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Boarding Home - New Facility – Re-licensure Checklist

Updated 11/21/2024

Provided	Documents to be provided/Included	Regulation
	Application: Incomplete applications will prevent review of the submitted documents.	WAC 246-314-015(1)
	Review Fee: Per Construction Review Fee Table based on “Project Cost” as defined in WAC 246-314-010(8)	WAC 246-314-015(1) WAC 246-314-990
	Functional Program: Number of licensed beds: <ul style="list-style-type: none"> Number of residents per room type Total number of licensed beds Services to be provided: <ul style="list-style-type: none"> Intermittent nursing care - requires soiled & clean utility area(s) Adult day services Dementia - Requires access to a secure outdoor space if egress control is proposed on exit doors Medications: <ul style="list-style-type: none"> Who handles – resident, staff, family Where stored – resident room, med. room, clean utility room Participating in voluntary Medicaid contracted services	WAC 388-78A-2821(2)(b)(i) WAC 388-78A-2310 WAC 388-78A-2360 WAC 388-78A-2370/2380 WAC 388-78A-2210-2290 WAC 388-110
	Construction Documents: <ul style="list-style-type: none"> Drawings to scale Stamped/Signed by Washington state licensed architect and/or engineer Specifications: On drawings and/or Separate manual 	WAC 388-78A-2821(1)
	Assisted Living New or Re-licensure in existing buildings: <ul style="list-style-type: none"> Drawings to scale identifying the use of all spaces and illustrating applicable building code and licensing requirements at the time of new or re-licensure. Functional Program. Deficiencies may require new construction. 	WAC 388-78A-2821 WAC 388-78A-2821(2)(b)(i) WAC 388-78A-2851(2)(b)

	Occupancy Classifications/separations Per Washington state amendment an assisted living facility is classified as a Group I-1 Condition 2. Auxiliary classifications may require separation from the main occupancy from each other.	WAC 388-78A-2821, Sec. 308.2 IBC, Chapters 3 & 4 IBC
	Type of Construction	WAC 388-78A-2821, Chapter 6 IBC
	Allowable building area and height	WAC 388-78A-2821, Chapter 5 IBC

Provided	The construction documents shall include the following drawings/information	Regulation
	Site Plan showing: <ul style="list-style-type: none"> • Building(s) • Parking and driveways • Exiting: Maintainable pathways from all facility exit doors to the public way • 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. • Utilities – municipal or on-site water & sewer service 	WAC 388-78A-2821 Sec. 1005.4 IBC, WAC 388-78A-2381 WAC 388-78A-2950 WAC 388-78A-2960
	Architectural Floor Plan(s) & Schedules showing all: <ul style="list-style-type: none"> • Rooms and areas defined by function and identifier; • All interior and exterior windows defined by number; • All doors defined by number; • All walls, partition types, & fire ratings; • Door finish hardware & fire ratings; • Interior finishes; and • All fix equipment defined by name or identifier. 	WAC 388-78A-2821
	Mechanical Plan(s) coordinated with the architectural floor plan(s) showing all: <ul style="list-style-type: none"> • Plumbing with fixtures identified; • HVAC with equipment and air flow identified 	WAC 388-78A-2821/2990
	Electrical Plan(s) coordinated with the architectural floor plan(s) showing all: <ul style="list-style-type: none"> • Lighting fixture locations and identifiers; • All electrical receptacles and identifiers; and • Means of communication. 	WAC 388-78A-2821/2980 WAC 388-78A-2930
	Corridors: Over 10 occupants require corridors to have fire rated wall and door assemblies.	WAC 388-78A-2821, Table 1020.2 IBC
	Common Areas: 150 square feet or 20 square feet per resident whichever is larger and may open to the rated corridor if the common space is constructed as a corridor. Combustible furnishings meet Fire Code Sec. 805.	WAC 388-78A-3050, WAC 388-78A-3050 Sec. 420.6 IBC
	Compartmentation (Subdivision of building): <ul style="list-style-type: none"> • 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. • 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. 	WAC 388-78A-2821, Sec. 420.6 IBC WAC 212-12-020

	Separation Walls <ul style="list-style-type: none"> All walls separating sleeping rooms from other sleeping rooms and sleeping rooms from other spaces need to be constructed as fire partitions with a fire-resistance rating. All sleeping rooms equipped with rated doors and closers. 	WAC 388-78A-2821, Sec. 420.2 IBC Sec. 708 IBC
	Exit Signage <ul style="list-style-type: none"> On both sides of cross-corridor doors where exiting is required in both directions At every change in direction in a corridor In rooms requiring more than one exit 	WAC 388-78A-2821, Sec. 1013.1 IBC

Provided	Boarding home facility elements governed by state building code regulations	Regulation
	Smoke Detection System: <ul style="list-style-type: none"> Sleeping Rooms Exterior of Sleeping Rooms Corridors 	WAC 388-78A-2821, Sec. 907 IBC/IFC
	Fire Alarm System: <ul style="list-style-type: none"> Shop drawings 	WAC 388-78A-2821, Sec. 907, IBC/IFC
	Fire Sprinkler System: <ul style="list-style-type: none"> Type of system – 13 or 13R Shop drawings 	WAC 388-78A-2821, Sec. 903, IBC/FC
	Elevator machine rooms: <ul style="list-style-type: none"> 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 388-78A-2821, Sec. 3005.1 IBC
	Food Service: <ul style="list-style-type: none"> Kitchen Equipment – type, location, traffic flow Dry Storage – amount, location Sinks – hand washing, food preparation, and dish washing: <ul style="list-style-type: none"> – at least two-compartment to back up dishwasher; or - three-compartment without a dishwasher Range hood - Type I ducted to exterior 	WAC 388-78A-2300, WAC 388-78A-2305, WAC 246-215 Food Code Sec. 904.13 or 904.14 IBC as amended by Washington state.
	Special Egress Control: <ul style="list-style-type: none"> Type – Wanderguard, time-delay panic hardware, alarm Where located – no more than one such controlled door between an occupant and the exit 	WAC 388-78A-2381, WAC 388-78A-2380, Sec. 1010.2.4 IBC
	Utility Services: <ul style="list-style-type: none"> Clean Utility : <ul style="list-style-type: none"> Equipped with a sink, work surface, clean storage May be combined with medication storage Soiled Utility: <ul style="list-style-type: none"> Equipped with two-compartment sink, work surface, and locked storage of cleaning supplies if stored in this room May be combined w/ soiled laundry and/or janitorial 	WAC 388-78A-2920 WAC 388-78A-2920
	Communications: <ul style="list-style-type: none"> Locations identified on drawing(s) in: <ul style="list-style-type: none"> Resident units Resident use toilet and bathing rooms All common areas accessible to residents Resident accessible corridors Exterior to structure for after hours 2 telephone lines in each resident unit 	WAC 388-78A-2930 WAC 388-78A-2930

Provided	References from the licensing regulations	Regulation
	Water Supply: <ul style="list-style-type: none"> • Municipal service or well • Maintain free of cross connections • Hot Water Temperature: <ul style="list-style-type: none"> - Resident Use – 105F – 120F - Facility Kitchen dish washer – 165F - Laundry – co-mingled - 140F 	WAC 388-78A-2950 WAC 388-78A-2950 WAC 388-78A-2950 WAC 388-78A-2305, Chapter 246-215 WAC WAC 388-78A-3040
	Lighting: <ul style="list-style-type: none"> • Lighting fixture locations and fixture description to show how the facility will meet resident needs, comfort and safety; • Minimum lighting levels per Illuminating Engineering Society 	WAC 388-78A-2980 WAC 388-78A-2980
	Heating & Cooling: <ul style="list-style-type: none"> • Heating system capable of maintaining a min. temp of 70F <ol style="list-style-type: none"> 1. Maintain min. temp of 60F during sleeping hours 2. Maintain min. temp of 68F during waking hours 3. EXCEPT where residents may control temp in their own living units independent from other areas. • Cooling system capable of maintaining a maintained temp of 75F in communities where the design dry bulb temp exceeds 85F 2% of the year • Location of thermostats: <ol style="list-style-type: none"> 1. In each resident unit living room and sleeping room 2. Mounted at a height between 30” and 48” • Backup source of heat in emergencies/interruptions of normal heat operation 	WAC 388-78A-2990 WAC 388-78A-2990 WAC 388-78A-2990 WAC 388-78A-2990
	Ventilation: <ul style="list-style-type: none"> • Screens on operable windows and air intakes • Mechanical ventilation from janitorial room(s) • Mechanical or natural from soiled utility rooms, and laundry rooms to control moisture and odors. 	WAC 388-78A-3000 WAC 388-78A-3090 WAC 388-78A-3000
	Resident Room: <ul style="list-style-type: none"> • Minimum usable floor area: <ul style="list-style-type: none"> - Private – Minimum 80 square feet - Semi-private – Minimum 70 sf for each resident • Exterior window(s): <ul style="list-style-type: none"> - Clear glass - Minimum 10 ft. clearance to opposing vertical surface • Light switch at entry to sleeping room • Lockable storage for each occupant in a unit: • Storage for clothing & personal possessions – A separate storage space for each occupant in a unit • GFCI protected electrical receptacles within 6’ of water sources & above counters w/sinks 	WAC 388-78A-3010 WAC 388-78A-3010(5) WAC 388-78A-3010(8)(a) WAC 388-78A-3010(8)(c) WAC 388-78A-3010(8)(e) WAC 388-78A-2910 210.8 NFPA 70 (NEC)

	Resident Toilet: <ul style="list-style-type: none"> Private toilet room for each resident unit, or common toilet rooms, or a combination of private & common Common toilet room – minimum of one (1) toilet & hand washing sink for every 8 residents or fraction thereof Hand washing sink shall be located in or adjacent to the toilet room 	WAC 388-78A-3030 WAC 388-78A-3030(5)
	Resident Bathing: <ul style="list-style-type: none"> Private bathroom for each resident unit, or common bathing rooms, or a combination of private & common Common use bathing - minimum of one (1) bathing fixture for every 12 residents or fraction thereof At least 25% of ALL bathing fixtures to be roll-in Each bathing area in common use bathing rooms shall have space for bathing, drying-off, and dressing in privacy Each common use bathing room shall have a toilet and hand wash sink in the room or adjoining 	WAC 388-78A-3030 WAC 388-78A-3030(6) WAC 388-78A-3030(8) WAC 388-78A-3030(1) WAC 388-78A-3030(4)
	Laundry: <ul style="list-style-type: none"> Facility – On-premises or by commercial laundry Resident Use – Equipped with at least one utility sink, washer, dryer, folding surface Flow – soiled to clean without cross-traffic Dryer duct terminated at exterior with a back flow damper 	WAC 388-78A-3040(1) WAC 388-78A-3040(7) WAC 388-78A-3040 Sec. 504.4 IMC, WAC 388-78A-3040
	Common Areas (Dining, Activity, Recreation, etc.) <ul style="list-style-type: none"> Dining – Minimum 50% seating capacity or 10 sf per resident whichever is greater Total – Minimum 150 sf or 20 sf per resident whichever is greater. 	WAC 388-78A-3050 WAC 388-78A-2300(1)(i) WAC 388-78A-3050(2)
	Storage Space: <ul style="list-style-type: none"> Adequate for supplies, equipment and linens Separate and locked for disinfectants and poisonous compounds 	WAC 388-78A-3060
	Stairs/Ramps: <ul style="list-style-type: none"> Nonskid surfaces Handrails on both sides Guardrails 	WAC 388-78A-2703
	Guardrails – Handrails: <ul style="list-style-type: none"> In corridors as necessary for resident safety On both sides of indoor and outdoor stairs On both sides of indoor and outdoor ramps with a slope greater than one in twenty 	WAC 388-78A-2703
	Housekeeping/janitor closet: <ul style="list-style-type: none"> Equipped with a mop sink, mop holder, and locked storage for cleaning supplies Minimum one per floor Near each laundry room and kitchen If within kitchen, then it needs to be in a separate room and is only available for use in the kitchen 	WAC 388-78A-3090