

**SOUTH CAROLINA DEPARTMENT OF
HEALTH AND ENVIRONMENTAL CONTROL
DIVISION OF HEALTH LICENSING**

**SELF INSPECTION GUIDE
FOR
COMMUNITY RESIDENTIAL CARE FACILITIES
R61-84**

This guide was developed to encourage staff members to periodically inspect their own community residential care facilities and to help them meet the standards of Regulation 61-84. While not all-inclusive, this guide addresses many of the requirements of R61-84, which provide safeguards for the health, safety and well-being of residents. Key staff members should use this guide while making routine, periodic reviews to evaluate how well the facility meets the standards and provides the appropriate services and safeguards.

All questions should normally be answered yes. If you answer a question no, you should take action to correct the situation.

SECTION 100. DEFINITIONS AND LICENSE REQUIREMENTS

SECTION	CLASS	ITEM	Y	N	REMARKS
103.B.	II	Does the facility have a copy of Regulation 61-84 at the facility that is accessible to all staff members/volunteers?			
103.E.	I	Is the number of beds set up equal to or less than the number of beds licensed? (Staff beds are not counted.)			
103.F.	I	Does the facility prohibit the providing of services to persons in excess of the licensed bed capacity?			
103.G.	II	If the facility has living quarters for staff members, do only staff members, volunteers, or owners of the facility and members of the owners immediate family reside in the facility?			

Section 100. Definitions And License Requirements - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
103.H.1.	II	Is the license posted in a conspicuous place in a public area?			
103.H.8.	II	If respite care is being offered, are all licensing standards being met for the resident?			

SECTION 400. POLICIES AND PROCEDURES

SECTION	CLASS	ITEM	Y	N	REMARKS
401.A.	II	Does the facility have policies and procedures that address each section of R61-84 regarding: (a) resident care, (b) resident rights, (c) operation of the facility, and (d) provision of any special care offered, e.g., care for Alzheimer, physically and/or developmentally disabled residents?			
401.A.	II	Has the facility established a time-period for review of all policies and is the last review within the established time frame?			
401.A.	II	Are policies and procedures accessible in the facility at all times?			

SECTION 500. STAFF/TRAINING

SECTION	CLASS	ITEM	Y	N	REMARKS
501.B.	I	(a) Are persons who have a prior conviction or pled no contest (nolo contendere) for child or adult abuse, neglect or mistreatment denied employment? (b) Does the facility check applicable registries of licensed/certified employees and have copies of licenses and certifications? (c) Have criminal background checks been conducted? (§44-7-2910)			

Section 500. Staff/Training - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
501.D.	I	Does the facility provide supervision/care/services only to residents of the facility or to the children of owners who reside in the facility?			
501.E.2.	I	Can staff members/volunteers speak, read and write English?			
501.F.	II	Does the facility have copies of current employee addresses, phone numbers, health information and job descriptions?			
501.G.	II	Does the facility have written agreements with all outside entities that provide resident services?			
502.A.	II	Does the facility have an administrator licensed by the SC Board of Long Term Health Care Administrators?			
502.C.	II	Does the facility have a staff member designated in writing to act in absence of the administrator?			
503.B.	I	Does the facility have sufficient staff (at least 1:8 during peak hours & 1:30 during non-peak hours, awake at night where required)?			
504.A.	I	Does the facility have an inservice program that provides training on an annual basis in: (a) basic first aid, (b) vital signs for designated staff, (c) contagious/communicable diseases, (d) medication management, (e) special care, (f) restraints for designated staff, (g) OSHA bloodborne pathogens, (h) CPR for designated staff (i) resident rights/confidentiality, (j) fire response within 24 hours of first day on job, and (k) emergency/disaster preparedness within 24 hours of first day on job?			

Section 500. Staff/Training - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
504.B.	I	Does the person responsible for recreational activities have appropriate training prior to resident contact and annually thereafter?			
504.C.	I	Do all new employees receive job orientation?			
505.A.	I	Do all new staff members have health assessments within 12 months prior to resident contact?			

SECTION 600. REPORTING

SECTION	CLASS	ITEM	Y	N	REMARKS
601.A.	III	Does the facility report incidents/accidents, serious medical conditions, illnesses resulting in death or hospitalization to: (a) next-of- kin/responsible party immediately, (b) sponsor within 12 hours, and (c) DHL in writing within 10 days of the incident/accident?			
601.B.	III	Do I&A reports contain: (a) facility name, (b) resident age & sex, (c) date of incident, (d) location, (e) witness names, (f) extent of injury & how treated, (g) identified cause, (h) internal investigation results, (i) other agencies notified, and (j) date of report?			
601.D.	III	Does the facility report all medication errors and adverse medication reactions: (a) immediately to the next-of-kin, responsible party, staff and prescriber, and (b) within 12 hrs. to sponsor?			

Section 600. Reporting - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
601E.	I	Are changes in residents' condition being reported immediately to the attending physician, next-of-kin and responsible party?			
602.	II	Are fires/disasters reported immediately to DHL followed-up with a written report within 72 hours?			
603.	I	Are reportable communicable diseases and animal bites reported to the county health department?			
604.	III	Are changes in administrators reported in writing to DHL within 10 days?			
606.	III	Is DHL notified by the next working day, if evacuees are relocated to your facility?			
607.	III	Is DHL being notified in writing of all facility closings?			

SECTION 700. RESIDENT RECORDS

SECTION	CLASS	ITEM	Y	N	REMARKS
701.	II	Does each resident's record contain: (a) consultations by physicians, (b) physician orders for medications, care, services, procedures and diet, (c) care/services provided, (d) MAR's, (e) special procedures, (f) notes of observation, (g) discharge information, (h) phone # of physician, (i) routine and emergency medical care information, and (j) photograph?			
702.	II	Are resident assessments being performed within 72 hours after admission?			
703.A.	II	Are resident care plans developed within 7 days of admission and updated at least every 6 months?			

Section 700. Resident Records - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
703.A.	II	Do resident, administrator or designee, sponsor, & responsible party sign care plans?			
703.B.	II	Do care plans address: (a) resident needs with ADL's (what assistance, how much, who will provide, how often, and when), (b) physician visits, (c) advance care directives (d) power of attorney, (e) recreation & social activities, and (f) dietary needs?			
703.C.	II	Do care plans address responsibilities of sponsor/facility?			
703.C.	II	(a) Do care plans have goals? (b) Do goals have objectives? (c) Do care plans list methods of achieving objectives? (d) Are objectives written in measurable terms with expected achievement dates?			
704.A.	III	Are resident records properly stored and protected?			
704.B.	I	When residents are transferred from your facility, are transfer summaries with copies of the ICP and MAR forwarded to the receiving facility at the time of transfer?			
704.F.	III	Upon discharge, are resident records completed within 30 days and properly stored?			
704.G.	III	(a) Are resident records being maintained for at least 6 years following discharge? (b) Are regulation-required documents (fire drills, activity schedules, etc.) retained for at least 12 months or since the last DHL inspection, whichever is longer?			

SECTION 800. ADMISSION/RETENTION

SECTION	CLASS	ITEM	Y	N	REMARKS
801.B.	I	Are residents' needs being met by the accommodations and services provided?			
801.C.4.	I	Is the provision of nursing services prohibited, other than short-term intermittent nursing care, which may be provided, only by non-staff nurses?			
801.E.	III	Are residents who are in need of continuous medical or nursing supervision being transferred?			

SECTION 900. RESIDENT CARE/SERVICES

SECTION	CLASS	ITEM	Y	N	REMARKS
901.A.	III	Does the facility have written admission agreements for all residents which include: (a) explanation of care, services & equipment provided, (b) disclosure of fees, (c) notice requirements for fee changes, (d) refund policy, (e) personal needs allowance dates, (f) transportation policy, (g) discharge/transfer provisions, and (h) resident rights and grievance procedure?			
901.B.	I	Do resident individual care plans detail care and services provided?			
901.D.	II	Are residents neat, clean and comfortably dressed?			
901.E.	III	Are residents' cultural and religious practices accommodated?			
902.A.	II	Does the facility have provisions for safeguarding residents' money and valuables?			
902.G.	II	Is there an accurate accounting record when the facility manages residents' personal funds?			

Section 900. Resident Care/Services - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
902H.	III	Do residents receive quarterly financial reports when the facility manages their personal funds?			
903.B.	III	Does the facility provide at least one different structured recreational activity everyday of the week that accommodates residents' needs, interests, and/or capabilities as indicated in individual care plans?			
903.C.	III	Does the facility have a designated staff person responsible for the recreation program?			
903.D.	III	Does the facility maintain sufficient recreational supplies?			
903.E.	III	Is the current monthly activity schedule posted?			
904.	I	Does the facility provide local transportation to medical appointments at no charge?			
905.A.	I	Are residents free from restraints other than as ordered by a physician during an emergency?			
906.B.	III	Are residents, family members and sponsors being consulted before discharge?			
906.E.	II	Upon discharge/transfer does the facility assure that adequate arrangements exist to assure continuity of care/services and maximum convenience to the resident?			

SECTION 1000. RIGHTS AND ASSURANCES

SECTION	CLASS	ITEM	Y	N	REMARKS
1001.B.	II	Are the Resident's Bill of Rights and Omnibus Adult Protection Act posters prominently displayed in public areas of the facility?			
1001.C.	II	Does the facility comply with all laws concerning discrimination?			

Section 1000. Rights And Assurances - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1001.G.	I	Are staff members prohibited from locking residents in or out of rooms or common usage areas? (exception: Alzheimer's unit)			
1001.H	II	Are grievance/complaint procedures with the address & phone # of DHL posted in conspicuous locations in the facility?			
1001.J.	I	Does the facility prohibit requiring residents to perform tasks that would normally be the duty of a staff member? (Residents may engage in such activities, if done voluntarily, under proper supervision and after being included in their ICP.)			
1001.L.	II	Are residents permitted to use the telephone in privacy?			

SECTION 1100. RESIDENT PHYSICAL EXAMINATION AND TB SCREENING

SECTION	CLASS	ITEM	Y	N	REMARKS
1101.A.	I	Are resident physicals completed within 30 days prior to admission and annually thereafter? Do resident physicals address: (a) appropriateness of placement, (b) medications required, (c) self-administration status, and (d) identification of special conditions/care required?			
1101B.	I	Do resident admission physicals include a 2-step TB test?			

SECTION 1200. MEDICATION MANAGEMENT

SECTION	CLASS	ITEM	Y	N	REMARKS
1201.B.	I	Does the facility have reference material published within the previous 3 years concerning medications?			

Section 1200. Medication Management- Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1202.B.	I	(a) Are orders taken only by staff members authorized by the facility to take orders? (b) Does a physician or authorized healthcare provider sign all orders within 72 hours?			
1202.C	I	Does the facility prohibit medications ordered for a specific resident from being shared with another resident?			
1203.A.	I	(a) Is the person preparing the medications administering them? (b) Does medication preparation begin no earlier than one hour prior to administering? (c) Are residents' MAR's being initialed at the time of administration? (d) When dosage is administered on a varying schedule, are the numbers of tablets being recorded on the MAR?			
1203.B.	I	(a) Are non-licensed staff members who administer medications trained by a person licensed to administer medications? (b) If a licensed nurse trains staff members, do staff members have a documented evaluation and approval by a licensed nurse? (§40-33-980) (c) If the facility monitors blood sugar levels, does the facility have a CLIA waver?			
1203.C.	I	For each resident who self-administers medications, does the facility have either semi-annual physicians orders to self-administer or documented quarterly demonstrations of the resident's ability to self-administer?			
1203.F.	I	Does the facility have documented reviews of MAR's at shift changes by incoming and outgoing staff?			

Section 1200. Medication Management- Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1205.A.	I	(a) Are medications properly labeled? (b) Are medication labels brought into accord with the directions of the physician each time the prescription is refilled? (c) Are medications with soiled, damaged, incomplete, illegible, or makeshift labels returned to the pharmacy for re-labeling or disposal?			
1205.B.	I	(a) Are each resident's medications being kept in the original container(s)? (b) For facilities using unit dose systems, are quarterly pharmacist reviews being conducted?			
1205.C.	I	Are medication labels updated when changes in dosage occur?			
1206.A.	I	(a) Are expired and discontinued medications stored separately from current medications? (b) Are medications secured and locked? (c) Are medications requiring refrigeration stored at proper temperatures?			
1206.B.	I	Are medications stored separately from poisonous substances or body fluids and in a manner that provides for separation between topical and oral medications?			
1206.C.	I	Does the facility maintain a record of controlled substances in a manner that the distribution of each dose may be readily traced?			
1206.D.	I	Are only nonlegend medications used as stock medications?			
1206.F.	I	Do residents who self-administer have a way to secure and lock their medications?			

Section 1200. Medication Management- Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1207.C.	I	(A) Is the administrator destroying residents' medications within 5 days when the medications have: (a) deteriorated, (b) exceeded the expiration date, (c) unused portions remaining after death or discharge, and/or (d) been discontinued? (Medications that have been discontinued may be stored for 30 days before being destroyed.) (B) Are destruction records being retained for 2 years?			
1207.D.	I	Is the destruction of controlled substances witnessed by a licensed nurse or pharmacist, or by returning them to the pharmacy?			

SECTION 1300. MEAL SERVICE

SECTION	CLASS	ITEM	Y	N	REMARKS
1302.B.	I	Is use of home canned goods prohibited?			
1302.C.	II	Are all food items stored at a minimum of six inches above the floor?			
1302.D.	II	Does the facility maintain at least a one-week supply of staple foods and a two-day supply of perishable foods on the premises?			
1302.E.	II	Are refrigerated prepared foods covered, labeled, dated, and stored for 72 hours or less?			
1304.B.	III	Are dining room tables set with full place settings?			
1304.C.	II	Does the facility provide a minimum of 3 nutritionally-adequate meals each day with not more than 14 hours between the serving of the evening meal and breakfast?			

Section 1300. Meal Service - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1305.C.	II	Do all individuals engaged in food preparation wear hair restraints, which cover all loose hair?			
1306.C.	III	Does the facility have a diet manual published within the previous 5 years?			
1307.A.	III	(a) Are menus planned and written at a minimum of one week in advance? (b) Are current menus with substitutions and changes conspicuously posted? (c) Are cycled menus rotated so that the same menu is not duplicated for at least 3 weeks?			
1307.B.	III	Are records of menus as served maintained for at least 30 days?			
1308.A.	II	Are ice scoops stored in a sanitary manner outside of ice containers?			
1308.D.	II	Are ice chests covered, nonporous, and cleaned after each use?			
1309.A.	II	Are liquid or powder soap dispensers and paper towels available at each food service hand wash lavatory?			

SECTION 1400. EMERGENCY PROCEDURES/DISASTER PREPAREDNESS

SECTION	CLASS	ITEM	Y	N	REMARKS
1401.A.	II	(a) Does the facility have a suitable written disaster plan that has been coordinated with their county emergency preparedness agency? (b) Does the facility provide a copy of the disaster plan to the resident/resident's sponsor at the time of admission?			

Section 1400. Emergency Procedures/Disaster Preparedness - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
1401.B.1.	II	Does sheltering plan include: (a) licensed bed capacity and average occupancy rate, (b) name, address and phone number of the sheltering facility or facilities, and (c) an annual updated letter of agreement signed by an authorized representative of each sheltering facility? Does the letter contain: (1) number of relocated residents, (2) sleeping, feeding and medication plans, and (3) provisions for accommodating staff?			
1401.B.2.	II	Does the transportation plan include: (a) number and type vehicles, (b) how and when vehicles are obtained, (c) who will drive, (d) medical support during transportation, (e) estimated relocation time, and (f) routes to the sheltering facility or facilities?			
1401.B.3	II	Does the staffing plan include: (a) number and type of staff, (b) plans for relocating staff, and (c) a co-signed statement, if staffing is to be provided by the sheltering facility?			

SECTION 1402. EMERGENCY CALL NUMBERS

SECTION	CLASS	ITEM	Y	N	REMARKS
1402.	III	Are telephone #'s of police, fire ambulance and poison control conspicuously posted?			

SECTION 1403. CONTINUITY OF ESSENTIAL SERVICES

SECTION	CLASS	ITEM	Y	N	REMARKS
1403.	II	Does the facility have a continuity of essential services plan?			

SECTION 1500. FIRE PREVENTION

SECTION	CLASS	ITEM	Y	N	REMARKS
1501.A.	I	Has the facility developed a fire/evacuation plan in coordination with its supporting fire department and/or disaster preparedness agency?			
1501.B.	I	If the facility is located outside a fire department service area, does the facility have a written agreement with the nearest fire department for service?			
1502.B.	I	Are all electrical installations and equipment safe and inspected at least annually?			
1503.A.	I	Does each staff member/volunteer receive fire response training within 24 hours of their first day on the job and at least annually thereafter?			
1503.B.	I	Are evacuation routes posted in conspicuous public areas throughout the facility?			
1504.A.	I	(a) Are unannounced fire drills conducted at least quarterly for all three shifts? (b) Does each staff member/volunteer participate in a fire drill at least once a year?			

SECTION 1600. MAINTENANCE

SECTION	CLASS	ITEM	Y	N	REMARKS
1601.A.	II	Is the structure, including all component parts and equipment, properly maintained?			

SECTION 1700. INFECTION CONTROL AND ENVIRONMENT

SECTION	CLASS	ITEM	Y	N	REMARKS
1702.B.1.	I	Do all staff members/direct care volunteers have 2-step tuberculin skin tests within 3 months prior to resident contact?			
1702.B.2.	I	Do staff members/direct care volunteers have annual PPD's?			
1702.B.3.	I	Do residents have a first step PPD within 30 days prior to admission and the second step within 7 days after admission?			

SECTION 1703. HOUSEKEEPING

SECTION	CLASS	ITEM	Y	N	REMARKS
1703.	II	Is the facility and grounds neat, uncluttered, clean, and free of vermin and offensive odors?			
1703.A.3.	II	Are harmful chemicals, cleaning materials, and supplies stored in cabinets or well-lighted closets/rooms inaccessible to residents?			
1705.A.	II	Are pets healthy, free of fleas, ticks and intestinal parasites, have required inoculations, and have been seen by a veterinarian prior to entering the facility?			
1705C.	II	Are pets kept out of the kitchen at all times and dining areas during meal times?			
1705.D.	II	Are personal pets housed in the resident's private room or outside?			
1706.A.	II	(a) Are clean linen/clothing storage rooms used only for the storage of linen/clothing? (b) Are clean linens/clothing transported and stored in a sanitary manner, e.g., enclosed and covered?			
1706.B.3.	II	Are soiled linens/clothing kept enclosed and covered?			

SECTION 1800. QUALITY IMPROVEMENT PROGRAM

SECTION	CLASS	ITEM	Y	N	REMARKS
1801.A.	II	(a) Does the facility have written procedures that evaluate the quality of services provided to residents? (b) Do these procedures provide ways to improve care?			
1801.B.	II	Does the quality improvement program : (a) establish desired outcomes, (b) identify reasons why desired outcomes were not accomplished, (c) identify actions to correct and prevent non-desired outcomes, (d) identify persons responsible for corrective and preventative actions, (e) address resident care problems and appropriateness of care plan, (f) address staff performance, (g) address how well the facility follows its policies and procedures, (h) address effectiveness of the fire plan, (i) address incident & accidents, medication errors, and resident deaths, (j) address infections, epidemic outbreaks and other things that threaten the well-being of the residents, and (k) obtain feedback from residents, family members, sponsors, and/or other interested persons?			

SECTION 2000. GENERAL CONTRUCTION REQUIREMENTS

SECTION	CLASS	ITEM	Y	N	REMARKS
2009.	II	Are bathrooms and residents' rooms equipped with window treatments that provide privacy?			

SECTION 2200.FIRE PROTECTION EQUIPMENT AND SYSTEMS

SECTION	CLASS	ITEM	Y	N	REMARKS
2201.A.	I	(a) Are fire extinguishers checked monthly and inspected yearly? (b) Are portable fire extinguishers in resident sleeping areas of the 2-A, 2-1/2 gallon, stored-pressure water type?			
2201.B.	I	Does the facility have at least one 4-A: 20-BC-type fire extinguisher in the laundry, furnace room and other high fire risk areas?			
2201.C.	I	(a) Does the facility have at least one 2-A: 10-BC-type fire extinguisher within 25 feet of all exits? (b) Is there no more than 75 feet of travel distance to the nearest 2-A: 10-BC- type extinguisher?			
2201.D.	I	Are kitchens equipped with a minimum of one K-type and one 20-BC-type fire extinguisher?			
2203.H.	I	Does an individual licensed to install fire alarms check fire alarms and the fire alarm system at least annually?			
2205.	I	Are flammable liquids properly stored?			
2206.B.	I	(a) Are "no smoking" signs conspicuously posted where oxygen is dispensed, administered, or stored? (b) Are oxygen cylinders properly secured in place?			
2207.B.	I	Does the facility prohibit the use of portable heaters?			
2207.D.	I	Are wastebaskets, curtains, mattresses and pillows noncombustible and flame-resistant?			

SECTION 2300. EXITS

SECTION	CLASS	ITEM	Y	N	REMARKS
2301.F.	I	Are halls, corridors and all means of egress free of obstructions?			
2301.G.	I	Are all residents requiring physical or verbal assistance to exit the building located on the floor of exit?			

SECTION 2400. WATER SUPPLY/HYGIENE

SECTION	CLASS	ITEM	Y	N	REMARKS
2401.D.	II	Are resident and staff hand wash lavatories and resident showers/tubs supplied with hot and cold water at all times?			
2403.A.	I	Are plumbing fixtures that are accessible to residents maintained at temperatures of at least 100 degrees F; and not exceeding 120 degrees F?			
2403.C.	I	(a) Is hot water supplied to the kitchen equipment/utensil washing sink at 120 degrees F? (b) If the facility uses only hot water for sanitizing dishes/equipment, is the temperature maintained at a temperature of at least 180 degrees F?			

SECTION 2500. ELECTRICAL

SECTION	CLASS	ITEM	Y	N	REMARKS
2501.B.	I	Is a licensed electrician, registered engineer, or certified building inspector inspecting the wiring at least annually?			
2503.C.	III	(a) Does each resident room have at least one light fixture for night lighting? (b) Does each resident have a light for reading?			

Section 2500. Electrical - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
2503.E.	I	Are hallways, stairs, and other means of egress lighted at all times?			
2505.A.	I	Are outside and bathroom receptacles provided with ground fault-interrupter protection?			
2505.B.	I	Are receptacles which are within 6 feet of sinks provided with ground fault-interrupter protection?			

SECTION 2600. HEATING, VENTILATION, AND AIR CONDITIONING

SECTION	CLASS	ITEM	Y	N	REMARKS
2601.B.	II	Is the HVAC system being inspected at least once a year by a certified/licensed technician?			
2601.C.	II	Are resident areas being maintained between 72 and 78 degrees F?			
2601.H.	II	Do bathrooms have operable windows or approved mechanical ventilation?			

SECTION 2700. PHYSICAL PLANT

SECTION	CLASS	ITEM	Y	N	REMARKS
2702.A.	II/III	Are resident rooms equipped with: (a) comfortable beds, (b) mattresses with moisture-proof covers, (c) sheets, blankets, bedspreads, (d) pillows and pillowcases, (e) closets or wardrobes, (f) bureaus consisting of at least 3 drawers, (g) bedside table/nightstands, and (h) comfortable chair for each resident?			
2702.D.	II	Do resident rooms contain 3 beds or less? (Four beds per bedroom are permitted in some facilities licensed prior to July 27, 2001.)			

Section 2700. Physical Plant - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
2702.G.	II	Are items such as bedpans, urinals, and hot water bottles being provided to residents when needed?			
2702.H	I	Are side rails used only when ordered by a physician?			
2702.J.	III	Is there at least one full-length mirror in each resident room? (A mirror is not required when a resident's condition is such that having a mirror may be detrimental to his/her well-being.)			
2703.D.	II	Are beds placed at least 3 feet apart?			
2704.D.	II	(a) Is liquid soap provided in public restrooms and in bathrooms used by more than one resident? (b) Is a sanitary individualized method of drying hands available at each lavatory?			
2704.F.	II	Are resident bathtubs, toilets, and showers equipped with approved grab bars?			
2704.I.	II	Does the facility have a restroom/bathroom equipped for use by the handicapped?			
2704.J.	II	Are bathroom floors and walls nonabsorbent and washable to the highest level of splash?			
2704.K.	II	Are mirrors located above each bathroom lavatory?			
2704.L.	II	Does the facility maintain an adequate supply of toilet tissue in each bathroom?			
2704.M	II	Are waste receptacles in toilet rooms for women covered?			
2704.N.	II	Are towels, bar soap, and washcloths being provided to each resident?			
2705.B.	II	Do all glass doors have a decal at eye level or other indicators that make the glass observable?			

Section 2700. Physical Plant - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
2705.H.	II	Can doors with locks be unlocked and opened with one action?			
2705.I.	II	(a) Are provisions made for emergency entry into resident rooms with lockable doors? (b) Can resident rooms with lockable doors be unlocked from inside?			
2706.B.	II	Are elevators inspected and tested annually by a certified elevator inspector?			
2708.	II	(a) Does the facility have a first floor nonskid exterior ramp(s) that serves all portions of the facility where residents are located? (b) Do ramps discharge onto surfaces that are firm in all weather conditions at a location accessible for loading into vehicles? (c) Are ramps negotiable by persons who are physically challenged?			
2711.	II	Are windows, doors and openings used for ventilation provided with screens?			
2714.C.	I	(a) In storage areas with a sprinkler system, is a minimum vertical distance of 18 inches being maintained between the top of stored items and sprinkler heads? (b) In storage areas without a sprinkler system, is a clearance of at least 24 inches from the ceiling being maintained?			
2714.F.	I	(a) If mechanical rooms are used for storage, are the stored items located away from mechanical equipment? (b) Are the stored items of a type that would not create a fire hazard?			

Section 2700. Physical Plant - Continued

SECTION	CLASS	ITEM	Y	N	REMARKS
2714.G.	III	(a) Are supplies stored off the floor? (b) Are storage areas under sinks free from supplies/equipment that are susceptible to water damage/contamination?			
2715.A.	III	Does the facility have at least one telephone on each floor for private use by residents?			
2716.B.	III	Does the facility have at least one telephone on each floor for staff to conduct business?			
2716.C.	I	Does the facility maintain adequate access to and around the building(s) for firefighting equipment?			
2717.A.	I	Does a fence or natural barrier enclose unsafe physical hazards located outside the building?			
2717.B.	I	Do fenced areas that are part of a fire exit from the building have a gate that unlocks?			
2717.E.	III	Is there a sufficient number of tables and comfortable chairs located outside the facility for resident use?			