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: 

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Certificate of Occupancy (CO) from governing jurisdiction</td>
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<tr>
<td>MEP Close-Out verification (if required)</td>
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**SITE INSPECTION:**

**EXTERIOR = Verify that the facility has installed:**

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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)

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

☐ ☐ ☐ Landscaping:

☐ ☐ ☐ 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 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)

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

OR

☐ ☐ ☐ Provide storage for all maintenance equipment. 411-054-0200 (3)(e)

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☐ ☐ ☐ 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)

<table>
<thead>
<tr>
<th>COMMON AREAS</th>
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<tr>
<th>CORRIDORS:</th>
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<tr>
<td><strong>YES</strong>  <strong>NO</strong>  <strong>NA</strong></td>
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| **YES**  **NO**  **NA** | Corridor lighting must equal a minimum of 20 FC. 411-054-0200 (10)(c)(C) |

Reading at 36” AFF = ______________

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<th>ELEVATORS:</th>
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<td><strong>YES</strong>  <strong>NO</strong>  <strong>NA</strong></td>
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<tr>
<th>LIVING/FAMILY/ACTIVITY/MULTIPLE USE/SOCIAL/RECREATION Areas:</th>
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<tr>
<td><strong>YES</strong>  <strong>NO</strong>  <strong>NA</strong></td>
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| **YES**  **NO**  **NA** | 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) |

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<thead>
<tr>
<th>OUTDOOR RECREATION AREAS (Required):</th>
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<tr>
<td><strong>YES</strong>  <strong>NO</strong>  <strong>NA</strong></td>
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| **YES**  **NO**  **NA** | 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)
General Kitchen Requirements:

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 coved 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:
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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 coved 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:**

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☐ ☐ ☐ 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)

☐ ☐ ☐ 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 coved 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:**

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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 coved 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:**

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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:

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:

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. 4110-054-0200 (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 = ______________