Residential Care Services (RCS)

**Operational Principles and Procedures for**

Assisted Living Facilities (ALFs)

**PREOCCUPANCY INITIAL LICENSING INSPECTION**

# Physical Plant Requirements

1. **Purpose**

The focus of the onsite inspection is to validate the maximum facility capacity, readiness of facility equipment, and the facility systems.

1. **Authority**

[RCW 18.20.090](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.090)

[RCW 18.20.110](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.110)

[RCW 18.20.220](http://apps.leg.wa.gov/RCW/default.aspx?cite=18.20.220)

1. **Operational Principles**
2. The Department of Health, Construction Review Services (CRS) has completed a construction plan review. The primary purpose of this survey is a high level validation that the building was actually constructed in accordance with the approved design.
3. Review of the Project Comment Form in the CRS approval packet, to identify where the plan reviewer has documented deficiencies that need to be verified on survey.
4. **Procedures**

**The Licensor will:**

1. Validate the “Approved Sleeping Room List” provided by Construction Review Services (DSHS 10-389).
2. Record any discrepancies, corrections or additional information you found during the on-site inspection on the “Additional Rooms List” (DSHS 10-389A)
   * 1. Following the inspection, reconcile the information provided by Construction Review Services with the program manager.
   1. Make three copies and distribute the room list(s) as follows:
      1. The assisted living applicant or designee;
      2. The Business Analysis and Applications Unit, RCS Headquarters; and
      3. The assisted living licensing file;
3. Review information provided by the Department of Health (DOH), Construction Review Services (CRS). The approval packet includes the following:
4. Project comment form;
5. Overall floor plan;
6. Functional program;
7. Draft room list; and
8. Certificate of Occupancy or other form of approval from the local jurisdiction.
9. Verify the capacity of the existing facility by performing the following checks:
10. Reconcile the room count on the room list; and
11. Verify room sizes by review of one of each room configurations and contract type.
12. Verify that key furnishings and equipment are installed and ready to be used by residents:
13. Laundry equipment;
14. Furnishings; and
15. Communication system (if provided)
16. Verify that key building systems are installed, functioning and ready for use:
17. Heating system;
18. Cooling system (if provided);
19. Telecommunications;
20. Hot water; and
21. Food service preliminary inspection (including food service equipment).
22. Identify that each sleeping room or apartment configuration that has an ALF contract that requires a separate or private bathroom with a sink, toilet, and bathtub or shower.
23. **Information and Assistance**
    1. Measuring of any rooms is not required unless a significant observation of a discrepancy is noted, such as:
24. Layout of facility or rooms is significantly different than overall plan provided by CRS; and
25. Discrepancies between the action approved in the CRS project comment form and actual construction.
    1. The program manager will report the significant discrepancies to CRS.

