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Facilities Planning & Safety Unit

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Site Inspection Check List for:

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

PR# \_\_\_\_\_ Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Provider: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Present at Site Inspection: \_\_\_\_\_

Intended Occupancy Date: \_\_\_\_\_

Required <b>PRIOR</b> to Approved Inspection:	RECEIVED?		
	YES	NO	NA
Certificate of Occupancy (CO) from governing jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEP Close-Out verification (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

Accessible. 411-054-0300 (3)(a)

Maintained in good repair. 411-054-0300 (3)(a)

**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)

If an electronic code must be entered to use an exit door that code must be clearly posted for residents, visitors, and staff use. 411-054-0300 (4)(e)(B)

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

## OVERALL:

YES NO NA

- 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)
- 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 people or with combustible material. 411-054-0300 (8)(c)

## COMMON AREAS

### CORRIDORS:

YES NO NA

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

- Corridor lighting must equal a minimum of 20 FC measured from 36" above the floor.  
411-054-0300 (10)(c)(C)  
Reading @ 36" above floor = \_\_\_\_\_

## 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)

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

YES NO NA

- 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)

## OUTDOOR RECREATION AREAS (Required):

YES NO NA

- Must be accessible & available to all. 411-054-0300 (3)(f)
- Perimeter fencing unsecured, securing requires a waiver. 411-054-0300 (3)(g)
- Lighting must equal a minimum of 5 FC 411-054-0300 (3)(f)  
Reading = \_\_\_\_\_

## DINING ROOM:

YES NO NA

- Hot Water temperatures serving dietary areas must meet OAR 333-150-000 (Food Sanitation Rules.) 411-054-0300 (9)(b)  
Water Temp = 135 degrees Reading = \_\_\_\_\_
- Table height lighting in the dining room must equal a minimum of 25 FC w/o light from windows. 411-054-0300 (10)(c)(D)  
Reading at table = \_\_\_\_\_

## 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)
- Storage in food preparation area for garbage 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 covered 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 333-150-000 (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 covered 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 411-054-0300 (7)(d)(D)
- Covered or enclosed clean linen storage must be provided and may be on shelves, carts. Clean linen may be 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 covered 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 covered 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

- 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)
- 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)
- 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 least 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)
- The general lighting intensity in the unit for way finding must be at least 20 FC measured from 36" above the floor. 411-054-0300 (10)(c)  
Reading @ 3' AFF = \_\_\_\_\_

## 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)
  
  - Lighting in the unit bathroom must be at least 50 FC measured from the height of the hand wash basin and at 3' above shower floor w/curtain open. 411-054-0300 (10)(c)(A)
- Reading at Sink = \_\_\_\_\_
- Reading at 3' above shower = \_\_\_\_\_
- 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 measured from counter height. 411-054-0300 (10)(c)(B)
- Reading at counter = \_\_\_\_\_
- Hot water temperature in residents units must be maintained within a range of 110 - 120 degrees Fahrenheit. 411-054-0300 (9)(a)
- Reading = \_\_\_\_\_