encourage independence.
411-057-0170 (1)
- Emphasize a residential appearance while retaining the features required to support special resident needs. 411-054-0300 (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.
411-054-0300 (4)(i)
- Be free from unpleasant odors. 411-054-0300 (4)(h)
- High visual surface contrast between floor and wall, wall & door, and between floor and other objects. 411-057-0170 (4)(b)
- Walls, floors, ceilings, and woodwork must be finished to minimize reflected glare and must have a low sheen or matte finish. 411-057-0170 (4)(a)
- Use of Extension Cords and Special Taps are not allowed.
411-054-0300 (10)((b))
- There must be an accessible local access public telephone in a private area that allows a resident or another individual to conduct a private conversation.
411-054-0300 (12)(b)
- Hard Surface Floors and base must be free from cracks and breaks.
411-054-0300(4)(c)(A)
- Carpeting and other floor materials must be constructed and installed to minimize resistance for passage of wheelchairs and other ambulation aids.
411-054-0300 (4)(c)(B)
- Thresholds and floor junctures must be maintained to allow for the passage of wheelchairs and to prevent a tripping hazard. 411-054-0300 (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. 411-054-0300 (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 individuals or with combustible material. 411-054-0300 (8)(c)

COMMON AREAS

CORRIDORS:

YES NO NA

- Walls, floors, ceilings, and woodwork must be finished to minimize reflected glare and must have a low sheen or matte finish. 411-057-0170 (4)(a)

- Handrails must be installed at one or both sides of resident-use corridors. 411-054-0300 (4)(b)(C)

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Corridors **(Day) Ambient** = 30 FC
Reading @ Corridor 30" AFF = _____

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Corridors **(Night/Sleeping) Ambient** = 10 FC
Reading @ Corridor 30" AFF = _____

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Exit Stairways and Landings (Value Contract on Edge) **Ambient** = 30 FC
Reading @ Stairs & Landing 30" AFF = _____

ELEVATORS:

YES NO NA

- Facilities with more than one floor must provide at least one elevator that meets Oregon Elevator Specialty Code. 411-054-0300 (4)(g)

- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Elevator Interior **Ambient** = 30 FC
Reading @ 30" AFF = _____

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

YES NO NA

- Safe corridors and passageways through the common areas that are free of objects that may cause falls. 411-057-0170 (6)(d)
- Windows must have coverings which diffuse daylight and minimize glare with blocking all natural light during the day. 411-057-0170 (3)(b)(D)
- ALF must include lounge and activity areas for social and recreational-use. 411-054-0300 (6)(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. 411-054-0300 (6)(d)
- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170
Visiting Area **(Day) Ambient** = 30 FC
Reading @ 30" AFF = _____
- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Visiting Area **(Night) Ambient** = 10 FC
Reading @ 30" AFF = _____
- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Activity Areas, **Ambient** = 30 FC
Reading @ 30" AFF = _____
- Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Activity Areas, **Task** = 50 FC
Reading @ work surface = _____

OUTDOOR RECREATION AREAS (Required):

YES NO NA

- Must be accessible & available to all. 411-054-0300 (3)(f)

MCC Fencing that is: 411-057-0170 (5)(b) & (5)(d)

- 6 feet high
- Reduces risk of elopement
- Maintained In functional condition
- Furniture sufficient in weight & stability, to prevent injury or aid in elopement.
- ALF Perimeter fencing unsecured, securing requires a waiver.
411-054-0300 (3)(g)

- ALF Lighting must be equal to a minimum of 5 FC 411-054-0300 (3)(f)
Reading = _____

DINING ROOM:

YES NO NA

- Must have a free flow of movement to and from common & personal spaces.
411-057-0170 (6)(a)

- Windows must have coverings which diffuse daylight and minimize glare with out blocking all natural light during the day. 411-057-0170 (6)(D)

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Dining (**Active Hours**) **Ambient** = 30 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Dining (**Active Hours**) **Task** = 50 FC
Reading @ table surface = _____

- Hot Water temperatures serving dietary areas must meet OAR 333-150-0000 (Food Sanitation Rules.) 411-054-0300 (9)(b)
Water Temp = 135 degrees Reading = _____

SHARED SERVICE ROOMS:

YES NO NA

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Barber/Beautician **Ambient** = 50 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)

Chapel or Quiet Area, **Ambient** = 30 FC

Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Administrative Areas, **Ambient** = 30 FC

Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2.
411-057-0170 (3)(b)(B)
Administrative Areas, **Task** = 50 FC

Reading @ work surface = _____

PUBLIC RESTROOMS:

YES NO NA

- ALF must have a accessible public restroom for visitor, staff, and resident-use, convenient to dining and recreation areas. 411-054-0300 (6)(a)

Restroom must have: 411-054-0300 (6)(a)(A) & 411-054-0300 (6)(a)(B)

- Toilet
 Sink
 Waste Container
 Hand drying means that can not be reused
 Manually operated emergency call system

- All toilet and shower rooms must be equipped with a mechanical exhaust fan or central exhaust system that discharges to the outside. 411-054-0300 (8)(b)

MEDICATION STORAGE:

YES NO NA

- An ALF must provide a secure space for medical storage 411-054-0300 (7)(a)
Including in same area:
 Access to a sink
 Cold storage
 Space for necessary medical supplies and equipment must be provided

KITCHEN:

YES NO NA

- A separate janitor closet or alcove with a floor or service sink and storage for cleaning tools and supplies. 411-054-0300 (7)(e)(E)

- Kitchen must have storage for a mop, other cleaning tools, and supplies used for dietary areas. Such tools must be separate from those used in toilet rooms, resident rooms, and other support areas. 411-054-0300 (7)(e)(D)
- Storage must be available for cookbooks, diet planning information, and records. 411-054-0300 (7)(e)(G)
- Dry storage space, not subject to freezing, for a minimum one-week supply of staple foods. 411-054-0300 (7)(e)(A)
- Refrigeration space for a two day supply of perishable foods. Must be at proper temp. 411-054-0300 (7)(e)(B)
Temp = _____
- Freezer space to store a two day supply of perishable foods. Must be at proper temp. 411-054-0300 (7)(e)(B)
Temp = _____
- Storage for all dishware, utensils, and cooking utensils used by residents must meet OAR 333-150-0000 Food Sanitation Rules. 411-054-0300 (7)(e)(C)
- Garbage storage in food preparation area must be enclosed and separate from food storage. 411-054-0300 (7)(e)(F)
- Walls & Ceilings must be cleanable and finished smooth per OAR 333-150-0000. 411-054-0300 (4)(f)
- Wall base shall be continuous and coved with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture. 411-054-0300 (7)(e)(H)
- Hot Water temperatures serving dietary areas must meet OAR 333-150-0000 (Food Sanitation Rules.) 411-054-0300 (9)(b)

Water Temp = 135 degrees _____ Reading = _____

LAUNDRY:

YES NO NA

- Must be separate from food preparation and other resident use areas. 411-054-0300 (7)(c)(B)

- Laundry facilities may be located to allow for both resident and staff use. If combined a time schedule for resident-use is provided and equipment is of residential type. 411-054-0300 (7)(c)
- If primary laundry is not in the building or suitable for resident-use, ALF must provide separate resident-use laundry facilities. 411-054-0300 (7)(c)(A)
- Resident laundry must: 411-054-0300 (6)(e)
 - Have at least one washer and dryer.
 - Be operable.
 - At no additional cost to residents.
- On-site laundry facilities, used by staff for facility and resident laundry, must have capacity for locked storage of chemicals and equipment. 411-054-0300 (7)(c)(C)
- ALF must provide covered or enclosed clean linen storage that may be on shelves or carts. Clean linens may be stored in closets outside the laundry area. 411-054-0300 (7)(c)(D)
- Walls and ceilings must be cleanable. 411-054-0300 (4)(f)
- Wall base shall be continuous and coved with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture. 411-054-0300 (7)(c)(E)

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. 411-054-0300 (7)(d)(A)
- Arrangement 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. 411-054-0300 (7)(d)(B)
- Area must have: 411-054-0300 (7) (d)(C) & (7)(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 must have a minimum wash rinse cycle of 140 degree temperature
411-054-0300 (7)(d)(D)
OR
- Use of Chemical disinfectant

- Covered or enclosed clean linen storage must be provided and may be on shelves, carts.
Clean linen may be stored in closets outside of laundry area.
411-054-0300 (7)(d)(F)

- Walls and ceilings must be cleanable. 411-054-0300 (4)(f)

- Areas wall base shall be continuous and coved with the floor material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0300 (7)(d)(G)

JANITOR CLOSET:

YES NO NA

- Facility must have a secured janitor closet. 411-054-0300 (7)(b)(A)
Including:
- Storage for supplies & equipment. 411-054-0300 (7)(b)(A)
- Floor or service sink. 411-054-0300 (7)(b)(A)
- Wall base shall be continuous and coved with the flooring material, tightly sealed to the wall, and constructed without voids that can harbor insects or moisture.
411-054-0300 (7)(b)(B)

RESIDENT ROOMS/UNITS:

YES NO NA

- Individual rooms must have ID markers to assist residents in recognizing their rooms.
411-057-0170 (8)(c)

- MCC Residents may not be locked out of or inside of their rooms at any time.
411-057-00170 (8)(a)

- All resident units must: 411-054-0300 (5)
- Be accessible for wheelchairs
- Have a private bathroom
- Have a kitchenette facility
- Adaptable units are not acceptable
- Have a lockable entry door with lever type handle.

- Locking device must be included that is released with action of the inside lever. Locks for the entry door must be individually keyed, master keyed, and a key supplied to the resident. 411-054-0300 (5)(d)(A)
- ALF must provide a call system that connects resident units to the care staff center or staff pagers. Wireless systems are allowed. 411-054-0300 (11)
- If a public address or intercom system exists it must be used for emergencies only. 411-057-0170 (7)
- The unit exit door must open to an indoor, temperature controlled common-use area or common corridor. 411-054-0300(5)(d)(B)
- Each unit must have an entry door that does not swing into the exit corridor. 411-054-0300 (d)
- Residents must be encouraged to decorate and furnish their rooms with personal items and furnishings based on the residents needs, preferences, and appropriateness. 411-057-0170 (8)(b)
- Unit Windows must be equipped with curtains or blinds for privacy and control of sunlight. 411-054-0300 (5)(c)(B)
- Each resident's living room and bedroom must have an exterior window. 411-054-0300 (5)(c)(A)
- Operable second floor windows must be designed to prevent accidental falls when sill heights are lower than 36" AFF. 411-054-0300 (5)(c)(C)
- Closet/Storage rods must be a minimum of 4' in length. 411-054-0300 (5)(b)(A)
- Closet/Storage rods must be adjustable for height or fixed for reach ranges between 9" to 48" per building codes. 411-054-0300 (5)(b)(B)
- 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. 411-054-0300 (5)(b)(D)
- Each unit must have at lease one telephone jack to allow for individual phone service. 411-054-0300 (12)(a)

- An ALF must provide a television antenna or cable system with an outlet in each resident unit. 411-054-0300 (13)

- Ventilation in each unit must occur via an open window to the outside, or with a mechanical venting system providing air supply taken from the outside. 411-054-0300 (8)(d)

- Each unit must have individual thermostatic heating controls. 411-054-0300 (8)(a)(C)

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Unit Entrance, **Ambient** = 30 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Unit Living Room, **Task** = 75 FC
Reading @ work surface = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Unit Living Room, **Ambient** = 30 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Wardrobe, **Ambient** = 30 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Bedroom (**Day**) **Ambient** = 30 FC
Reading @ 30" AFF = _____

- MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)
Bedroom (**Day**) **Task** = 75 FC
Reading @ work surface = _____

RESIDENT BATHROOMS:
YES NO NA

Bathrooms must be: 411-054-0300 (5)(e); (5)(e)(A)

- A separate room
- Toilet
- Sink
- Mirror
- Toilet paper holder
- Towel Bar
- Storage for toiletry items
- Roll in curb less Shower
- Door that opens outward or slides into the wall

Showers must have: 411-054-0300 (5)(e)(B)

- Slip resistant floor surface in front of roll in showers
- Hand Held shower head
- Cleanable shower curtain
- Appropriate grab bars

All toilet and shower rooms must be equipped with a mechanical exhaust fan or central exhaust system that discharges to the outside. 411-054-0300 (8)(b)

A manually operated emergency call system must be provided in each toilet & bathing facility used by residents and visitors. 411-054-0300 (11)(a)

MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)

Makeup/Shaving Vanity, **Ambient** = 30 FC

Reading @ 4' AFF = _____

MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)

Makeup Shaving Vanity, **Task** = 60 FC

Reading @ work surface = _____

MCC=Lighting fixtures and circuitry must conform to lighting intensities in Table 2. 411-057-0170 (3)(b)(B)

Shower/Bathing Room, **Ambient** = 30 FC

Reading @ 30" AFF = _____

Hot water temperature in residents units must be maintained within a range of 110 - 120 degrees Fahrenheit. 411-054-0300 (9)(a)

Reading = _____

RESIDENT KITCHENS:

YES NO NA

- Each unit must have a kitchen area equipped with: 411-054-0300 (5)(f)(A)&(B)&(C)&(D)
- A sink
- Refrigerator
- Cooking appliances must be readily removable or disconnect-able.
A microwave is a cooking appliance.
- Adequate space for food prep
- Storage space for utensils and supplies
- Counter height may not be higher than 34 inches
-
- Task lighting at the unit food preparation or cooking area must be at least 50 FC.
411-054-0300 (10)(c)(B)
- Reading @ counter = _____
-
- Hot water temperature in residents units must be maintained within a range of 110 - 120
degrees Fahrenheit. 411-054-0300 (9)(a)
- Reading = _____