

DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION TECHNICAL
SERVICES
ADMINISTRATIVE CODE

CHAPTER 580-3-22
MINIMUM STANDARDS FOR PHYSICAL FACILITIES

580-3-22-.10 Over Sixteen Bed Residential Facility.

(1) These minimum standards are for Mental Illness, Mental Retardation and Substance Abuse residential facilities with over 16 residents. In addition to these standards, the most current edition of the NFPA 101, *Life Safety Code, Large Residential Board and Care Occupancy*, International Building Code and National Electrical Code shall apply.

(2) The facility cannot be occupied until the Commissioner issues a Temporary Operating Authority (TOA) granting temporary operating authority or certification based on compliance with the DMH/MR minimum standards. The above referenced type facility shall be classified by DMH/MR Minimum Physical Facility Standards as a Community Residential Facility.

(a) **FIRE SAFETY EQUIPMENT**

1. Fire alarm systems shall be installed, tested and maintained in accordance with NFPA 70, National Electrical Code, and NFPA 72, National Fire Alarm Code, to include Annunciator Panel and Emergency Forces Notification.

2. Electric smoke detectors/heat sensors shall be installed and connected to the electrical system (recommend battery backup) and must be connected in series so when one detector sounds all detectors will sound.

3. Smoke detectors shall be installed in the following locations:

(i) In other than existing dwellings (new construction), in all sleeping rooms;

(ii) In existing dwellings, outside of each separate sleeping area in the immediate vicinity of the sleeping rooms; and

(iii) On each level of the dwelling unit including basements.

4. Smoke detectors shall be mounted on ceilings where possible and only allowed on walls when impossible for ceiling mounting.

5. Detectors on walls shall be mounted with top of detector not less than 4 inches nor more than 12 inches from the ceiling.

6. Smoke detectors shall not be located under or within 3 feet of ceiling fan blades or air supply diffusers or returns.

7. When a required fire alarm system is out of service for more than 4 hours in a 24 hour period, DMH/MR shall be notified and an approved fire watch shall be provided for the entire period until the fire alarm system has been returned to service.

8. Automatic sprinkler systems shall be required in compliance with NFPA 101, *Life Safety Code* and installed and maintained in accordance with NFPA 13. Existing facilities as defined herein (see 580-3-22-.02(8)) are exempt from sprinkler system requirements. However, facilities which would be required to have such systems absent this exemption are required to have operable fire alarm systems or smoke detectors. Additionally, all new construction will comply with NFPA 101 and NFPA 13.

9. Portable fire extinguishers shall be installed, inspected, and maintained in accordance with NFPA 10, *Standard for Portable Fire Extinguishers*.

(i) A minimum of (1) 10 lb ABC in hallway and (1) 5 lb ABC fire extinguisher in kitchen shall be provided.

(ii) Size of fire extinguisher refers to Charge Weight.

(iii) Mount top of fire extinguisher 5 feet above floor.

(iv) A service tag shall be provided from a certified fire equipment service company for each fire extinguisher.

(v) Fire extinguishers must be visually checked, dated and initialed on rear of service tag each month by the facility operator.

10. Battery pack emergency lighting shall be installed in hallways or other locations as required for illuminating

the paths of travel from areas of the facility to designated exits.

(i) Emergency lighting functional testing shall be conducted by the facility operator monthly for a period of not less than 30 seconds and annually for not less than 90 minutes.

(ii) The emergency equipment shall remain fully operational for the duration of the test.

(iii) Written records of visual inspections and tests shall be kept by the facility operator for inspection by DMH/MR.

(b) MAINTENANCE

1. Facilities must be free of hazards, structurally sound and maintained throughout (e.g., sill, joist, pier, foundation, walls, roof and other areas).

2. Insulation in walls, floors and ceilings in any room, including utility rooms, closets and garages, must be covered with finished material.

(c) ADA REQUIREMENTS

1. The specifications in this rule make buildings and facilities accessible to and usable by people with such physical disabilities as the inability to walk, difficulty walking, reliance on walking aids, blindness and visual impairment, deafness and hearing impairment, incoordination, reaching and manipulation disabilities, lack of stamina, difficulty interpreting and reacting to sensory information, and extremes of physical size based generally upon adult dimensions (as cited by American National Standard, Accessible and Usable Building and Facilities, Council of American Building Officials CABO/ANSI A117.1992).

2. Facilities housing physically disabled or non-ambulatory persons using or confined to a walker or wheelchair shall comply with Federal Guidelines for the accessibility for disabled persons. These requirements include complete bathing, toileting facilities, complete facility access and parking. Facilities must comply with ADA requirements for total access to and inside the facility.

(d) MEANS OF EGRESS

1. These facilities shall have two separate exits provided on every story and accessible from every part of

every story. (*Life Safety Code, Large Residential Board and Care Occupancies*).

2. The primary means of egress shall be a door no less than 32 inches in width. Doors on facilities with physically disabled persons must comply with ADA Standards.

3. Means of egress shall be marked with illuminated exit signs.

(e) **ROOM CEILINGS AND HALLWAYS**

1. The width of hallways shall be not less than 60 inches and the height not less than 7 feet 6 inches.

2. The height of room ceilings shall not be less than 7 feet 6 inches.

3. Existing facilities which fit the definition of this code will not be subject to the minimum ceiling height as stated above.

(f) **DOORS**

1. Doors in the path of travel to the means of egress shall be not less than 32 inches wide and not less than 6 feet 8 inches high.

2. Bathrooms and closet doors shall be not less than 24 inches wide.

3. Doors on facilities with physically disabled persons must comply with ADA standards.

4. Doors shall not have more than 2 locking devices.

(i) No double key dead bolt locks shall be allowed.

(ii) Keys shall be maintained by a designated staff members at all times on the premises.

(g) **STAIRS**

1. Stairs serving as a required means of egress shall be of permanent fixed construction and shall have handrails on both sides of the steps that are not less than 34 inches nor more than 38 inches above the surface of the tread.

2. In new construction, the minimum height of risers must be a minimum of 4 inches and maximum of 7 inches in height, and a minimum tread depth of 11 inches.

3. In existing construction, the maximum height of risers shall be 8 inches and the minimum tread depth shall be 9 inches.

4. Stairs shall be uniform in design.

(h) PORCHES AND LANDINGS

1. Porches and landings shall have guardrails not less than 42 inches high when any portion of the porch or landing equals or exceeds 24 inches above ground level.

2. Open guards, other than approved existing open guards, shall have rails or an ornamental pattern such that an object 4 inches in diameter is not able to pass through any opening up to a height of 34 inches.

(i) SLEEPING ROOMS/SPACE

1. Single occupancy bedrooms shall contain a minimum of 100 square feet of open floor space.

2. Each bedroom occupied by more than one person shall contain a minimum of 80 square feet of open floor space per occupant.

3. Closets cannot be included in these computations.

4. There shall be a minimum of 36 inches between beds.

5. A permanent constructed closet or a sturdy enclosed wardrobe with drawer space as residents may require shall be provided for individual belongings.

6. Bed linens shall be maintained in good condition and free of holes.

7. Mattresses and box springs shall be maintained in good repair.

8. Bedrooms shall be provided with window treatments such as mini blinds, drapes, curtains or other appropriate covering providing privacy and maintained in good condition.

(j) FURNISHINGS, BEDDING, AND DECORATIONS. Draperies, curtains, upholstered furniture and mattresses shall be fire retardant in accordance with NFPA 101 Life Safety Code Chapter 10.

(k) SEPARATION OF ROOMS

1. The laundry room shall be separated by a door or a wall from all food preparation or serving areas.
2. No bathroom shall open directly to any food preparation or serving area.
3. No bedroom shall open directly into a kitchen.
4. No bedroom shall have as its only access a door opening directly to or from another bedroom or bathroom.

(l) **SMOKING REGULATIONS**

1. Smoking is not allowed inside any facility.
2. Smoking is allowed only in designated exterior areas or on smoking porches which have ventilation. A nonflammable container shall be provided for disposal.

(m) **FLAMMABLES AND COMBUSTIBLES**

1. Flammable or combustible liquids shall not be stored inside the residential facility.

(n) **OPEN FLAME DEVICES**

1. No candles, incense, oil lamps or lanterns shall be allowed to be used inside the facility.
2. Facilities containing a fuel-burning appliance or fireplace or having an attached garage shall be equipped with carbon monoxide detectors.

(o) **FIRE EXIT DRILLS**

1. Unannounced fire exit drills shall be conducted on a monthly basis with one fire exit drill per quarter being conducted between the hours of 10:00 p.m. and 5:00 a.m. when residents are asleep.
2. Fire exit drills shall be initiated by using emergency equipment.
3. A log of fire exit drills shall be kept available for review at each inspection. Fire exit drills shall contain the date the drill was conducted, time of day drill was conducted including AM/PM, time taken to evacuate and clear the facility, number of people taking part in the drill and the signature of the person conducting the drill.

(p) **SEVERE WEATHER PLAN.** A Severe Weather Plan, approved by the program's executive director, will be developed for each site of the program and will be available for review.

(q) **COOLING/HEATING/VENTILATION**

1. Windows and doors used for ventilation shall have screens which are maintained in good condition.
2. If a facility, home, or apartment is subject to DMH/MR certification (see 580-3-22-.01(8) and 580-3-22.13(1)), then the air temperature within the facility shall be maintained between 70 and 80 degrees Fahrenheit measured at a distance of 3 feet above the floor.
3. Mechanical ventilation (exhaust fans) shall be provided in each bathroom.
4. Commercial cooking equipment shall be provided and equipped in accordance with NFPA 96 (*Standards for Ventilation Control and Fire Protection of Commercial Cooking Operations*).
5. Ceiling fans shall be installed to maintain a minimum clearance of 7 feet between the finished floor and the ceiling fan blades.
6. Smoke detectors shall not be located under nor within 3 feet of ceiling fan blades or air supply diffusers or returns.
7. No heater shall have exposed electric elements and shall be equipped with tip-over devices for automatic shutoff.
8. Fireplaces and fossil-fuel stoves (wood burning) shall have partitions or screens or other means to prevent burns.
 - (i) Fireplaces shall be vented to the outside.
 - (ii) No unvented fuel heaters or gas logs are allowed.
 - (iii) Gas fireplaces shall have a remote gas shutoff within the room and not inside the fireplace.
9. Wood burning or gas logs cannot be used as a primary heat source.
 - (i) DMH/MR approval must be obtained for emergency use only on a case by case basis.

(ii) Emergency use of a fireplace as a primary heat source must be approved by DMH/MR. In its request the facility must represent, and be able to document, that the fireplace has been inspected and cleaned in the past 2 years.

(r) **APPLIANCE/ELECTRICAL/COMMUNICATION**

1. Facilities shall have equipment for the proper preparation and serving of food as determined by the size and functions of the individual facility.

2. Space and equipment shall be provided for receiving and storage, preparation, cooking, serving, dining and dishwashing.

3. Appliances shall be maintained clean and in working condition. Non-operable equipment shall be repaired or removed from the premises.

4. Refrigerators shall be maintained at a constant temperature of 45 degrees Fahrenheit or below and freezers shall be maintained at a constant temperature of 0 degrees Fahrenheit or below.

(i) Thermometers shall be maintained inside refrigerators and freezers.

5. For all new construction, electrical outlets located within rooms containing a water source shall be GFCI type outlets or shall be connected to a GFCI breaker. Existing facilities, as defined herein, shall have GFCI type outlets in kitchens and bathrooms, or the outlets in those rooms shall be connected to a GFCI breaker.

6. No extension cords shall be used as a permanent wiring source.

7. Multi-plug type electrical devices shall be equipped with an approved in-line surge protector or breaker.

8. For a new facility, a letter from a licensed electrician shall be provided stating that wiring, panels, and fixtures are safe and adequate, and installed in accordance with local, state and national electrical codes. The letter shall be on company letterhead with name, address, contact number and electrician license number. Facilities providing written documentation of code compliance from a state or local building official shall be exempt from this standard.

9. Electrical breaker/fuse panels shall contain interior cover plates and blank covers where breakers/fuses are missing.

10. Interior electrical breaker panels are required to have operational locks.

11. Breakers shall be labeled as to the location of the circuits.

12. Telephone service shall be provided in each facility.

(s) WATER TEMPERATURE

1. Heated water shall be supplied to each lavatory, shower, bathtub, kitchen sink, dishwasher, and clothes washer at the required minimum and maximum temperature.

2. Hot water temperature shall be maintained between 110 degrees and 120 degrees Fahrenheit in facilities.

(i) If the hot water temperature exceeds the maximum temperature of 120 degrees Fahrenheit on two (2) consecutive inspections, a scald guard or mixing valve shall be installed within thirty (30) calendar days of the date of the last inspection.

(t) LIGHTING

1. Lighting on the interior and the exterior of the facility shall have proper size and type light bulbs installed. 2. Light fixtures and lamps shall have shields, globes, protective tubes or shades in good condition.

3. Resident rooms shall have general lighting with switches located at the interior side of the entrance door.

(u) WATER SUPPLY

1. Water supply shall be provided under pressure and obtained from an approved local water authority.

2. If a private water source is used, the operator of the facility shall obtain approval from the local health department to insure safe location, construction, maintenance and operation of the system.

3. The water shall be tested annually and documentation maintained at the facility for review.

(v) PLUMBING/SEWAGE

1. Plumbing shall be functional and in good working order.

2. Sewage and liquid waste shall be disposed of in accordance with city, county, and state regulations.

(w) **CONTROL OF INSECTS/RODENTS.** Proper measures for year-round control of insects, rodents, and other outdoor vermin shall be taken.

(x) **ANIMALS**

1. Animals or pets which present no apparent threat to the health and safety of the residents or staff are permitted if they are properly housed, cared for and are not fed in the food preparation or serving areas of the residence.

2. Animals are required to receive annual inoculations.

3. Any animal that has at any time bitten any human being, or has a known or demonstrated propensity, or tendency, or disposition to attack, to cause injury, or otherwise threaten or endanger the safety of humans or other domestic animals shall not be maintained on the premises. 4. Animals commonly considered to be naturally wild, or those which are considered to be inherently dangerous to the health, safety and welfare of people are also forbidden on the premises.

(y) **SOLID WASTE**

1. Kitchen garbage shall be stored in approved containers with tops or lids in place at all times.

2. Garbage containers shall be cleaned and emptied on a frequent basis.

(z) **LAUNDRY**

1. Dryers shall be properly vented to the outdoors and provided with space blocks of proper size to prevent crimping of the exhaust hose.

2. Area behind washers and dryers shall be maintained in a clean manner.

(aa) **BATHROOMS**

1. A minimum of 1 full bathroom, (toilet, lavatory, tub or shower) shall be provided for each 6 residents or portion thereof.

2. Bathrooms shall have access from a common area of the facility.

3. If bathroom is located off a bedroom, only the residents of that bedroom will be allowed use of the bathroom.

4. Bathroom doors shall be not less than 24 inches wide. Doors on facilities with physically disabled persons must comply with ADA standards.

(bb) **INTERIOR FINISH (FLOOR COVERINGS, WALLS, CEILINGS)**

1. Floor coverings, walls and ceilings shall be maintained free of dirt, holes and excessive stains.

2. Floor coverings shall be properly secured to sub-flooring.

3. Carpeting, if used as a floor covering, shall be properly installed, easily cleaned and maintained in good repair.

4. Carpeting is prohibited in kitchens and bathrooms.

(cc) **FURNITURE.** Broken furniture or furniture with torn upholstery must be repaired or discarded.

(dd) **FOOD PREPARATION/STORAGE**

1. Store opened perishable foods inside sealed containers inside the refrigerator.

2. Store reclaimed cooking oil inside sealed containers.

3. Store opened dry goods inside sealed containers. Dry good removed from original containers shall be dated and properly labeled.

4. There shall be no open air thawing of frozen meats.

5. Do not store cooking and eating utensils or food products under kitchen sink.

6. Food items are to be stored at a height of at least six inches above floor level.

7. Cleaning supplies shall be stored below food items.

(ee) **EXTERIOR**

1. Deteriorated wood on the exterior of a facility shall be replaced.

2. When exterior paint shows chipping and peeling, facility shall be painted or be covered with artificial siding.

3. Non-slab constructed facilities shall have underpinning and access doors shall be maintained in a closed position.4. Ventilation openings on raised foundations shall have grills.

(ff) **OUTSIDE GROUNDS**

1. Exterior areas shall have proper drainage with no standing water, open sewage, sink lines or defects of this nature.

2. The area shall be kept clean and free of tall grass or weeds.

3. There shall be no discarding of cooking waste, mop water and hazardous materials on exterior grounds.

4. There shall be no unprotected wells, natural or man-made hazards or other obvious physical danger (e.g. broken appliances, inoperable vehicles which do not have current license plates, broken furniture, rubbish, debris, etc.)

5. If a swimming pool is part of the facility, it shall be enclosed by a minimum 4 foot high fence with a locking gate. The pool shall be properly maintained and cleaned.

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