

# Boarding Home Remodel/Additon Checklist/Guideline

Updated 08/10//09

| Provided | Documents to be Submitted   | Regulation  |
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|          | <p><b>Application:</b><br/>Incomplete applications will prevent review of the submitted documents.</p>  | WAC 246-314-015(1)(a)   |
|          | <p><b>Review Fee:</b><br/>Based on the project cost or value of existing construction as defined WAC 246-314-010(8) &amp; (10)</p>  | WAC 246-314-015(1)(c),<br>WAC 246-314-990   |
|          | <p><b>Functional Program:</b><br/> <b>Number of licensed beds:</b> <ul style="list-style-type: none"> <li>• Number of residents per room type</li> <li>• Total – existing, added, deleted</li> </ul> <b>Services to be provided:</b> <ul style="list-style-type: none"> <li>• Intermittent nursing care - May require soiled &amp; clean utility rooms</li> <li>• Adult day services</li> <li>• Dementia - Requires access to a secure outdoor space if egress control is proposed on exit doors</li> <li>• Assisted Living contract service with additional requirements</li> </ul> <b>Renovation/New Construction:</b><br/>                     Renovation may create conditions that compromise the health and safety of residents, staff, and visitors. Facility planning must include provisions for infection control and safety of the facility’s occupants during any renovation.<br/>                     Provide information on how the facility will:                     <ul style="list-style-type: none"> <li>• Keep potential airborne contaminants generated by the work from reaching occupants of the facility;</li> <li>• Keep exit pathways open or redirected during the project; and</li> <li>• Keep the project area unavailable for use until it is free of volatile fumes and odors.</li> </ul> </p> | WAC 388-78A-2820(1)(b)(i)(B)<br><br>WAC 388-78A-2310<br>WAC 388-78A-2360<br>WAC 388-78A-2370/2380<br><br>WAC 388-110-140<br><br>WAC 388-78A-2850(3) |
|          | <p><b>Construction Documents:</b></p> <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 388-78A-2820(1)(b)(i)(A))   |
|          | <p><b>Occupancy Classifications/separations</b><br/>Per Washington state amendment a boarding home is classified as a Group R-2 occupancy. Auxiliary classifications may require separation from the main occupancy or each other.</p>  | WAC 388-78A-2910(1), Sec. 310.1 IBC, Chapters 3 & 4 IBC   |
|          | <b>Type of Construction</b>   | WAC 388-78A-2910(1), Chapter 6 IBC  |

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|  | Allowable building area and height   | WAC 388-78A-2910(1), Chapter 5 IBC |
|  | <p><b>Exemption:</b><br/> Exemption requests are reviewed on a case-by-case basis, and may or may not be approved.</p> <p>The department may exempt the boarding home from meeting a specific requirement related to the physical environment if the department determines the exemption will not:</p> <ul style="list-style-type: none"> <li>(a) Jeopardize the health or safety of residents;</li> <li>(b) Adversely affect the residents' quality of life; or</li> <li>(c) Change the fundamental nature of the boarding home operation into something other than a boarding home.</li> </ul> <p>A boarding home wishing to request an exemption must submit a written request to Joyce Pashley Stockwell, Director, Residential Care Facilities, Department of Social and Health Services. All requests must be on facility letterhead and shall come signed by the facility administrator.</p> <p>The request must:</p> <ul style="list-style-type: none"> <li>• Identify the specific WAC from which the facility wishes to be exempt;</li> <li>• State the intention of the WAC (as written); and</li> <li>• Describe how the request meets the intent of the WAC (as written).</li> </ul> <p>Provide any and all documents that support the request (e.g., photos, specifications, cut sheets, construction drawings, etc.).</p> <p>Provide a copy of the exemption request and supporting information to CRS. Ms. Stockwell requests an analysis and recommendation from CRS as part of her review process.</p> | WAC 388-78A-2820(2) & (3)          |
|  | See the Boarding Home New Facility Checklist/Guideline for specific plans and program requirements as they may apply to this remodel/addition project.   |                                    |