



DOH 520-003 April 2024

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## Enhanced Services New Facility Submission Checklist/Guideline 3/12/24

Provided	Documents to be provided/Included	Regulation
	<b>Application:</b> Incomplete applications will prevent review of the submitted documents.	WAC 246-314-015(2)
	<b>Review Fee:</b> Per Construction Review Fee Table based on “Project Cost” as defined in WAC 246-314-010(8)	WAC 246-314-015(4)(c), WAC 246-314-990
	<b>Functional Program (insert link to FP guideline here):</b> <b>Number of licensed beds:</b> <ul style="list-style-type: none"> <li>• Total number of licensed beds</li> </ul> <b>Services to be provided: in-house or contracted.</b> <ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Food service</li> <li>• Laundry</li> </ul> <b>Medications:</b> <ul style="list-style-type: none"> <li>• Handling</li> <li>• Where stored – resident room, med. room, clean utility room</li> </ul> <b>Risk Assessment</b> <ul style="list-style-type: none"> <li>• Include all 14 physical environment requirements.</li> </ul>	WAC 388-107-0760  WAC 388-107-0550 WAC 388-107-0910 WAC 388-107-0920 WAC 388-107-0900  WAC 388-107-0945
	<b>Construction Documents:</b> <ul style="list-style-type: none"> <li>• Drawings Stamped/Signed by Washington state licensed architect and/or engineer.</li> <li>• Specifications: On drawings and/or Separate manual.</li> </ul>	WAC 388-107-0750(4)
	<b>Occupancy Classifications/separations</b> ESF category 1 – Nursing Home I-2 occupancy ESF category 2 – Assisted Living I-1 or R-4 occupancy. ESF category 3 – Adult family home R-3 or IRC occupancy	WAC 388-107-0700 Sec. 308.1 IBC, Chapters 3 & 4 IBC Sec. 310.1 IBC, Chapters 3 & 4 IBC Sec. 310.1 IBC, Chapters 3 & 4 IBC
	<b>Type of Construction</b>	WAC 388-107-0730 Chapter 6 IBC

	Allowable building area and height	WAC 388-107-0730 Chapter 5 IBC
	Site Plan showing: <ul style="list-style-type: none"> <li>• Building(s)</li> <li>• Parking and driveways</li> <li>• Exiting: Maintainable pathways from all facility exit doors to the public way</li> <li>• Landscaping: Plantings shall be non-toxic if any residents have a diagnosed condition or cognitive disability that would allow them to ingest or have harmful contact with plants)</li> <li>• Utilities: Municipal or on-site water &amp; sewer service</li> </ul>	WAC 388-107-0730  WAC 388-107-2910(1), Sec. 1024.1 IBC,  WAC 388-107-0890  WAC 388-107-0960

Provided	Documents to be provided/Included	Regulation
	<b>Architectural Floor Plan(s) &amp; Schedules showing all:</b> <ul style="list-style-type: none"> <li>• Rooms and areas defined by function and identifier.</li> <li>• All interior and exterior windows are defined by number.</li> <li>• All doors are defined by number.</li> <li>• All wall, or partition types &amp; fire ratings.</li> <li>• Doors and finish hardware &amp; fire ratings.</li> <li>• Interior finishes; and</li> </ul> All fix equipment defined by name or identifier.	WAC 388-107-0750
	<b>Mechanical Plan(s) coordinated with the architectural floor plan(s) showing all:</b> <ul style="list-style-type: none"> <li>• Plumbing with fixtures identified.</li> <li>• HVAC with equipment and air flow identified</li> </ul>	WAC 388-107-0750
	<b>Electrical Plan(s) coordinated with the architectural floor plan(s) showing all:</b> <ul style="list-style-type: none"> <li>• Lighting fixture locations and identifiers.</li> <li>• All electrical receptacles and identifiers; and</li> <li>• Means of communication.</li> <li>• Backup power</li> </ul>	WAC 388-107-0750  WAC 388-107-1005 WAC 388-107-1030
	<b>Corridors:</b> Over 10 occupants require corridors to have fire rated wall and door assemblies.	WAC 388-107-0730 Table 1020.1 IBC
	<b>Compartmentation (Subdivision of building):</b> <ul style="list-style-type: none"> <li>• All floors other than the level of discharge shall be subdivided into at least two compartments by smoke barriers where a fire-resistance corridor is required.</li> <li>• If the boarding home will admit or retain more than two residents with evacuation capabilities of Level II or Level III, then each floor shall be divided into at least two compartments by smoke barriers.</li> </ul>	WAC 388-107-0730 Sec. 420.6 IBC
	<b>Exit Signage</b> <ul style="list-style-type: none"> <li>• On both sides of cross-corridor doors where exiting is required in both directions</li> <li>• At every change in direction in a corridor</li> <li>• In rooms requiring more than one exit</li> </ul>	WAC 388-107-0730 Sec. 1008.1 IBC
	<b>Smoke Detection System:</b> <ul style="list-style-type: none"> <li>• Sleeping Rooms</li> <li>• Exterior of Sleeping Rooms</li> <li>• Corridors</li> </ul>	WAC 388-107-0730 Sec. 907 IBC/IFC
	<b>Fire Alarm System:</b> <ul style="list-style-type: none"> <li>• Shop drawings.</li> <li>• Battery calculations</li> <li>• Device catalog cuts</li> </ul>	WAC 388-107-0730 Sec. 907, IBC/IFC

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	<b>Fire Sprinkler System:</b> <ul style="list-style-type: none"> <li>● Type of system – NFPA 13, 13R, or 13D</li> <li>● Shop drawings.</li> <li>● Hydraulic calculations</li> <li>● Device catalog cuts</li> </ul>	WAC 388-107-0730 Sec. 903, IBC/FC
	<b>Elevator machine rooms:</b> Independent ventilation or air conditioning system with exception buildings four stories or less may use natural or mechanical means in lieu of an independent system.	WAC 388-107-0730 Sec. 3001.2 IBC
	<b>Food Service:</b> <ul style="list-style-type: none"> <li>● Kitchen Equipment – type, location, traffic flow</li> <li>● Dry Storage – amount, location</li> <li>● Sinks – hand washing, food preparation, and dish washing: <ul style="list-style-type: none"> <li>- at least two-compartment to back up dishwasher; or</li> <li>- three-compartment without a dishwasher</li> </ul> </li> <li>● Range hood - Type I ducted to exterior</li> </ul>	WAC 388-107-0920, WAC 388-107-0920, WAC 246-215 Food Code
	<b>Utility Services:</b> <ul style="list-style-type: none"> <li>● Clean Utility: <ul style="list-style-type: none"> <li>- Equipped with a sink, work surface, clean storage.</li> <li>- May be combined with medication storage.</li> </ul> </li> <li>● Soiled Utility: <ul style="list-style-type: none"> <li>- Equipped with two-compartment sink, clinical sink, work surface, and locked storage of cleaning supplies if stored in this room.</li> <li>- May be combined w/ soiled laundry and/or janitorial</li> </ul> </li> </ul>	WAC 388-107-0900
	<b>Communications:</b> <ul style="list-style-type: none"> <li>● Locations identified on drawing(s) in: <ul style="list-style-type: none"> <li>- Resident units</li> <li>- Resident use toilet and bathing rooms</li> <li>- All common areas accessible to residents</li> <li>- Resident accessible corridors</li> <li>- Exterior to structure for after hours</li> </ul> </li> <li>● Type/Device catalog cuts</li> </ul>	WAC 388-107-1005
	<b>Water Supply:</b> <ul style="list-style-type: none"> <li>● Municipal service or well</li> <li>● Maintain free of cross connections.</li> <li>● Hot Water Temperature: <ul style="list-style-type: none"> <li>- Resident Use – 105F – 120F</li> <li>- Facility Kitchen dish washer – 165F</li> <li>- Laundry – co-mingled - 140F</li> </ul> </li> </ul>	WAC 388-107-0960 WAC 388-107-0980  Chapter 246-215 WAC WAC 388-107-0900



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	<b>Resident Bathing:</b> <ul style="list-style-type: none"> <li>• Private bathroom for each resident unit, or common bathing rooms, or a combination of private &amp; common</li> <li>• Common use bathing - minimum of one (1) bathing fixture for every 4 residents or fraction thereof</li> <li>• At least 1 bathing fixtures to be roll-in</li> <li>• Each bathing area in common use bathing rooms shall have space for bathing, drying-off, and dressing in privacy.</li> <li>• Each common use bathing room shall have a toilet and hand wash sink in the room or adjoining.</li> </ul>	<p>WAC 388-107-0830</p> <p>WAC 388-107-0830(2)</p> <p>WAC 388-107-0830(4)</p>
	<b>Laundry:</b> <ul style="list-style-type: none"> <li>• Facility – On-premises or by commercial laundry</li> <li>• Resident Use – Equipped with at least one utility sink, washer, dryer, folding surface.</li> <li>• Flow – soiled to clean without cross-traffic.</li> <li>• Dryer duct terminated at exterior with a back flow damper.</li> <li>• Describe how you maintain hot water temperatures for laundry or automatically dispense chemical sanitizer and detergent as specified by the manufacturer.</li> </ul>	<p>WAC 388-107-0900</p> <p>WAC 388-107-0900(2)</p> <p>WAC 388-107-0900 Sec. 504.4 IMC WAC 388-107-0900(6)</p>
	<b>Common Areas (Dining, Activity, Recreation, etc.)</b> <ul style="list-style-type: none"> <li>• Large enough to accommodate all residents; and Large enough to accommodate all resident activities.</li> <li>• Ensure these rooms or areas are exterior rooms with windows that have a maximum sill height of thirty-six inches.</li> <li>• Total – Minimum 150 sf or 30 sf per resident whichever is greater.</li> <li>• Private resident and family space of at least 144sf.</li> <li>• If grooming space is provided.</li> </ul>	<p>WAC 388-107-0880(1)(d)</p> <p>WAC 388-107-0880(2)(a)</p> <p>WAC 388-107-0880(2)(b)</p> <p>WAC 388-107-0860(1) WAC 388-107-0860(2)</p>
	<b>Storage Space:</b> <ul style="list-style-type: none"> <li>• Adequate for supplies, equipment, and linens</li> <li>• Separate with locks for disinfectants and poisonous compounds</li> </ul>	<p>WAC 388-107-0860</p>
	<b>Stairs/Ramps:</b> <ul style="list-style-type: none"> <li>• Nonskid surfaces</li> <li>• Handrails on both sides mounted at 30” to 34”.</li> <li>• Guardrails</li> </ul>	<p>WAC 388-107-0950 WAC 388-107-0950(1)(a)</p>
	<b>Guardrails – Handrails:</b> <ul style="list-style-type: none"> <li>• On both sides of all corridors and stairs.</li> <li>• Handrails on both sides mounted at 30” to 34”.</li> <li>• Handrails terminate not more than six inches from a door.</li> </ul>	<p>WAC 388-107-0950(1)</p>

	<p>Housekeeping/janitor closet:</p> <ul style="list-style-type: none"><li>• Equipped with a mop sink, mop holder, and locked storage for cleaning supplies.</li><li>• Minimum one per floor</li><li>• Near each laundry room and kitchen</li><li>• Include housekeeping for exclusive use for kitchen.</li></ul>	<p>WAC 388-107-0910</p> <p>WAC 388-107-0920</p>
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