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State of Iowa

1957

**Rules and Regulations**  
**Setting**  
**Minimum Standards**  
**for**  
**Nursing Homes**

Prepared by

**IOWA STATE DEPARTMENT OF HEALTH**

**DIVISION OF HOSPITAL SERVICES**

**DES MOINES, IOWA**

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### CERTIFICATION

It is hereby certified to all County Auditors, City and Town Councils, and Local Boards of Health that the Rules, Regulations and Minimum Standards Governing the Operation of Nursing Homes appearing in Iowa Departmental Rules, 1954, pages 133 through 137, are rescinded; that the rules and regulations contained herein were adopted in lieu thereof by the Iowa State Department of Health on October 15, 1957; that the same will become effective November 1, 1957; and that the requirements of Chapter 17A, Code of Iowa, 1954 have been duly complied with.

Commissioner of Public Health  
Edmund G. Zimmerer, M. D.

Dated this 15th day of October, 1957

# STATE OF IOWA

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Offices  
Third Floor  
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## AN ACT

**RELATING TO THE LICENSING, INSPECTION AND REGULATION OF NURSING HOMES AND CUSTODIAL HOMES AND PROVIDING FOR REGULATIONS, ENFORCEMENT PROCEDURES AND PENALTIES.****BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:**

Chapter one hundred thirty-five C (135C), Code 1954, is hereby repealed and the following enacted in lieu thereof:

**Section 1. As used in this Act:**

1. "Nursing home" means any institution, place, building or agency which is devoted primarily to the maintenance and operation of facilities for the housing, for a period exceeding twenty-four (24) hours, and for providing skilled nursing care and related medical services for, two (2) or more nonrelated individuals who are not acutely ill and not in need of hospital care, but who, by reason of age, illness, disease, injury, convalescence or physical or mental infirmity need such care. Nursing home does not include hospitals or custodial homes.
2. "Custodial home" means any institution, place, building or agency which is devoted primarily to the maintenance and operation of facilities for the housing, for a period exceeding twenty-four (24) hours, and for care in excess of food, shelter, laundry or services incident thereto for, two (2) or more nonrelated individuals who are not in need of nursing care or related medical services but who, by reason of age, illness, disease, injury, convalescence or physical or mental infirmity are unable to care for themselves. Custodial home does not mean hospitals or nursing homes.
3. "Person" means any individual, firm, partnership, corporation, company, association or joint stock association; and includes trustee, receiver, assignee or other similar representative thereof.
4. "Governmental unit" means the state, or any county, municipality, or other political subdivision or any department, division, board or other agency of any of the foregoing.

**Section 2.**

1. The purpose of this Act is to promote and encourage adequate and safe care and housing for aged, infirm and convalescent persons by both public and private agencies by providing for the adoption and enforcement of rules, regulations and standards:
  - a. For the care and treatment of individuals in nursing homes and custodial homes, and
  - b. For the location, construction, maintenance and sanitary ope-

ration of such nursing homes and custodial homes which will promote safe and adequate care of individuals in such homes so as to further the health, welfare and safety of such individuals.

2. Rules, regulations and standards prescribed, promulgated and enforced under this Act shall not be arbitrary, unreasonable or confiscatory and the department or agency prescribing, promulgating or enforcing such rules, regulations or standards shall have the burden of proof to establish that such rules, regulations or standards meet such requirements and are consistent with the economic problems and conditions involved in the care and housing of persons in nursing homes and custodial homes.

**Section 3.** An institution licensed as a nursing home shall provide an organized continuing twenty-four (24) hour program of nursing care commensurate with the needs of the patients and under the immediate direction of a licensed physician, licensed registered nurse or licensed practical nurse licensed by the state of Iowa, whose combined training and supervised experience is such as to assure adequate and competent nursing direction. Medical and nursing care shall be under the direction of either a "house physician" or individually selected physicians, but surgery or obstetrical care shall not be provided within the home. Persons in active or acute stages of alcoholism, drug addiction, mental illness or communicable disease may not be admitted to any licensed nursing home.

**Section 4.** An institution licensed as a custodial home shall provide an organized continuous twenty-four (24) hour program of care commensurate with the needs of the residents of the home and under the immediate direction of a person whose combined training and supervised experience is such as to ensure adequate and competent care. Persons who may not be admitted to nursing homes and persons in need of nursing care shall not be admitted to any licensed custodial home.

**Section 5.** Infirmaries operated in connection with custodial homes or with rest homes, homes for the aged, or boarding homes may be licensed as nursing homes. No nursing home or custodial homes shall be established or operated in any building in which other businesses are housed or other activities are carried on, the existence of which is determined by the department or the fire marshal to be detrimental to the proper care of the residents of the home.

**Section 6.** After July 4, 1957, no person or governmental unit acting severally or jointly with any other person or governmental unit shall establish or operate a nursing home or custodial home in this state without a license for such home.

**Section 7.** Licenses shall be obtained from the state department of health. Applications shall be upon such forms and shall require such information as the said department may reasonably require, which may include affirmative evidence of compliance with such other

statutes and local ordinances as may be applicable. Each application for license shall be accompanied by the license fee, which shall be refunded to the applicant if the license is denied, which fee shall be paid over into the state treasury and credited to the general fund if the license is issued. There shall be an annual license fee based upon the bed capacity of the home. Nursing homes having ten (10) beds or less shall pay an annual fee of ten (10) dollars, nursing homes having more than ten (10) beds and not more than twenty-five (25) beds shall pay an annual fee of twenty (20) dollars, nursing homes having more than twenty-five (25) and not more than seventy-five (75) beds shall pay an annual fee of thirty (30) dollars, nursing homes having more than seventy-five (75) beds and not more than one hundred fifty (150) beds shall pay an annual fee of forty (40) dollars, and all other nursing homes shall pay an annual license fee of fifty (50) dollars. Custodial homes having ten (10) beds or less shall pay an annual fee of five (5) dollars, custodial homes having more than ten (10) beds and not more than twenty-five (25) beds shall pay an annual fee of ten (10) dollars, custodial homes having more than twenty-five (25) beds and not more than seventy-five (75) beds shall pay an annual fee of fifteen (15) dollars, custodial homes having more than seventy-five (75) beds and not more than one hundred fifty (150) beds shall pay an annual fee of twenty (20) dollars, and all other custodial homes shall pay an annual license fee of twenty-five (25) dollars.

**Section 8.** Licenses for nursing homes or custodial homes shall be issued only for the premises and persons or governmental units named in the application and shall not be transferable or assignable except with the written approval of the state department of health. Licenses shall be posted in a conspicuous place on the licensed premises as prescribed by regulation of the department. Such licenses, unless sooner suspended or revoked, shall expire one year after the date of issuance and shall be renewed annually upon an application by the licensee. Applications for such renewal shall be made in writing to the department, accompanied by the required fee, at least thirty (30) days prior to the expiration of such license.

**Section 9.** Upon receipt of the license fee and the application for license as a nursing home or custodial home the department shall:

1. If the application is for a nursing home, cause an inspection to be made of the premises by the personnel of the department of health.
2. If the application is for a custodial home, forward the application to the county board of social welfare of the county in which the premises are located. The county board shall make, or cause to be made, an inspection of the premises. After making such inspection the county board shall return the application to the board of health together with its findings from said inspection as to whether the proposed custodial home meets the standards for such homes as prescribed in the published regulations of the state department of health.

3. With regard to both nursing homes and custodial homes the department shall not issue a license until the premises have been inspected by the state fire marshal or his deputy for such purpose, the appointment of whom, including member of municipal fire departments, is hereby authorized, and the department has received a certificate signed by such marshal or his deputy that the premises comply with the fire hazard and the fire-safety rules, regulations and standards of the department as promulgated by the fire marshal.

**Section 10.** The state department of health shall have the authority to deny, suspend, or revoke a license in any case where the department finds that there has been a failure to comply with the provisions of this Act or the rules, regulations or minimum standards promulgated hereunder, or for any of the following reasons:

1. Cruelty or indifference to the welfare of nursing home or custodial home patients.
2. Appropriation or conversion of the property of a nursing home or custodial home patient without his written consent or the written consent of his legal guardian.
3. Evidence that the moral character of the applicant, manager or supervisor of the home is not reputable.
4. Permitting, aiding, or abetting the commission of any illegal act in the nursing home or custodial home.
5. Inability or failure to operate and conduct the nursing home or custodial home in accordance with the requirements of this Act and the minimum standards, rules, and regulations issued pursuant thereto.
6. Obtaining or attempting to obtain a license by fraudulent means or misrepresentation.
7. Habitual intoxication or addiction to the use of drugs by the applicant, manager or supervisor of the nursing home or custodial home.
8. Securing the devise or bequest of the property of a patient in a nursing home or custodial home by undue influence.

**Section 11.** Such denial, suspension, or revocation shall be effected by mailing to the applicant or licensee by certified mail or by personal service of a notice setting forth the particular reasons for such action. Such denial, suspension, or revocation shall become effective thirty (30) days after the mailing or service of the notice, unless the applicant or licensee, within such thirty (30) day period, shall give written notice to the department requesting a hearing, in which case the notice shall be deemed to be suspended. If a hearing has been requested, the applicant or licensee shall be given an opportunity for a prompt and fair hearing before the department. At any time at or prior to the hearing the department may rescind the notice of the denial, suspension or revocation upon being satisfied that the reasons for the denial, suspension or revocation have been or will be removed. On the basis of any such hearing, or upon default of

the applicant or licensee, the determination involved in the notice may be affirmed, modified, or set aside by the department. A copy of such decision shall be sent by certified mail, or served personally upon the applicant or licensee. The decision shall become final thirty (30) days after it is so mailed or served, unless the applicant or licensee, within such thirty (30) day period, appeals the decision of the court, pursuant to section thirteen (13) hereof.

The procedure governing hearings authorized by this section shall be in accordance with the rules promulgated by said department. A full and complete record shall be kept of all proceedings, and all testimony shall be reported but need not be transcribed unless the decision is appealed pursuant to section thirteen (13) hereof. A copy or copies of the transcript may be obtained by an interested party upon payment of the cost of preparing such copy or copies. Witnesses may be subpoenaed by either party and shall be allowed fees at a rate prescribed by the aforesaid rules.

**Section 12.** In any case where the department of health shall have the authority to deny, suspend or revoke a license, the department shall have the authority to conditionally issue or continue a license dependent upon the performance by the licensee of such reasonable conditions within such reasonable period of time as may be set by the department so as to permit the licensee to commence or continue the operation of the nursing home or custodial home pending his full compliance with this Act or any regulations issued hereunder. In such case, if the licensee does not make diligent efforts to comply with such conditions as prescribed, the department may, under the proceedings hereinbefore prescribed, suspend or revoke the license.

**Section 13.** Any applicant or licensee who is dissatisfied with the decision of the commissioner of public health as a result of the hearing procedure provided herein may appeal the decision within thirty (30) days after the mailing or serving of notice of the decision by filing a notice of appeal in the district court of the county where the home or proposed home is located, and by serving a copy of said notice of appeal upon the department. Thereupon the department shall within thirty (30) days certify and file with the court a copy of the record and decision, including the transcript of the hearings on which the decision is based. The trial before the court shall be de novo and all legal evidence pertaining to the matter of whether or not such license shall be denied, suspended, or revoked, as the case may be, may be submitted, including new or additional evidence not submitted to the commissioner, and the court shall have power to affirm, modify or reverse the decision of the commissioner. Pending final disposition of the matter the status quo of the applicant or licensee shall be preserved.

**Section 14.** The department of health shall adopt, amend, promulgate and enforce rules and regulations setting minimum standards for nursing homes and custodial homes. Such rules, regulations and standards shall be designed to further the accomplishment of the

purposes of this Act and shall relate to:

1. Location and construction of the home, including plumbing, heating, lighting, ventilation, and other housing conditions, which shall ensure the health and safety and comfort of residents and protection from fire hazards. Such rules, regulations and standards regarding location and construction of the home may impose requirements in excess of those provided in chapter four hundred thirteen (413) of the Code but shall not impose requirements less than those provided by such chapter. The rules of the department relating to protection from fire hazards and fire safety shall be promulgated by the state fire marshal;
2. Number and qualifications of all personnel, including management and nursing personnel, having responsibility for any part of the care given residents;
3. All sanitary conditions within the home and its surroundings including water supply, sewage disposal, food handling, and general hygiene, which shall ensure the health and comfort of residents;
4. Diet related to the needs of each resident and based on good nutritional practice and on recommendations which may be made by the physician attending the resident; and
5. Equipment essential to the health and welfare of the resident.

**Section 15.** Any nursing home or custodial home which is in operation at the time of promulgation of any applicable rules and regulations or minimum standards under this Act shall be given reasonable time from the date of such promulgation to comply with such rules, regulations and minimum standards.

**Section 16.** The state department of health shall make or cause to be made such further inspections as it may deem necessary. The state department of health shall prescribe by regulations that any licensee or applicant for license desiring to make specific types of alterations or additions to its facility or to construct new facilities, shall, before commencing such alteration or additions or new construction, submit plans and specifications therefor to the state department of health for preliminary inspection and approval or recommendations with respect to the compliance with the regulations and standards herein authorized. An inspector of the department of health, county board of social welfare, or fire marshal, may enter any licensed nursing home or custodial home or purported nursing home or custodial home without a warrant.

**Section 17.** It shall be the duty of the state department of social welfare, state fire marshal, and the officers and agents of other governmental units to assist the state department of health in carrying out the provisions of this Act, in so far as the functions of these respective offices and departments are concerned with the health, welfare and safety of any person or persons cared for in nursing homes or custodial homes.

**Section 18.** The state department of health may employ such assistants and inspectors as may be necessary to administer and enforce the provisions of this Act.

**Section 19.** Information received by the state department of health through reports, inspections, or as otherwise authorized in this Act shall not be disclosed publicly in such manner as to identify individuals or nursing homes or custodial homes, except in a proceeding involving the question of licensure or the denial, suspension, or revocation of a license.

**Section 20.** The state department of health shall prepare, publish and send to licensed nursing and custodial homes an annual report of its activities and operations under this Act and such other bulletins containing fundamental health principles and data as may be deemed essential to assure proper operation of nursing homes and custodial homes.

**Section 21.** Any person establishing, conducting, managing, or operating any nursing home or custodial home without a license shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than one hundred (100) dollars nor more than one thousand (1000) dollars or be imprisoned in the county jail for not more than six (6) months, or both. Each day of continuing violation after conviction or notice from the department by certified mail of a violation shall be considered a separate offense. Any such person establishing, conducting, managing or operating any nursing home or custodial home without a license may be by any court of competent jurisdiction temporarily or permanently restrained therefrom in any action brought by the state.

**Section 22.** If any provision of this Act or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not effect the provisions or applications of this Act which can be given effect without the invalid provision or application, and to this end the provisions of the Act are declared to be severable.

**Section 23.** All nursing home licenses issued under the provisions of chapter one-hundred thirty-five (135C), Code 1954, as repealed by this Act shall be valid as nursing home licenses under this Act until their expiration date.

**Section 24.** The provision of this Act shall not be applicable to institutions operated by or under the Board of Control or the Board of Regents of state institutions.

---

W. L. Mooty  
Speaker of the House

---

William H. Nicholas  
President of the Senate



I hereby certify that this bill originated in the House and is known as House File 572, Fifty-Seventh General Assembly.

---

William R. Kendrick  
Chief Clerk of the House

Approved \_\_\_\_\_, 1957

---

Herschel C. Loveless  
Governor

**IOWA STATE DEPARTMENT OF HEALTH  
RULES AND REGULATIONS SETTING  
MINIMUM STANDARDS FOR  
NURSING HOMES**

**DIVISION II**

**Section 1. DEFINITIONS:**

- 1.1 "Department"—Shall mean the State Department of Health.
- 1.2 "Nursing Home"—See House File 572, Section 1.
- 1.3 "New Nursing Home"—Shall mean one erected as a nursing home after the effective date of the Rules and Regulations or one converted to nursing home use after the effective date of the Rules and Regulations.
- 1.4 "Alcoholism"—Shall mean the excessive or prolonged use of alcoholic liquors, which has become a habit, with the resultant disturbances of the digestive or nervous systems.
- 1.5 "Drug Addiction"—Shall mean the excessive or prolonged use of narcotic drugs for the comfort such indulgence affords, when there is no illness or other legitimate reason for such practice and when the habit is not broken by the user.
- 1.6 "Communicable Disease"—Shall mean that period during the stage of certain diseases when the disease can be transmitted from one person to another. The period of communicability of the disease shall be found in the Rules and Regulations for the Control of Communicable Disease, published by the Department.
- 1.7 "Mental Illness"—For the purpose of this Act, shall mean a condition which makes the person dangerous or potentially dangerous to himself or others and requires the general use of restraints.
- 1.8 "Ambulatory Patient"—Able to walk or move about without the aid of another individual or a mechanical device such as a wheelchair.
- 1.9 "Qualified Nurse"—Shall mean a currently licensed Iowa registered nurse or a currently licensed Iowa practical nurse.
- 1.10 "Chairfast Patient"—A patient who, because of mental or physical condition, is unable to bear his weight even with the aid of a mechanical device or another individual.

- 1.11 "Bedfast Patient"—A patient who is continuously in bed because of mental or physical disability and requires twenty-four (24) hour nursing care.
- 1.12 "Nursing Care"—For the purpose of this Act, nursing care shall mean a planned program of service which meets the physical and emotional needs of the patient, is supervised or administered by a qualified nurse and includes those services which a patient normally cannot do for himself, such as bedbath, treatment, medication, nutrition and rehabilitation.
- 1.13 For the purpose of this Act, the use of the words 'shall' and 'must' indicate those standards which are mandatory. The words 'should' and 'could' indicate those standards which are recommended.

## **Section 2. ADMISSION POLICIES:**

- 2.1 Acutely ill patients shall be transferred to the nearest general hospital unless a physician indicates in writing that the patient may be cared for satisfactorily in present accommodations. Such authorization shall be preserved with the patient's record.
- 2.2 No home shall admit more patients than the number of beds for which it is licensed. There shall be no more beds erected than is stipulated on the license.
- 2.3 No child less than five (5) years of age shall be admitted to the home licensed under this Act. Homes which offer care to children at least five (5) years of age and not more than sixteen (16) years of age shall provide separate segregated facilities. See Appendix A.

## **Section 3. ADMINISTRATION AND STAFF POLICIES:**

- 3.1 There shall be some one person in charge of the home at all times. This person may be the owner or manager of the home or a person designated for the purpose who is qualified to assume the management and operation of the home and who is at least twenty-one (21) years of age and not more than seventy (70) years of age.
- 3.2 Whenever possible, personnel shall be employed for specific duties within the home.
- 3.3 Hours of work, vacation time, pay allowance and duties shall be established at the start of employment. The agreement shall be in writing and signed by both parties.
- 3.4 Health certificates for all personnel, including the operator, shall be available for inspection. A Medical Certificate, given by a reputable physician, for every person caring for patients or handling food, stating as a result of a physical examination, chest x-ray and indicated laboratory procedure, that the employee or person is free from any infectious or communicable disease in a communicable stage, or a carrier of disease and is physically and mentally able to perform his duty. Such certificate shall be renewed at least once annually. No person suf-

fering from infectious or contagious disease or who is a carrier shall be employed in a nursing home.

- 3.5 It is recommended that nursing home operators or administrators attend the educational institutes.

#### Section 4. PERSONNEL:

##### 4.1 General Qualifications:

- a. Persons employed in the home shall have sufficient experience and qualifications to perform the type of work for which they have been employed.
- b. The nurse employed to supervise nursing service shall be a qualified nurse as defined in these Regulations.
- c. All nursing service personnel employed in the home shall be at least eighteen (18) years of age and not more than seventy (70) years of age, of at least average intelligence and of good character.
- d. Persons employed for nursing service shall have had training as nurse aides or have had experience as nurse aides unless there is an in-service training program under the supervision of a qualified nurse.
- e. Persons in charge of meal planning and food preparation shall have had special training in the work or have had experience in home management.
- f. All persons employed in the home shall have a genuine liking and understanding of the aged and chronically ill.
- g. All persons employed in the home shall be in good physical and mental health.
- h. No person who is an habitual user of narcotics, drugs or alcoholic liquors shall be employed in the home.
- i. No person with a communicable, contagious or infectious disease shall be employed in the home.

##### 4.2 Medical Supervision:

- a. Every patient in the home shall be under the medical supervision of a physician legally licensed to practice medicine in Iowa.
- b. Each patient shall be allowed free choice of a physician. The physician shall visit the patient as necessary to assure adequate medical care, each patient shall be visited at least once every three (3) months.
- c. Arrangements shall be made with a physician to be available for emergencies in the home in case the patient's own physician cannot be reached.
- d. Each patient shall have a complete physical examination immediately before admission to the home or within a week after admission. A record of the examination, signed by the physician making the examination, shall be a part of the patient's medical record.

## 4.3 Nursing Supervision and Staffing:

- a. A qualified nurse shall be employed to supervise the nursing service in all nursing homes.
  1. In homes with a licensed bed capacity of fourteen (14) or less, the nurse shall be on duty for a minimum number of hours equivalent to one hour per week, per bed (licensed bed capacity) and on recall for duty when not on regular assignment.
  2. In homes with a licensed bed capacity of fifteen (15) to fifty (50), the nurse shall be on duty at least forty (40) hours per week and on recall for duty when not on regular assignment.
  3. In homes with a licensed bed capacity of fifty-one (51) to one-hundred (100) a nurse shall be on duty at least an aggregate of eighty (80) hours per week, with one nurse on recall when not on regular assignment.
  4. In homes with a licensed bed capacity of over one-hundred (100), a nurse shall be on duty at least an aggregate of 120 hours per week, with one nurse on recall when not on regular assignment.
  5. Recommended duty hours for qualified nurses are 7:00 A.M. to 3:30 P.M., but the actual hours should be during the period of the most concentrated nursing care.
  6. After June 1, 1959, in homes of a licensed bed capacity of less than fifteen (15) beds there shall be at least one qualified nurse on duty forty (40) hours a week, and on recall when not on regular assignment.
  7. After June 1, 1959, in homes with a licensed bed capacity of fifteen (15) to fifty (50), a nurse shall be on duty at least eighty (80) hours per week with one nurse on recall when not on regular assignment.
  8. After June 1, 1959, in homes with a licensed bed capacity of fifty-one (51) to one-hundred (100), a nurse shall be on duty at least one hundred twenty (120) hours per week, with one nurse on recall when not on regular assignment.
  9. After June 1, 1959, in homes with a licensed bed capacity of over one-hundred (100) a nurse shall be on duty at least one hundred sixty (160) hours per week, with one nurse on recall when not on regular assignment.
- b. The above person or persons need not be employed if the operator of the home meets the professional qualifications and spends the required time in the home.
- c. A qualified nurse shall be employed to relieve the supervising nurse on holidays, vacation, sick leave, days off and absences or when not available for call for twelve (12) hours or more.

- d. The Department may require more than one qualified nurse or additional night coverage commensurate with the needs of the patients.
- e. There shall be at least one person up and dressed during the night; the person shall be capable of rendering nursing service.
- f. Nursing service for female patients shall be provided by female personnel.

## Section 5. PATIENT POLICIES:

### 5.1 Patient Care:

- a. All medications and treatments shall be administered by a nurse or qualified person. Oxygen shall be administered only on direct order of a physician and under the twenty-four (24) hour supervision of a qualified nurse.
- b. The nurse shall take care of all in-dwelling catheters but shall not initiate catheterization.
- c. Intravenous injections of any type shall not be administered in any institution defined in these regulations except in an emergency and then only when supervised or administered by a physician or authorized registered nurse.
- d. Each patient shall be given proper personal attention and care or supervision of care, including nails, skin, hair and oral hygiene in addition to specific care ordered by the physician.
- e. Each patient who is physically able shall be up and out of bed for at least a brief period each day, unless the physician has written an order for him to remain in bed.
- f. Patients shall have clean clothing as needed to present a decent appearance, to be free of odors and to be comfortable.
- g. Treatments shall be carried out according to the physician's order, using acceptable nursing techniques to safeguard the patient, minimize discomfort and obtain the physician's objective. No treatments shall be given without the physician's written orders.
- h. Each patient shall have a minimum monthly shampoo and weekly complete bath. Patients who are bedfast shall have a complete sponge bath at least every other day.
- i. Patients who are bedfast shall have their body position changed several times a day.
- j. Patients who are incontinent shall have partial baths each time the bed or clothing is soiled. The soiled or wet linen and clothing shall be replaced with clean, dry ones.
- k. Rubber or plastic covers shall be used to protect the pillows and mattresses. The protecting covers shall be cleaned often to prevent odor. Patients shall be protected from direct contact with rubber or plastic covers by the use of cotton draw sheets.

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- l. Special attention and care shall be given to the skin of bed-fast patients so that pressure sores (bed sores) do not occur.
- m. Patients shall be encouraged to leave their rooms and use the recreational facilities of the home as much as possible.
- n. One or more bedrooms shall be available for use of patients, ill, indisposed or in need of isolation.
- o. Sexes shall be separated by means of separate wings, floors or rooms, except in cases of husband and wife. Rooms shall be so arranged that it will not be necessary for a patient to pass through rooms of the opposite sex to reach toilet facilities or other areas of the home.

## 5.2 Restraints:

- a. Restraints are to be applied only as a measure to prevent the patient who is mentally disturbed or unmanageable from harming himself or other patients and then only after other measures have proven unsuccessful.
- b. There shall be a written order signed by the attending physician approving the use of restraints either at the time they are applied to the patient or in the case of emergency, within twenty-four (24) hours after they have been applied. No such orders shall be valid for more than forty-eight (48) hours.
- c. The form of restraint used shall not be painful to or in any way physically harm the patient.
- d. Patients shall not be kept behind locked doors. If it becomes necessary to confine a patient in his room, a half door or screen door with a hook shall be used.
- e. If a patient becomes disturbed and unmanageable, he shall be removed from the home within a period of time not exceeding five (5) days. During the disturbed state, a patient shall receive management for same only under the direction of a physician. If the patient does not respond to treatment provided by the physician within the five (5) day period, necessary legal proceedings shall be initiated for the removal of the patient from the home.

## 5.3 Patient Privileges:

- a. Patients shall be allowed individual freedom to attend the church of their choice, movies, go for walks and engage in other outside activities as long as they are physically and mentally able.
- b. Visiting shall be permitted; a patient's friends or relatives shall have access to the home for visiting purposes.
- c. Reasonable visiting hours may be established by the operator. If visiting hours are established they shall be posted in a conspicuous place.
- d. A patient's pastor shall be permitted to visit him at all reasonable hours. Privacy for consultation, communion or

for interviews with other professional people as necessary shall be the privilege of every patient.

- e. There shall be written agreement between the nursing home operator and each patient, relative to the cost of care. The agreement shall be signed by the operator and the patient or by the patient's legal representative.
- f. The operator shall not refuse to discharge or transfer a patient when the physician, family, patient or legal guardian requests such a discharge or transfer. The attending physician should be consulted or notified in all cases of discharge or transfer.

## Section 6. RECORDS:

### 6.1 Personnel:

- a. A record shall be maintained for each employee, setting forth the following information:
  - Name and address of employee
  - Social Security number of employee
  - Date of birth
  - Date of employment
  - Experience and education
  - References (names and address of three (3))
  - Position in the home
  - Date of discharge or resignation
  - Reason for discharge or resignation
- b. A record of the employee's physical examination shall be kept on file in the home.

### 6.2 Financial:

- a. Financial records shall be established and maintained showing amounts and sources of income and expense.
- b. A record of all sums received shall be kept up to date and available for inspection by duly authorized persons.

### 6.3 Patient Records:

- a. Admission Record: The operator shall keep a permanent admission record on all patients admitted to the home. The following information shall be recorded:
  - Date of admission and discharge
  - Name and address of patient
  - Birthdate, marital status of patient
  - Financial responsibility
  - Church affiliation
  - Physician's name, telephone number and address
  - Undertaker's name, telephone number and address
  - Name and address of nearest relative or friend
  - Name, address and telephone number of person to be notified in an emergency
  - Admission diagnosis
  - Discharge diagnosis

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- b. Record of physical examination: This record to be filled out when the physician makes the admission physical examination. The following information shall be recorded and signed by the physician making the examination:  
 Patient's name, sex, age  
 Present complaint  
 Record of physical examination  
 Diagnosis
- c. Doctors' Orders: All orders for treatment and medication shall be written by the physician or verbal or telephone orders given by the physician may be written by the nurse but shall be signed by the physician; no treatments or medicines shall be given without a physician's order.
- d. Nurses' Record: A permanent record shall be kept for each patient by the nurse.  
 The record shall include the following information:  
 Date, time and dosage of each medication administered  
 Date and time of all treatments and dressings  
 Date and time of physician's visit  
 Record of all pertinent factors pertaining to the patient's condition  
 Record of all accidents to the patient in the home  
 Date and time of discharge or death
- e. Narcotic Record:
1. All narcotics prescribed for patients in a nursing home shall be handled in the manner required by the Harrison Narcotic Law which includes keeping them in a special narcotics cabinet under lock and key at all times, and with the written record of usage and with written authorization and order for use by a doctor.
  2. Unused supply of narcotics, upon the death or discharge of patient for whom prescribed, shall be returned to the physician and a signed receipt obtained by the nursing home operator.
- f. Death Record: The death record shall include the following information:  
 Name, age, sex and race of deceased  
 Date and time of death  
 Physician's name and address  
 Immediate cause of death  
 Name and address of relative or friend notified of death  
 Name and address of undertaker receiving the body  
 Signature of the physician and undertaker

## 6.4 Reports:

- a. An annual report shall be made to the Department regarding operating data during the preceding year (January 1 to January 1). Forms will be furnished and mailed for this purpose.



- b. Any occurrence of food poisoning, outbreak of epidemic, contagious disease or any other unusual occurrence shall be immediately reported by telephone or telegram to the Department or to the nearest health officer and shall be followed by a written report.
- c. The nursing home license shall be surrendered to the Department on change of ownership, name or location of the nursing home, death of the licensee or in case of ceasing to operate as a nursing home.
- d. Change from a licensed nursing home to a custodial home shall be made by return of the nursing home license to the Department and filing an application for a custodial home license within the licensing year.
- e. A field visit memorandum indicating violations and recommendations signed by the inspector and the administrator or person in charge of the home shall be left in the home at the time of the inspection.

## Section 7. FURNISHINGS AND EQUIPMENT:

### 7.1 Communication:

- a. Every home shall have at least one telephone within the building and such additional telephones as are required to summon help promptly in case of an emergency. A telephone shall be provided for the use of patients in the home.
- b. Every home shall be located on an all-weather road which is kept open for traffic at all times.

### 7.2 Bedrooms:

- a. Each patient shall be provided with a bed. A standard single or twin bed, substantially constructed and in good repair. Rollaway beds, metal cots or folding beds are not acceptable. Beds shall have head and foot boards. Adjustable hospital beds are desirable for bed patients.
- b. Each bed shall be equipped with the following:
  - A clean springs in good repair
  - A clean, comfortable, well constructed mattress approximately five (5) inches thick and standard in size for bed.
  - Clean, comfortable pillows of average bed size
  - Moisture proof covers and sheets as necessary to keep the mattress and pillows dry and clean
- c. Each patient shall have a bedside table or its equivalent with compartment or drawer to accommodate personal possessions.
- d. There shall be a comfortable chair, either a rocking chair or arm chair, per patient bed.
- e. There shall be a chest of drawers or a bureau with drawers for the patient's clothing. In multiple rooms drawer space shall be assigned each patient.
- f. There shall be a wardrobe or a closet in each patient room.

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In multiple rooms, closet or wardrobe space shall be assigned each patient.

- g. There shall be a nurse call system or call bells provided for each patient.
- h. Reading lamps or bed lamps are recommended for each patient bed.
- i. Bed screens or curtains shall be supplied in semi-private or multi-bed rooms to insure privacy for patients.
- j. Window shades and curtains shall be clean, attractive and maintained in good repair.
- k. Bedrooms shall be of size to allow a minimum of eighty (80) square feet of floor space in single bed rooms. Multiple bed rooms shall be of a size to provide a minimum of sixty (60) square feet per bed, seventy (70) square feet per bed is recommended.

### 7.3 Bath and Toilet Facilities:

- a. Toilet and bathing facilities shall not open directly onto food preparation areas nor shall be located in such manner that patients or employees carrying bedpans or urinals must pass through food preparation areas.
- b. Toilet and bath facilities shall be provided in number ample for use according to number of patients of both sexes and personnel of the institution. Minimum requirements shall be one lavatory, one toilet, and one shower or tub for each ten persons, or fraction thereof, of each sex. The minimum shall be one bathroom with toilet on each floor. Grab bars shall be provided at all toilets and bathtubs.
- c. In nursing homes where the total occupancy of family, employees and patients is six or less, one toilet and one tub or shower shall be the acceptable minimum requirements.

### 7.4 Kitchen:

- a. The kitchen shall be one of the cleanest areas of a home.
  - 1. There shall be at least one two-compartment sink in all kitchens unless a three-compartment sink is used for dishwashing.
  - 2. Handwashing lavatories for the use of food handlers shall be provided.
  - 3. Minimum equipment and furniture includes:
    - a. Adequate cupboards equipped with doors for storage of all eating and cooking utensils and food supply.
    - b. Adequate work table top and/or counter space for preparing and serving of all foods for patients and personnel.
  - 4. Work space and table tops shall be covered with materials which can readily be cleaned.

5. Bread boards and meat chopping boards shall be maintained in a clean and sanitary condition. Wood surfaces should be kept as smooth as possible to eliminate grooves and dents.
6. Frequent cleaning of floors, walls, woodwork and windows is necessary. Window sills shall be kept free from storage so that they can be kept clean.
7. Mopheads shall be frequently run through washing machines.

#### 7.5 Living Room:

- a. A living room or parlor shall be provided for the exclusive use of patients and their visitors and may be used for recreational activities.
- b. The living room shall be easily accessible to all patients in the home. In large homes of two or more stories, it is desirable to have a living room on each floor.
- c. The living room shall be well heated and lighted and shall be comfortably furnished; chairs, lights, radio, current magazines, daily newspaper and appropriate diversional therapy such as cards and checkers.
- d. Window shades and curtains shall be clean and attractive and maintained in good repair.

#### 7.6 Dining Room:

- a. If a dining room is provided it shall be maintained in a satisfactory manner.
- b. Patients shall be encouraged to eat in the dining room.
- c. The dining room shall be well lighted and ventilated and shall be kept free from odors.
- d. Tables and chairs shall be provided. The table tops shall be constructed and finished so as to be easily cleaned and shall be kept clean.
- e. Window shades and curtains shall be clean, attractive and maintained in good repair.

#### 7.7 Utility Storage and Cleaning:

- a. A closet or other enclosed storage space shall be provided for storage of necessary nursing equipment. Basins, bedpans and urinals when not in use shall be stored in the unit.
- b. A closet or other room shall be provided, separate from bathroom or kitchen equipped with running water and appropriate sinks or hoppers to facilitate cleaning of nursing care equipment unless the toilet stool is equipped with a bedpan flushing device.
- c. A closet or other enclosed space shall be provided for mops, brooms, scrub pails and other utensils used for cleaning purposes.

**7.8 Linen Supply and Storage:**

- a. Adequate and convenient storage space shall be provided for all linens, pillows and bedding.
- b. A supply of linen shall be available so that each patient shall have at least three (3) clean hand towels, three (3) bath towels, three (3) washcloths, six (6) clean sheets, six (6) pillow cases and two (2) clean sheet blankets each week.
- c. A sufficient supply of bed blankets (wool or wool and cotton) shall be available to keep the patient clean and comfortable with a minimum of two (2) blankets per patient bed.
- d. There shall be a reserve supply of linen available so that incontinent patients can be kept clean and comfortable.

**Section 8. SUPPLIES AND EQUIPMENT FOR NURSING SERVICE:**

8.1 Adequate and satisfactory equipment shall be provided for nursing service. The amount will vary in accordance with the size of the home.

8.2 The following list of articles shall be provided:

<b>Hardware</b>	<b>Rubber Goods</b>	<b>Miscellaneous Supplies</b>
Mouth wash cups	H <sub>2</sub> O bottles	Disinfectant solution
Bath basins	Ice cap	Rubbing lotion
Bathroom scales	Rectal tubes	Alcohol
Irrigating can	Catheters	Lubricating jelly
Bedpan	Douche Nozzle	Vaseline
Emesis basin	Rubber or plastic	Paper towels
Urinals	pillow covers	Paper handkerchiefs
Quart graduate	Rubber or plastic	Oral thermometers
measure	sheets	Rectal thermometers
Metal pitcher	Rubber rings	Insulin syringe
Foot stool		Medicine glasses
Bed rails		Cotton
Wheelchair		Bandages
Commodes		Applicators
		Tongue depressors
		Toilet tissue
		Adhesive
		2cc Hypodermic syringe and Needles

**Section 9. DRUG STORAGE AND HANDLING:**

- 9.1 A cabinet with a lock shall be provided and used for the storage of all drugs, solutions and prescriptions. There shall be some type of work counter in direct proximity to the cabinet and both cabinet and counter shall be well lighted. It is recommended that running water be in close proximity to medicine storage.
- 9.2 Drug storage shall be located in an area that is convenient to nursing service. A bathroom is not a satisfactory location for drug storage.
- 9.3 The storage cabinet shall be kept locked and the person directly

responsible for dispensing medicines shall keep the key in her possession.

- 9.4 A special locked box shall be kept within the cabinet for the safekeeping of all narcotics. Records shall be kept of all narcotics that are received and dispensed.
- 9.5 Biologicals and other medications requiring refrigeration shall be kept in the refrigerator. In small homes the kitchen refrigerator may be used if the medications are plainly labeled with the patient's name and room number and are stored in a separate compartment of the refrigerator.
- 9.6 No medicines prescribed for one patient may be administered to or allowed in the possession of another patient.
- 9.7 All drugs, narcotics, stimulants, barbiturates and all other medicine prescribed by a physician shall be plainly labeled with the patient's name, physician's name, date prescribed, and name or prescription number of such medicine and dosage to be given. All prescriptions shall be left in the original container in which they are obtained and the label shall not be altered in any way.
- 9.8 When a patient is discharged or leaves the home, the unused prescription shall be sent with him or a responsible agent.
- 9.9 Prescriptions shall not be automatically refilled; they can only be refilled with the permission of the attending physician.
- 9.10 A qualified nurse or a responsible person shall dispense and administer all medications. The nurse shall be held responsible for all medications.
- 9.11 No patient shall be allowed to keep in his possession any medications unless the attending physician signifies in writing on the patient's medical record that the patient is mentally and physically capable of handling his medicines.
- 9.12 No medications, prescriptions included, shall be dispensed to a patient without a written order signed by the attending physician.
- 9.13 A pharmacy operating in connection with a nursing home shall comply with the provisions of the Pharmacy Law requiring registration of drug stores and pharmacies, and the regulations of the Iowa State Board of Pharmacy Examiners.  
In all nursing homes with a pharmacy or drug supply, this service shall be under the complete supervision of a pharmacist licensed to practice in the State of Iowa.

#### **Section 10. FOOD AND FOOD SERVICE:**

- 10.1 Food requirements shall conform to the U. S. Department of Agriculture Nutritional Standards for the Sedentary or Incapacitated. At least three (3) meals per day shall be served with a minimum of ten (10) hours between breakfast and the evening meal.
- 10.2 The following lists a minimum standard for kinds and quanti-

ties of food per patient, per week. This may be used as a guide for food purchasing:

*Milk	5 quarts
Potatoes	2.5 pounds
Dry Beans	4 ounces
Citrus Fruits	2 pounds
Green and Yellow Vegetables	3 pounds
Eggs	5
Meat	2.5 pounds
**Flour—Cereals	3 pounds
Fat	¼ pound
Other vegetable and fruits	4 pounds
Sugar, syrup and preserves	12 ounces

\*Milk or equivalent in cheese, dry milk, evaporated milk, etc.

\*\*Count 1.5 pounds of bread as one pound of flour

- 10.3 Special diets may be ordered by a physician and such diets shall be served as ordered and recorded in the patient's record. A recommended reference guide for such meal planning is the "Simplified Diet Manual" by the Nutrition Service of the Iowa State Department of Health and the Iowa Dietetic Association, published by the Iowa State College Press.
- 10.4 Patient's meals shall be served in an attractive manner and all meals should have appetite appeal.
- Meals shall consist of a balanced selection; not all carbohydrates and fat foods or all protein foods, but reasonable servings of each. At least one meal each day shall include a meat dish. A meat substitute may be used if the patient's religious beliefs or prescribed diet prohibits meat.
  - Table service. The food service shall be attractive with individual dishes for the various foods. Dishes shall be of durable china or plastic. Clean and attractive table covers shall be used. Surroundings shall be pleasant and attractive.
  - Tray service shall consist of individual china or plastic dishes on an attractive tray. Trays shall be of a quality which will not deteriorate under hot water or mechanical dishwashing.
  - Cracked or chipped dishes shall not be used.
- 10.5 Mashed or strained vegetables and ground meats shall be prepared for those patients who have mastication or digestion difficulty.
- 10.6 Between meal snacks and nourishment shall be available when ordered by the physician for patients who are undernourished or who have poor appetites.
- 10.7 Menus shall be planned at least one week in advance and copies kept in the operator's files for at least six (6) months and may be review by authorized personnel.
- 10.8 All food and drink shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption.

- 10.9 If foods are canned or otherwise preserved at the home, they shall be processed under controlled conditions using methods currently recommended by the Bureau of Home Economics, U. S. Department of Agriculture. All non-acid vegetables, meats and poultry shall be canned by pressure cooker method. Donations of home canned or processed foods shall not be accepted.  
Individual gifts of jam or jelly may be accepted.

**Section 11. FAMILY AND EMPLOYEE ACCOMMODATIONS:**

- 11.1 If the family or employees live within a home licensed under this Act there shall be provided separate living quarters, including bathing, toilet and recreation facilities.
- 11.2 Operators' or employees' small children shall not be allowed into the areas where nursing home patients are housed or in service areas.
- 11.3 No part of a premise licensed under this Act shall be utilized for any purpose other than operation of the home, as defined in the law, or housing for operator and family or employees.
- 11.4 In nursing homes where the total occupancy of family, employees and patients is six (6) or less, one (1) toilet and (1) tub or shower shall be the minimum requirement.

**Section 12. SANITATION:**

- 12.1 Location: The home shall be in a good neighborhood, free from excessive noise, dirt or polluted air, and away from railroads, main traffic arteries, industrial developments and similar disturbances. There shall be surrounding land for outdoor activities.
- 12.2 General Housing Requirements:
- a. Every home located within the corporate limits of a municipality having a population of 15 thousand or more shall comply with all applicable provisions of the State Housing Law.
  - b. Every home located within the corporate limits of a municipality shall comply with all local ordinances applicable thereto.
  - c. The total window area in each room shall be at least one-eighth of the superficial floor area.
  - d. The ceiling height of all rooms shall not be in any part less than eight (8) feet, three (3) inches from the finished floor to the finished ceiling.
  - e. No part of any room shall be enclosed or sub-divided unless such part be separately lighted and ventilated.
  - f. Every water closet compartment and every bathroom shall have an aggregate window area of at least four (4) square feet.

The above provision does not apply to homes having a system

of forced ventilation so constructed as to entirely change the air every seven (7) minutes.

- g. No room in a cellar shall be occupied for living purposes. A cellar is a story having more than one-half of its height below the curb level, or below the highest level of the adjoining ground. A cellar shall not be counted as a story.
- h. No room in a basement shall be occupied for living purposes unless in addition to other requirements, such room shall have sufficient light and ventilation, shall be well drained and dry, and shall, in the opinion of the Board of Health, be fit for human habitation. A basement is a story partly underground but having at least one-half of its height above the curb level or above the highest level of the adjoining ground. A basement shall be counted as a story.
- i. Every home and every part thereof shall be kept clean and shall also be kept free from any accumulation of dirt, filth, rubbish, garbage or other matter.
- j. Every home and all parts thereof shall be kept in good repair.
- k. Rooms in which beds are placed shall not be used for purposes other than bedrooms.
- l. Artificial lighting shall be sufficient to light the entire room area. Exposed light bulbs shall not be used in patient rooms or areas frequented by patients.
- m. Battery operated emergency lights shall be available at all times.
- n. All stairs shall have slip-resistant treads.
- ~~o. No arrangement of stair treads known as winders shall be permitted.~~
- p. Floors shall be smooth, easily cleaned and slip resistant. Carpeting or rugs shall be clean and in good repair. Small throw rugs shall not be used.

### 12.3 Water Supply:

- a. Every home shall have a safe and potable water supply. A municipal source of supply shall be considered as meeting this requirement.
- b. Private sources of supply shall be surveyed and shall comply with the recommendations of the Division of Public Health Engineering, Iowa State Department of Health.
- c. Private sources of supply shall be tested annually and the report submitted with the annual application for license.
- d. Individual testing schedules for private sources of supply may be set at the discretion of the Division of Public Health Engineering, Iowa State Department of Health.
- e. A bacterially unsafe source of supply shall be grounds for denial, suspension, or revocation of license.
- f. Running water under pressure shall be piped into the house.



**12.4 Sewerage System:**

- a. Sewage shall be collected and disposed of in a manner approvable by the Department. Disposal into a municipal system will be considered as meeting this requirement.
- b. Private sewerage systems shall be surveyed and shall comply with the recommendations of the Division of Public Health Engineering, Iowa State Department of Health.
- c. Every home shall have an interior plumbing system complete with flushing device.

**12.5 Garbage:** All garbage shall be stored and disposed of in a manner that will not permit transmission of disease, create a nuisance or provide a breeding place for rodents or insects.

**12.6 Incineration:**

- a. Incinerators shall be required for all homes or all wastes shall be properly disposed of in compliance with local ordinances and codes. The incinerator shall be of such design, construction and capacity as to fulfill the needs of the home.
- b. The flue gases shall be carried to a point above the roof.

**12.7 Screens:**

- a. Screens of sixteen (16) mesh per square inch shall be provided at all openings.
- b. Screen doors shall swing outward and be self closing. At the direction of the State Fire Marshal, screens for fire doors may swing in.

**12.8 Food Sanitation:**

- a. Handwashing facilities: Adequate and convenient handwashing facilities shall be provided for all kitchen employees, including hot and cold running water, soap and individual towels.
- b. Dishwashing facilities:
  1. After each separate use, all dishes, trays, silverware, glasses and cooking utensils shall be thoroughly cleaned and washed in water (110° F. to 120° F.) containing an adequate amount of effective detergent to remove grease and solids. The wash water shall be changed often enough to keep it reasonably clean. Following the washing procedure the dishes, trays, silverware, glasses and cooking utensils shall be subjected to an approved bactericidal treatment.

The washing and bactericidal treatment may be done by either of the following methods.

- a. Three-compartment sink:

1. Dishes, trays, silverware, glasses and cooking utensils are washed in the first compartment at the above specified temperatures.

## RULES AND REGULATIONS SETTING

2. The dishes, trays, silverware, glasses and cooking utensils are placed in the second compartment for rinsing. The temperature of the rinse water to be the same as for the wash water. Dishes, trays, silverware, glasses and cooking utensils may be placed in racks following either Step 1 or Step 2.
  3. The racks of dishes, trays, silverware, glasses and cooking utensils are immersed into the third compartment for the following specified time.  
Clean hot water of 170° F. for two (2) minutes or vigorously boiling water for one-half minute. A supplemental heater will be required in the third compartment to maintain the required temperature. A thermometer shall be immediately available at all times for testing the water temperature.
  4. After immersion in the third compartment for the specified time, the rack of dishes, trays, silverware, glasses and cooking utensils shall be placed on a clean non-absorbent surface to drain and air dry.
- b. Mechanical dishwashing:
1. The dishes shall be scraped and rinsed before placing in the rack of the dishwasher. For best results the directions of the manufacturer should be followed.
  2. A supplemental heater shall be provided to maintain the water at the above specified temperatures.
  2. The use of drying towels shall not be permitted.
  3. Hand pouring or spraying of scalding or hot water over the dishes is not satisfactory.
  4. Dishes, trays, silverware, glasses and cooking utensils shall be stored in clean, closed cupboards.
- c. Refrigeration: All readily perishable food and drink shall be refrigerated below 50° F. except when being prepared or served. This shall include all custard-filled and cream-filled pastries, milk and milk products, egg products, meat, fish, shell fish, gravy, poultry stuffing, sauces, dressings and salads.
- d. Storage of Food and Drink: All food and drink shall be stored and served so as to be protected from dust, flies, vermin, rodents, unnecessary handling, droplet infection, overhead leakage and other contamination.
- e. Ice: Ice shall be stored and handled in such a manner as to prevent contamination.
- f. Practices for Personal Cleanliness of Employees:
1. All employees shall wear clean outer garments and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment. Employees

shall not expectorate or use tobacco in any form in rooms in which food is prepared.

2. Women employees shall wear hairnets.
3. Men employees shall wear caps.
4. Patients shall not be allowed in food preparation areas except when ordered by a doctor as part of therapy and they must have food handlers examinations.
5. No employee shall resume work after using the toilet room without first washing his hands.

g. Milk:

1. All milk consumed within the home shall comply with all local ordinances or applicable provisions of the State Code.

Milk purchased from a commercial dairy shall be considered as meeting this requirement.

2. Home produced milk shall comply with the Rules and Regulations of the Iowa State Department of Agriculture for Grade "A" pasteurized or Grade "A" raw milk.

- h. Miscellaneous: No animals shall be allowed within the home. Pet birds shall not be kept in any room where food and drink is prepared and stored.

12.9 Heating: A centralized heating system capable of maintaining a minimum temperature of 78° F. shall be provided. Unit or space heaters which consume oxygen from areas which may be occupied or are capable of causing injury or burns are prohibited.

12.10 Laundry:

- a. Unless laundry is sent out, every home shall be provided with a laundry room equipped with adequate facilities. An adequate storage and counting area shall be provided for both soiled and clean linens.
- b. The laundry room, storage and counting area, shall be located in a room not used by patients or personnel nor for food storage, preparation or serving. It shall be so located that soiled linens are not carried through food preparation areas except when enclosed in laundry bags.

RULES AND REGULATIONS SETTING  
RULES AND REGULATIONS GOVERNING  
THE DESIGN AND CONSTRUCTION  
OF NEW NURSING HOMES

DIVISION III

**Section 1. LOCATION:**

The home shall be in a good neighborhood, free from excessive noise, dirt or polluted air, and away from railroads, main traffic arteries, industrial developments, and similar disturbances. There shall be surrounding land for outdoor activities.

**Section 2. FIRE REGULATIONS:**

Refer to Division IV

**Section 3. OPERATION AND MAINTENANCE:**

Refer to Division II

**Section 4. GENERAL REQUIREMENTS:**

- 4.1 When construction is contemplated, whether for a new building, additions to existing buildings or functional alterations to existing buildings, plans and specifications shall be submitted, before construction begins, to the Department for review and approval.
- 4.2 When the conversion of a building for nursing home use is contemplated, the proposal shall be submitted to the Department for review and approval.
- 4.3 Plans and specifications shall be certified by an engineer or architect licensed to practice, or eligible for licensure in Iowa.
- 4.4 The design shall be in accordance with all applicable laws, local municipal codes, and the Rules and Regulations.

**Section 5. ELEMENTS OF MINIMUM DESIGN:**

5.1 Administration Department:

Business office (2)  
Administrator's office (2)  
Consultation room (1)  
Lobby and waiting room  
Public toilet facilities

5.2 Ancillary Facilities:

Recreation room (2)  
Patients' dining rooms (2)  
Recommend at least fifty (50) square feet per bed for 75% of the total beds in the home for recreation and patients dining.  
Physical therapy services (1)  
Patients' laundry (1)  
Outdoor recreation area

## 5.3 Nursing Department:

## a. General:

1. No patient's room shall have more than six (6) beds, not more than three (3) beds deep from outside wall. Not more than two (2) beds per patient room is desirable.
2. Individual room toilets or connecting baths or half-baths are recommended. In the absence of connecting bath facilities each patient's bedroom shall have a lavatory.
3. At least one single room with private toilet shall be provided for purposes of medical isolation or incompatibility with other patients in the home.
4. No patient's room shall be located on any floor which is below grade.
5. A nurse call system shall be provided.

## b. Minimum Patient Room Areas:

1. Eighty (80) square feet per bed (100 square feet desirable) in multiple bed rooms. One hundred (100) square feet per bed (125 square feet desirable) in single bed rooms.
2. Patient corridors shall be a minimum of seven (7) feet in width. Handrails shall be provided.

## c. Service Facilities:

Nurses' station  
Nurses' toilet  
Utility room (2)  
Treatment room  
Floor pantry  
Bedpan facilities (2)  
Clean linen storage  
Stretcher and wheelchair parking area  
Janitors' closet

- d. Toilet Facilities: If centralized toilets are provided, a toilet room for each sex at a ratio of one water closet to each eight (8) beds or fraction thereof will be required. Appropriate grab bars shall be provided at each water closet. It is recommended that an enclosure at least five (5) feet by six (6) feet be provided to permit toilet training.

- e. Bathing Facilities: A separate bathroom for each sex containing at least one (1) bathtub and/or one (1) shower shall be provided. A ratio of one bathtub with appropriate grab bars or one shower with appropriate grab bars for each ten (10) beds or fraction thereof is required.

## f. Service Department:

Kitchen  
Dishwashing facilities  
Refrigeration facilities  
Garbage handling and storage  
Personnel dining facilities

Housekeeping facilities

1. Clean linen facilities
2. Soiled linen facilities

Heating plant

Employee locker room and toilet

General storage at least fifteen (15) square feet per bed and to be concentrated in one area.

## Section 6. CONSTRUCTION STANDARDS:

### 6.1 Room Finishes:

- a. Floors shall be smooth, easily cleaned and slip resistant.
- b. Walls shall have a smooth surface with painted or equally washable finish. At the base they shall be free from spaces which may harbor insects.
- c. Ceilings shall be smooth and easily cleaned. It is recommended that ceilings in areas which might become noisy be acoustically treated, (corridors, nurses' stations, utility rooms and isolation room).

### 6.2 Structural:

- a. All construction shall be in accordance with applicable local building codes and regulations. In areas which are not subject to local building codes, the recommendations of the following nationally recognized technical and engineering authorities shall be used:
  1. **American Concrete Institute**—For structures built of reinforced concrete.
  2. **American Standards Association**—For standard practice in masonry construction.
  3. **American Society of Testing Materials**—For methods of testing for metals and masonry construction. For methods of standard fire tests of building construction.
  4. **National Lumber Manufacturer's Association**—For good practice in the use of wood.
  5. **National Board of Fire Underwriters**—For fire resistance ratings of materials and construction.
  6. **National Bureau of Standards**—For fire resistance ratings of materials and construction.
- b. The buildings and all parts thereof shall be of sufficient strength to support all dead, live and lateral loads without exceeding the working stresses permitted for the materials of their construction in generally accepted good engineering practices.

### 6.3 Mechanical:

- a. A centralized heating system capable of maintaining a minimum temperature of 78° F. shall be provided. Unit or space heaters which consume oxygen from areas which may be

occupied or are capable of causing injury or burns are prohibited.

All pressure vessels, fired and unfired, shall comply with the rules and regulations of the State Bureau of Labor.

b. Ventilation:

1. Rooms which do not have outside windows and which are used by patients or nursing home personnel shall be provided with forced ventilation to change the air at least once every seven (7) minutes.
2. Kitchens and laundries which are located inside the home shall be ventilated by exhaust systems which will discharge the air above the main roof or fifty (50) feet from any window. The air in the work spaces shall be exhausted at least once every seven (7) minutes with the greater part of the air being taken from the flatwork ironer and ranges.

c. Plumbing, drainage and water supply shall comply with all applicable local codes or applicable provisions of the State Plumbing Code.

Plumbing fixtures shall comply with all applicable local codes or the applicable provisions of the State Plumbing Code.

d. Gas piping shall be installed and appliances connected in accordance with the requirements of the company furnishing the gas, and the State Fire Marshal.

e. Oxygen systems. Where installed, the piping, outlets, manifolds, manifold rooms and storage rooms shall be in accordance with the requirements of the current edition of the N. F. P. A. Bulletin No. 565.

6.4 Electrical: The electrical system and equipment shall be in accordance with applicable local codes and regulations. Where such codes are not in effect, or where they do not cover special installations, the National Electrical Code shall govern.

6.5 Elevators and dumbwaiters: Where installed shall comply with the rules and regulations of the State Bureau of Labor.

6.6 Design Details:

- a. Door width: three (3) feet eight (8) inches (3 feet 10 inches preferable) at all doors through which patients may traverse. Doors at least three (3) feet wide will be permitted at individual toilets adjacent to patient's bedrooms.
- b. No doors shall swing into the corridor except closet doors.
- c. Passenger elevators: Platform size—not less than five (5) feet four (4) inches by eight (8) feet. Door opening not less than three (3) feet ten (10) inches.
- d. Laundry chutes: Two (2) feet minimum inside diameter. Chute to be vented from the top to the atmosphere. Flushing ring, manually valved, to be provided at the top of the chute.

- e. Nurses' call system: At least one call station in each patient room and toilet room.
  - 1. Corridor dome light over each patient room door.
  - 2. Signal light and buzzer at nurses' station, utility room and floor pantry.
- f. Incinerators shall be of such design, construction and capacity to fulfill the needs of the home. The gases shall be carried to a point above the roof.

Footnotes:

- (1) Desirable
- (2) May be combined



## APPENDIX A

**RULES AND REGULATIONS GOVERNING THE FACILITIES  
FOR CARE OF CHILDREN**

Nursing homes operated entirely for the care of children shall comply with all applicable regulations in Division I, Division II and Division IV of the Rules and Regulations Setting Minimum Standards for Nursing Homes.

Division I and Division II and Division IV, Rules and Regulations Setting Minimum Standards for Nursing Homes shall apply to facilities offering care to children as defined in Division II, Section 2 with the following modifications and additions:

## MODIFICATIONS

## Division II, Section 4.3

## Nursing Supervision and Staffing:

10. There shall be a qualified nurse on duty at least eight (8) hours each day and on call the remainder of the time. Recommended duty hours are 7:00 A.M. to 3:30 P.M.
11. Evening and night personnel shall be persons trained in the care of children.
12. In homes providing care facilities for four (4) or more children a qualified nurse shall be on duty for each eight (8) hour shift daily.

## Division II, Section 7.2

## Bedrooms:

1. Size and type of beds, bedside tables and chairs shall be appropriate for the age, size and needs of the children.

## Section 7.9

- a. Indoor playrooms shall be of a size to allow a minimum of eighty (80) square feet of floor space. In facilities providing care for more than two (2) children, the playroom floor space shall be sufficient to allow at least thirty-five (35) square feet per child.
- b. Choice of toys and recreational equipment shall be provided appropriate for the age of the children.
- c. Outdoor play space:
  1. At least seventy-five (75) square feet of level space per child shall be provided.
  2. Play space shall be fenced or supervised at all times.
  3. Choice of toys and outdoor recreational equipment shall be provided appropriate for the age of the children.

Division II, Section 10. Food and Food Service for Children and Young Adults:

- 10.1 Food requirements shall conform to the U. S. Department of Agriculture Nutritional Standards for children and young adults. At least three (3) meals per day shall be served with a minimum of ten (10) hours between breakfast and the evening meal. Food needs of each person are related to his size, rate of growth and physical activity. In planning for children in hospital or nursing home group care, it is wise to provide the full quantity of foods needed by a group of healthy children of the same age range and then modify the kinds and amounts served to each child in accordance with his requirements and his ability to eat food. The amounts of foods listed in the table provide for recommended amounts which shall cover the needs of the majority of people in this age range in group care.
- 10.2 Special diets may be ordered by a physician and such diets shall be served as ordered. A recommended reference guide for such meal planning is "Simplified Diet Manual" by the Nutrition Service of the Iowa State Department of Health and the Iowa Dietetic Association, published by the Iowa State College Press.
- 10.3 The meals shall be served in an attractive manner and in a form suitable for children and in accordance with any impairment which might affect ability of the patient to handle the food.
  - a. Each meal shall consist of a balanced selection; not all carbohydrates and fat food or all protein foods, but reasonable servings of each.
  - b. At least one meal each day shall include a meat, fish or fowl dish. A meat substitute may be used for one or more of the remaining meals or as prescribed by the physician. Religious beliefs of the patients shall be taken into consideration.
  - c. Table Service: The food service shall be attractive with individual dishes for the various foods. Dishes shall be of durable china or plastic. Clean and attractive table covers shall be used. Surroundings shall be pleasant and attractive.
  - d. Tray service shall consist of individual china or plastic dishes on an attractive tray. Trays shall be of a quality which will not deteriorate under hot water or mechanical dishwashing.

10.4 The following table provides a recommended standard for kinds and quantities of foods per person, per week. This may be used as a guide for food purchasing.

Food Groups	Age Range	Age Range	Age Range
	7-12 years	13-20 years Girls	13-20 years Boys
Leafy Green and Yellow Vegetables—lbs.	3	3	3½-4
Citrus Fruit Tomatoes—lbs.	2½	2⅔	3-3½
Potatoes, Sweet Potatoes—lbs.	2	2⅔	3-4
Other Fruits and Vegetables—lbs.	3	3½	4
Milk, equivalent—qts.	6-7	6-7	7
Meat, Poultry and Fish—lbs	3	3½	4-4⅓
Eggs, Number	7	7	7
Dry Beans, Peas and Nuts	1¼	1½	3
Flour, Equivalent—lbs.	2+	2⅔	4
Fats and Oils—lbs.	½-¾	¾-1	1-1½
Sugar, Sirups, Preserves—lbs.	¾-1	1	1-⅓

#### DIVISION IV—FIRE REGULATIONS

##### DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE STATE FIRE MARSHAL

##### RULES AND REGULATIONS FOR NURSING HOMES AND CUSTODIAL HOMES

Pursuant to the authority conferred upon my office by the provisions of House File 572 and Senate File 81, Acts of the 57th General Assembly and with the advice of a committee appointed by me, the following rules and regulations for fire protection in NURSING HOMES AND CUSTODIAL HOMES are hereby formulated, adopted and promulgated:

#### GENERAL PROVISIONS

##### Section 1. DEFINITIONS:

**1.1 Nursing Home.** "Nursing home" means any institution, place, building or agency which is devoted primarily to the maintenance and operation of facilities for the housing, for a period exceeding twenty-four (24) hours, and for providing skilled nursing care and related medical services for, two (2) or more nonrelated individuals who are not acutely ill and not in need of hospital care, but who, by reason of age, illness, disease, injury, convalescence or physical or mental infirmity need such care. Nursing home does not include hospitals or custodial homes.

**1.2 Custodial Home.** "Custodial home" means any institution, place, building or agency which is devoted primarily to the maintenance and operation of facilities for the housing, for a period exceeding twenty-four (24) hours, and for care in excess of

food, shelter, laundry or services incident thereto for, two (2) or more nonrelated individuals who are not in need of nursing or related medical services but who, by reason of age, illness, disease, injury, convalescence or physical or mental infirmity are unable to care for themselves. Custodial home does not mean hospitals or nursing homes.

- 1.3 **Ambulatory.** The term "ambulatory" when used in these standards shall mean a person who, without the aid of another, is physically and mentally capable of walking a normal path to safety including the ascent and descent of stairs.
- 1.4 **Bed Patient.** The term "bed patient" shall mean a person who is not ambulatory as defined in these standards.
- 1.5 **Patient.** The term "patient" shall mean any individual cared for in a nursing home, even though such person does not require nursing care.
- 1.6 **Resident.** The term "resident" shall mean any individual cared for in a custodial home.
- 1.7 **Approved.** The term "approved" when used in these standards shall mean acceptable to the State Fire Marshal.
  - a. **"Approved Standards"** shall mean any standard or code prepared and adopted by any nationally recognized association.
  - b. **"Approved Equipment and Material"** shall mean any equipment or material tested and listed by a nationally recognized testing laboratory.
  - c. **"Approved"** is defined as being acceptable to the State Fire Marshal. Any equipment, device or procedure which bears the stamp of approval of or meets applicable standards prescribed by an organization of national reputation such as the Underwriters Laboratories, Inc., Factory Mutual Laboratories, American Society For Testing Materials, National Board of Fire Underwriters, National Fire Protection Association, American Society of Mechanical Engineers or American Standards Association, which undertakes to test and approve or provide standards for equipment, devices or procedures of the nature prescribed in these regulations shall be deemed acceptable to the State Fire Marshal.
- 1.8 **Attic.** The term "attic" when used in these standards shall mean the space between the ceiling beams of the top habitable story and the roof rafters.
- 1.9 **Automatic.** The term "automatic" as applied to a door, window or other protection for an opening shall mean that such door, window or other protection is so constructed and arranged that if open it will close when subjected to a predetermined temperature or rate of temperature rise.
- 1.10 **Automatic Sprinkler System.** The term "automatic sprinkler

system" shall mean an arrangement of piping and sprinklers designed to operate automatically by the heat of fire and to discharge water upon the fire, according to the standards of the National Board of Fire Underwriters.

- 1.11 **Basement.** The term "basement" when used in these standards shall mean that portion of the building partly underground, but having less than half its clear height below the average grade of the adjoining ground.
- 1.12 **Cellar.** The term "cellar" shall mean that portion of the building partly underground, having half or more than half of its clear height below the average grade of the adjoining ground.
- 1.13 **Combustible.** The term "combustible" shall mean that which is easily ignited.
- 1.14 **Combustible or Hazardous Storage Area or Room.** The term "combustible or hazardous storage area or room" shall mean those areas containing heating apparatus and boiler rooms, basements or attics used for the storage of combustible material, flammable liquids, workrooms such as carpenter shops, paint shops and upholstery shops, central storerooms such as furniture, mattresses and miscellaneous storage, and similar occupancies intended to contain combustible materials which will either be easily ignited, burn with an intense flame or result in the production of dense smoke and fumes.
- 1.15 **Exit.** The term "exit" shall mean the exit doorway or doorways, or such doorways together with connecting hallways or stairways, either interior or exterior, or fire escapes, designed to provide means by which individuals may proceed safely from a room or space to a street or to an open space which provides safe access to a street.
- 1.16 **Fire Door.** The term "fire door" shall mean a door and its assembly, so constructed and assembled in place as to give protection against the passage of fire, equal to surrounding construction.
- 1.17 **Fire Partition.** The term "fire partition" shall mean a partition which subdivides a story of a building to provide an area of refuge or to restrict the spread of fire.
- 1.18 **Fire-Resistance.** The term "fire-resistance" shall mean that property of materials or assemblies which prevents or retards the passage of excessive heat, hot gases or flames under condition of use. The terms "fire-resistant" and "fire-resistive" shall mean the same as "fire-resistance".
- 1.19 **Fire Resistance Rating.** The term "fire-resistance rating" shall mean the time in hours or fractions thereof that materials or their assemblies will resist fire exposure as determined by fire tests conducted in compliance with approved standards.

- 1.20 Fire Wall.** The term "fire wall" shall mean a wall of brick or reinforced concrete having adequate fire-resistance and structural stability under fire conditions to accomplish the purpose of completely subdividing a building or of completely separating adjoining buildings to resist the spread of fire. A fire wall shall extend continuously through all stories from foundation to or above the roof.
- 1.21 Flammable Liquid.** The term "flammable liquid" shall mean any liquid which is governed by the Rules and Regulations promulgated by the State Fire Marshal under the State of Iowa Laws governing the handling, storage and transportation of petroleum and petroleum products.
- 1.22 Local Fire Alarm System.** The term "local fire alarm system" shall mean a local system of electrically supervised devices, the signals of which are transmitted to one or more places in the premises covered, primarily for the notification of occupants. Such a system may also include automatic or manual transmission of alarms, and/or trouble signals, to a fire station or fire brigade and may also include supervisory service as well as alarm service.
- 1.23 Automatic Fire Alarm System.** The term "automatic fire alarm system" shall mean a system which automatically detects a fire condition and actuates a fire alarm signal device.
- 1.24 Manual Fire Alarm System.** The term "manual fire alarm system" shall mean a system which is not an automatic fire alarm system.
- 1.25 Means of Egress.** The term "means of egress" shall have the same meaning as "exit" as defined in these standards.
- 1.26 New Homes.** The term "new homes" shall include new construction, additions to existing licensed homes and existing buildings converted to nursing or custodial homes.
- 1.27 Smoke Barrier.** The term "smoke barrier" shall mean a partition with a fire-resistance rating of not less than one (1) hour, equipped with a door and jamb of the same rating and hung so as to be reasonably smoke and gas tight when closed. The door shall be not less than forty-four (44) inches wide and shall not be fastened in an open position by a device which will require more than one movement of normal strength to swing such door to a closed position. Such barrier shall be located to provide ample area of refuge on each side of such partition or barrier for all occupants served by the barrier. The barrier may have wired-glass panels, each not to exceed five (5) square feet. The wire-glass shall be standard clear wire-glass.
- 1.28 Sprinklered.** The term "sprinklered" shall mean to be completely protected by an approved system of automatic sprinklers installed and maintained in accordance with approved standards.

- 1.29 Story.** The term "story" shall mean that part of a building comprised between a floor and the floor or roof next above and shall apply to the basement and other floor areas below. The first floor shall be that story which is of such height above grade that it does not come within the definition of a basement or shall be that story located immediately above a basement.
- 1.30 Fire-Resistive Construction.** "Fire-resistive construction" shall mean all structural members including walls, columns, piers, beams, girders, joists, trusses, floors and roofs shall be of approved noncombustible material.
- 1.31 Ordinary Construction.** "Ordinary construction" shall mean that type of construction having exterior walls of noncombustible material, such as brick or cement block, and other structural members including floors, roofs, beams, girders and joists are wholly or partly of wood or other combustible material.
- 1.32 Wood Frame Construction.** "Wood frame construction" shall mean that type of construction in which the structural members are wholly or partly of wood or other combustible material and the construction does not qualify as ordinary construction.

## **Section 2. CLASSIFICATIONS:**

- 2.1 Class 1A shall include one (1) to four (4) patients or residents in ordinary or frame construction buildings.
- 2.2 Class 2A shall include four (4) to twenty-one (21) patients or residents in ordinary or frame construction buildings.
- 2.3 Class 3A shall include more than twenty (20) patients or residents in ordinary or frame construction buildings.
- 2.4 Class 1B shall include one (1) to four (4) patients or residents in fire-resistive construction buildings.
- 2.5 Class 2B shall include four (4) to twenty-one (21) patients or residents in fire-resistive construction buildings.
- 2.6 Class 3B shall include more than twenty (20) patients or residents in fire-resistive construction buildings.

## **Section 3. EXISTING NURSING AND CUSTODIAL HOMES:**

- 3.1 Height.** Class 1A, 2A and 3A patients or residents shall not be housed above the second floor. Class 1B, 2B and 3B patients or residents no limit.
- 3.2 Floor Areas.** All unsprinklered floors above the first, having a maximum occupancy above thirty (30) persons, shall be divided into two sections by a fire wall or fire partition with ample room on each side for the total number of beds on each floor. Doors in the fire wall shall be of the type of construction that will furnish fire and smoke protection equal to the building construction.

### 3.3 Exit Details.

- a. Exits shall be of the following types or combinations thereof.
  1. Horizontal exits.
  2. Doors leading directly outside the buildings (without stairs).
  3. Ramps.
  4. Stairways.
  5. Seven (7) foot spiral slides.
- b. At least two (2) exits of the above types, remote from each other, shall be provided for every floor or section of the building. At least one (1) exit in every floor or section shall be of Type 2, 3 or 4 as listed above. Exterior fire escape stairs may be accepted by the enforcing authority as a second means of exit.
- c. At least one (1) required exit from each floor above or below the first floor shall lead directly, or through an enclosed corridor, to the outside. A second or third required exit, where a more direct exit is impracticable, may lead to a first floor lobby having ample and direct exits to the outside.
- d. Exits shall be of such number and so located that the distance of travel from the door of any occupied room to an exit from that floor shall not exceed fifty (50) feet in an unsprinklered building nor seventy-five (75) feet in a sprinklered building.
- e. Exit doors shall not be locked against the egress by bolts, key locks, hooks or padlocks. A latch type lock is permissible that locks against outside entrance.

**3.4 Construction and Arrangement.** All stairs, ramps or other ways of exit for areas shall be of such width and so arranged as to avoid any obstruction to the convenient removal of non-ambulatory persons by carrying them on stretchers or on mattresses serving as stretchers. A standard forty-four (44) inch wide stairway or ramp is the minimum recommended. A person on a thirty-nine (39) inch wide mattress may be carried through a forty (40) inch doorway. Where persons are to be carried on mattresses or stretchers, extra space may be needed to make turns at stair landings.

### 3.5 Access.

- a. Each occupied room shall have at least one doorway opening directly to the outside, or to a corridor leading directly or by a stairway or ramp to the outside, or to an adjacent room which has such access to the outside.
- b. Doors serving as exits, or parts of exits shall be at least thirty-six (36) inches wide, except that existing room doors not less than thirty (30) inches wide may be accepted by the enforcing authority.



- c. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be at least forty-four (44) inches wide.
- d. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage. Corridors and passageways which lead to the outside from any required stairway shall be enclosed as required for stairways.
- e. All rooms must be equipped with a door. Divided doors shall be of such type that when the upper half is closed, the lower section shall close.

### 3.6 Protection of Vertical Openings.

- a. Interior stairways shall be protected by complete enclosures with walls having fire-resistance rating appropriate to the type of building construction to protect the stairway as a means of exit and to prevent the spread of fire or smoke up the stairway from floor to floor, except that where a standard stairway enclosure is impracticable, partitioning with similar materials to cut off the stairway at floor levels may be accepted.
- b. All doorways in stairway enclosures or partitions shall be provided with approved self-closing fire doors, except that no such doors shall be required for doorways leading directly outside the buildings.
- c. Vertical openings other than stairways shall be protected as required above for stairways, except that automatic sprinkler protection may be accepted in lieu of enclosure.

### 3.7 Automatic Sprinklers.

- a. Where automatic sprinkler systems are installed to meet the requirements of this standard, they shall be approved standard systems with water-flow alarm, protecting the entire building, except that where a single automatic sprinkler is installed for protection of vertical opening, such as a laundry chute, or for protection of small hazardous areas such as a closet used for combustible storage, such a single sprinkler may be connected to the domestic water supply system. Where public water supplies are lacking or are inadequate for an automatic sprinkler system, a pressure tank system may be used. Open or unheated porches and unoccupied attic areas may be exempted from sprinkler protection in Class 3A homes (Section 2).
- b. All homes of ordinary construction equipped with automatic sprinkler protection, and meeting all requirements of this section governing existing nursing homes, shall be excepted from the requirements of paragraph 3.1.
- c. Homes of Class 3A (Section 2) shall be equipped with auto-

matic sprinkler systems two (2) years from the effective date of these regulations.

- d. Existing three-story frame nursing homes, presently using third floors, may continue operation provided they are automatically sprinkler protected in accordance with the Underwriters standards and that third floor occupancy is not in violation of state law or city ordinance. This regulation is effective immediately.

### **3.8 Fire Detection Systems.**

- a. Where fire detection systems are installed to meet the requirement of this standard, they shall be approved electrically supervised systems protecting the entire building, including unoccupied spaces such as attics. Where fixed temperature devices are used, they shall be constructed to operate at 165° F. or less, except that in spaces where high temperature is normal, devices having a higher operating point may be used. Operation of a thermostatic device shall cause an alarm which is audible throughout the building or, where advisable because of the type of occupancy, the system may be so arranged that the initial alarm signal will sound only at some central point where twenty-four (24) hour service is maintained.
- b. There shall be an automatic fire detection system in all homes except where there is a sprinkler system and Class 1A and Class 1B homes (Section 2).
- c. Homes of Class 1A and Class 1B (Section 2) shall have an outside means of communication, such as a telephone.

### **3.9 Fire Extinguishers.**

- a. Approved type fire extinguishers shall be provided on each floor, so located that a person will not have to travel more than seventy-five (75) feet from any point to reach the nearest extinguisher. An additional extinguisher shall be provided in, or adjacent to, each kitchen or basement storage room.
- b. Type and number of portable fire extinguishers shall be determined by the State Fire Marshal. The confirmation of compliance with the above requirements shall be by the local authority having jurisdiction.

- 3.10 Heating.** Heating shall be by a central system supplying steam, hot water or hot air, except that existing space heaters may continue to be used where approved as to type and installation by the enforcing official. All furnace rooms shall be supplied with outside air sufficient for proper combustion. All furnaces and other fired units shall be vented by suitably constructed and protected smoke pipes and chimneys. All furnaces and other fired units shall be separated from combustible surfaces by sufficient air space, the application of noncombustible insulation,

or both. Portable heaters, except electric heaters in bathrooms, shall not be used.

#### **Section 4. EQUIPMENT AND OPERATIONAL FEATURES:**

##### **4.1 Attendants, Evacuation Plan.**

- a. Every nursing and custodial home shall have at least one (1) attendant on duty, awake and dressed therein at all times, and, in addition, one (1) stand-by attendant within hearing distance and available for emergency service. These attendants shall be at least eighteen (18) years of age and capable of performing the required duties of evacuation. No person other than the management or a person under management control shall be considered as an attendant.
- b. The above paragraph shall not apply to homes of Class 1A and Class 1B (Section 2) and shall apply in all others except where there are less than ten (10) patients.
- c. Every nursing and custodial home shall formulate a plan for the protection of all persons in the event of fire and for their evacuation to areas of refuge and from the building when necessary. All employees shall be instructed and kept informed respecting their duties under the plan.
- d. Every mattress shall be provided with strong handles so that it may serve as a stretcher when necessary for evacuation or shall be equipped with other approved carrying device.

**4.2 Smoking.** Smoking may be permitted in nursing and custodial homes only where proper facilities are provided. Smoking shall not be permitted in sleeping quarters or dormitories, except at such times as supervision is provided and upon recommendation of attending physician.

##### **4.3 Signs and Lighting.**

- a. Signs bearing the word "EXIT" in plainly legible block letters shall be placed at each exit opening, except at doors directly from rooms to exit corridors or passageways and except at doors leading obviously to the outside from the entrance floor. Additional signs shall be placed in corridors and passageways wherever necessary to indicate the direction of exit. Letters of signs shall be at least six (6) inches high, except that the letters of internally illuminated exit signs may be not less than four and one-half (4½) inches high. All exit and directional signs shall be maintained clearly legible by electric illumination or other acceptable means when natural light fails.
- b. All stairways and other ways of exit and the corridors or passageways appurtenant thereto shall be properly illuminated at all times to facilitate egress in accordance with the requirements for exit lighting.

**4.4 Combustible Contents.**

- a. All combustible decorative and acoustical material including textile floor coverings and curtains located in corridors, patient rooms, passageways or stairway enclosures and in lobbies or other rooms or spaces for use by occupants or visitors, shall be rendered and maintained flame-resistant.
- b. Fresh cut flowers and decorative greens, as well as living vegetation, may be used for decoration, except those containing pitch or resin.
- c. This shall not apply to homes of Class 1A and Class 1B (Section 2).
- d. Fiber base, acoustical ceiling treatment or wallboard shall not be installed in any nursing and custodial home after the effective date of these regulations.

**4.5 Occupancy Restrictions.**

- a. Sleeping rooms or dormitories shall not be located in cellars.
- b. Occupancies not under the control of, or not necessary to, the administration of a nursing and custodial home, are prohibited therein with the exception of the residence of the owner or manager.
- c. The above regulations shall apply to existing or new nursing and custodial homes, all classes.

**4.6 Maintenance.**

- a. Regular and proper maintenance of electric service, heating plants, alarm systems, sprinkler systems, fire doors and exit facilities shall be a requisite for nursing and custodial homes of all classes.
- b. Storerooms shall be maintained in a neat and proper manner at all times.
- c. Excessive storage of combustible materials such as papers, cartons, magazines, paints, sprays, old clothing, furniture and similar materials shall be prohibited at all times in nursing and custodial homes.
- d. The above regulations shall apply to both existing and new nursing and custodial homes.

**Section 5. NEW NURSING AND CUSTODIAL HOMES:****5.1 Regulation.**

- a. New nursing and custodial homes shall be those constructed after the effective date of this regulation.
- b. It shall also include homes contemplated for use as a nursing or custodial home that are to be remodeled or additions to present homes where the addition is to provide rooms for more than four (4) patients.
- c. Homes of Class 1A (Section 2) will be excepted from the above regulations.

- 5.2 Construction.** All new construction shall be in accordance with the applicable provisions in the following sub-paragraphs. The recommendations follow nationally recognized technical engineering authorities. The references are taken from the National Building Code recommendations by the National Board of Fire Underwriters and the United States Department of Health, Education and Welfare.
- a. Fire-resistive construction—no limits to height and area of building.
    1. Columns and piers shall have a fire-resistive rating not less than three (3) hours.
    2. Floors shall have a fire-resistive rating of two (2) hours.
    3. Roofs shall have a fire-resistive rating of not less than one and one-half (1½) hours.
    4. Beams, girders and trusses shall have a fire-resistive rating of two (2) hours.
    5. Walls bearing exterior and interior portions shall have a fire-resistive rating of three (3) hours.
    6. Partitions shall have a fire-resistive rating of two (2) hours.
  - b. Noncombustible construction—limited to two (2) stories except when protected with an approved sprinkler system.
    1. General—all structural including walls, partitions, columns, piers, beams, girders, joists, trusses, floors and roofs shall be of approved noncombustible material not less than one (1) hour fire-resistive rating.
    2. Exterior walls shall have a fire-resistive rating of two (2) hours.
  - c. One-story buildings shall be constructed of not less than one (1) hour fire-resistant construction throughout except that boiler rooms, heating rooms and combustible storage rooms shall be of two (2) hour fire-resistant construction. Protected wood frame construction when roof and floor construction and their supports have one (1) hour fire-resistance and stairways and other openings through floors are enclosed with partitions having one (1) hour fire-resistance, shall be acceptable as one-story buildings for nursing and custodial homes.
  - d. Other types of construction—not permitted.
  - e. In determining the height of a building in stories, the basement shall be considered as a story if the floor of the first story is more than eight (8) feet, six (6) inches above grade level at any point next to the building. Service and entrance areaways encompassing not more than ten (10) per cent of the perimeter of the building may be disregarded. An attic or roof space not used for storage and not occupied shall not be considered as a story.

**5.3 Division of Floor Areas.**

- a. Each floor occupied by thirty (30) or more persons shall be divided into at least two (2) fire sections by partitions having at least a one (1) hour fire-resistance rating. At least thirty (30) square feet per person shall be provided on each side for the total number of persons on the floor. Partitions shall have at least a one (1) hour fire-resistance rating. They shall extend to the roof in attics where the ceiling below has less than a two (2) hour fire-resistance rating. Openings in such partitions shall occur only in public rooms or corridors and shall be protected by approved fire doors so installed that they may normally be kept in open position but will close automatically in case of fire or may be released manually to self-closing action.
- b. No more than one hundred fifty (150) feet of corridor without such partitions, as defined in a. above, shall be permitted. The enforcing authority may require additional partitions where he finds them necessary for the safety of the occupants.

**5.4 Exit Details.**

- a. Exits shall be of the following types, or combinations thereof.
  1. Horizontal exits.
  2. Doors leading directly outside the buildings.  
(without stairs)
  3. Ramps.
  4. Stairways.
  5. Seven (7) foot spiral slides.
- b. At least two (2) exits of the above types, remote from each other, shall be provided for every floor or section of the building. At least one (1) exit in every floor or section shall be of Type 2, 3 or 4 as listed above. Exterior fire escape stairs may be accepted by the enforcing authority as a second means of exit.
- c. At least one (1) required exit from each floor above or below the first floor shall lead directly, or through an enclosed corridor, to the outside. A second or third required exit, where a more direct exit is impracticable, may lead to a first floor lobby having ample and direct exits to the outside.
- d. Exits shall be of such number and so located that the distance of travel from the door of any occupied room to an exit from that floor shall not exceed fifty (50) feet in an unsprinklered building nor seventy-five (75) feet in a sprinklered building.
- e. Exit door shall not be locked against the egress by bolts, key locks, hooks or padlocks. A latch type lock is permissible that locks against outside entrance.

**5.5 Construction and Arrangement.** All stairs, ramps or other ways of exit for areas shall be of such width and so arranged as to avoid any obstruction to the convenient removal of non-ambulatory persons by carrying them on stretchers or on mattresses serving as stretchers. A standard forty-four (44) inch wide stairway or ramp is the minimum recommended. A person on a thirty-nine (39) inch wide mattress may be carried through a forty (40) inch doorway. Where persons are to be carried on mattresses or stretchers, extra space may be needed to make turns at stair landings.

**5.6 Access.**

- a. Each occupied room shall have at least one doorway opening directly to the outside, or to a corridor leading directly or by a stairway or ramp to the outside, or to an adjacent room which has such access to the outside.
- b. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be at least forty-four (44) inches wide.
- c. Corridors and passageways to be used as a means of exit, or part of a means of exit, shall be unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage. Corridors and passageways which lead to the outside from any required stairway shall be enclosed as required for stairways.
- d. All rooms must be equipped with a door. Divided doors shall be of such type that when the upper half is closed, the lower section shall close.

**5.7 Doors.**

- a. Outside landings to which exit doors discharge shall be located at points where the finish grade is not more than five (5) risers higher or lower than the exit door sill.
- b. Wherever possible, outside stairs should be eliminated in favor of ramps, particularly in one-story buildings so that beds on casters can be rolled quickly to the outside without removing the patients from the beds.
- c. No locks shall be installed on patient room doors.
- d. All doorways to patient occupied spaces and all doorways between the patient occupied spaces and the required exits shall be at least forty-four (44) inches in clear width to permit the transportation of patients on beds, cots, litters or mattresses from one section to another or to the outside.
- e. Doors to any room accommodating more than four (4) persons shall swing with exit travel.

**5.8 Protection of Vertical Openings.**

- a. Interior stairways shall be protected by complete enclosures with walls having fire-resistance rating appropriate to the

type of building construction to protect the stairway as a means of exit and to prevent the spread of fire or smoke up the stairway from floor to floor, except that where a standard stairway enclosure is impracticable, partitioning with similar materials to cut off the stairway at floor levels may be accepted.

- b. All doorways in stairway enclosures or partitions shall be provided with approved self-closing fire doors, except that no such doors shall be required for doorways leading directly outside the buildings.
- c. Vertical openings other than stairways shall be protected as required above for stairways, except that automatic sprinkler protection may be accepted in lieu of enclosure.

**5.9 Automatic Sprinklers.** Where automatic sprinkler systems are installed to meet the requirements of this standard, they shall be approved standard systems with water-flow alarm, protecting the entire building, except that where a single automatic sprinkler is installed for protection of a vertical opening, such as a laundry chute, or for protection of small hazardous areas such as a closet used for combustible storage, such a single sprinkler may be connected to the domestic water supply system. Where public water supplies are lacking or are inadequate for an automatic sprinkler system, a pressure tank system may be used.

**5.10 Fire Detection System.**

- a. Where fire detection systems are installed to meet the requirement of this standard, they shall be approved electrically supervised systems protecting the entire building, including unoccupied spaces such as attics. Where fixed temperature devices are used, they shall be constructed to operate at 165° F. or less, except that in spaces where high temperature is normal, devices having a higher operating point may be used. Operation of a thermostatic device shall cause an alarm which is audible throughout the building or, where advisable because of the type of occupancy, the system may be so arranged that the initial alarm signal will sound only at some central point where twenty-four (24) hour service is maintained.
- b. There shall be an automatic fire detection system in all homes except where there is a sprinkler system and Class 1A and Class 1B homes (Section 2).
- c. Homes of Class 1A and Class 1B (Section 2) shall have an outside means of communication, such as a telephone.

**5.11 Fire Extinguishers.**

- a. Approved type fire extinguishers shall be provided on each floor, so located that a person will not have to travel more than seventy-five (75) feet from any point to reach the near-



- est extinguisher. An additional extinguisher shall be provided in, or adjacent to, each kitchen or basement storage room.
- b. Type and number of portable fire extinguishers shall be determined by the State Fire Marshal. The confirmation of compliance with the above requirements shall be by the local authority having jurisdiction.

**5.12 Heating.** Heating shall be a central system supplying steam, hot water or hot air at new nursing and custodial homes, except Class 3B homes (Section 2) shall have either steam or hot water systems. All furnace rooms shall be supplied with outside air sufficient for proper combustion. All furnaces and other fired units shall be vented by suitably constructed and protected smoke pipes and chimneys. Portable heaters, except electric heaters in bathrooms, shall not be used.

## **Section 6. EQUIPMENT AND OPERATIONAL FEATURES:**

### **6.1 Attendants, Evacuation Plan.**

- a. Every nursing and custodial home shall have at least one (1) attendant on duty, awake and dressed therein at all times, and, in addition, one (1) stand-by attendant within hearing distance and available for emergency service. These attendants shall be at least eighteen (18) years of age and capable of performing the required duties of evacuation. No person other than the management or a person under management control shall be considered as an attendant.
- b. The above paragraph shall not apply to homes of Class 1A and Class 1B (Section 2) and shall apply in all others except where there are less than ten (10) patients.
- c. Every nursing and custodial home shall formulate a plan for the protection of all persons in the event of fire and for their evacuation to areas of refuge and from the building when necessary. All employees shall be instructed and kept informed respecting their duties under the plan.
- d. Every mattress shall be provided with strong handles so that it may serve as a stretcher when necessary for evacuation or shall be equipped with other approved carrying device.

**6.2 Smoking.** Smoking may be permitted in nursing and custodial homes only where proper facilities are provided. Smoking shall not be permitted in sleeping quarters or dormitories, except at such times as supervision is provided and upon recommendation of attending physician.

### **6.3 Signs and Lighting.**

- a. Signs bearing the word "EXIT" in plainly legible block letters shall be placed at each exit opening, except at doors directly from rooms to exit corridors or passageways and except at doors leading obviously to the outside from the en-

trance floor. Additional signs shall be placed in corridors and passageways wherever necessary to indicate the direction of exit. Letters of signs shall be at least six (6) inches high, except that the letters of internally illuminated exit signs may be not less than four and one-half (4½) inches high. All exit and directional signs shall be maintained clearly legible by electric illumination or other acceptable means when natural light fails.

- b. All stairways and other ways of exit and the corridors or passageways appurtenant thereto shall be properly illuminated at all times to facilitate egress in accordance with the requirements for exit lighting.

#### **6.4 Combustible Contents.**

- a. All combustible decorative and acoustical material including textile floor coverings and curtains located in corridors, patient rooms, passageways or stairway enclosures and in lobbies or other rooms or spaces for use by occupants or visitors, shall be rendered and maintained flame-resistant.
- b. Fresh cut flowers and decorative greens, as well as living vegetation, may be used for decoration, except those containing pitch or resin.
- c. This shall not apply to homes of Class 1A and Class 1B (Section 2).
- d. Fiber base, acoustical ceiling treatment or wallboard shall not be installed in any nursing or custodial home after the effective date of these regulations.

#### **6.5 Occupancy Restriction.**

- a. Sleeping rooms or dormitories shall not be located in cellars.
- b. Occupancies not under the control of, or not necessary to, the administration of a nursing and custodial home, are prohibited therein with the exception of the residence of the owner or manager.
- c. The above regulations shall apply to existing or new nursing and custodial homes, all classes.

#### **6.6 Maintenance.**

- a. Regular and proper maintenance of electric service, heating plants, alarm system, sprinkler systems, fire doors and exit facilities shall be a requisite for nursing and custodial homes of all classes.
- b. Storerooms shall be maintained in a neat and proper manner at all times.
- c. Excessive storage of combustible materials such as papers, cartons, magazines, paints, sprays, old clothing, furniture and similar materials shall be prohibited at all times in nursing and custodial homes.
- d. The above regulations shall apply to both existing and new nursing and custodial homes.

**APPENDIX****REQUIREMENTS FOR AUTOMATIC FIRE DETECTION SYSTEMS**

The system shall meet the following standards:

- (1) Automatically detect a fire.
- (2) Indicate at a central point notice of the fire.
- (3) Sound alarm signal throughout the premises for evacuation purposes.
- (4) Provide assurance the system is in operating condition by electric supervision.
- (5) Provide auxiliary supply in the event of main power failure.
- (6) Underwriters Laboratory listed equipment to be used throughout system.
- (7) Provide a manual test switch.
- (8) Installation of equipment and wiring shall be in a neat and workmanship like manner.

**REQUIREMENTS FOR AUTOMATIC SPRINKLER SYSTEMS**

The system shall meet the following standards:

- (1) Be in accordance with standards of installation according to the N.F.P.A. Bulletin No. 13 for LOW HAZARD OCCUPANCY, or
- (2) A modified system approved by the enforcing authority.

**MODIFIED SYSTEMS**

- (1) Occupied areas and basements shall be covered by a system of pipes in accordance with the standards of N.F.P.A. Bulletin No. 13 for Low Hazard Occupancy.
- (2) Unheated side porches, outside stairways, attics not used for any purpose whatsoever need not be protected by sprinklers.
- (3) Water supply from source to system shall be of a size that will provide two hundred fifty (250) gallons per minute with fifteen (15) pounds pressure at the topmost sprinkler head.
- (4) Where city water supply is not available, a pressure tank with a minimum of fifteen hundred (1500) gallons capacity is permissible.
- (5) An electric water-flow alarm to sound a warning throughout occupancy will meet requirements.
- (6) A single fire department connection located so as to be easily accessible to fire department is required.
- (7) Plans shall be submitted to the enforcing authority for approval prior to installation.

**EFFECTIVE DATE OF REGULATIONS—SEPTEMBER 20, 1957**

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