

**PRE-LICENSING FACILITY EVALUATION CHECKLIST****Adult Residential Facility**

FACILITY NAME

FACILITY NUMBER

Your application for an Adult Residential Facility license has been accepted. Prior to the issuance of a license, a pre-licensing facility evaluation is required. This checklist is provided for your convenience so that you may determine what areas will require correction. This list is designed to cover the areas reviewed by your analyst at the time of their visit.

When the analyst conducts their pre-licensing visit, all areas listed below must have been corrected/met. As each item is reviewed and determined to be compliant, please check the box. If further clarification is needed, please refer to the Title 22 regulation sections referenced.

When the pre-licensing checklist is complete and all items have been met, contact the Regional Office analyst assigned to process your application. Mail your pre-licensing checklist to the assigned analyst and they will make arrangements to conduct the pre-licensing evaluation.

**NOTICE: ALL ITEMS MUST BE IN COMPLIANCE PRIOR TO THE PRE-LICENSING VISIT.** Failure to have these items corrected will result in rescheduling the visit and delaying the processing of your application.

**Buildings and Grounds**

MET

- 80075 A locked storage area for central storage of medications is available.
- 80076 Cleaning supplies must be kept in areas separate from where food supplies are stored.
- 80087 Walls, ceilings, floors, carpeting, window screens, and areas around the facility are clean, painted and/or in good repair.
- 80087 Locked storage area for poisons, toxic, cleaning solutions, disinfectants, etc.
- 80087 Fire extinguishers and smoke detectors operate properly.
- 80087 Doors, stairways, and passageways are unobstructed.
- 80087 Pools/bodies of water must have proper fencing at least five feet high with self-closing, self-latching gates, or covers that can support the weight of an adult.
- 80087 Firearms must have trigger locks, locked and inaccessible, or firing pins removed. Ammunition must be stored and locked separately.

**Furniture and Equipment**

MET

- 80023 An emergency exiting plan and emergency phone numbers posted in an appropriate place.
- 80023 A current disaster and mass casualty plan maintained at the facility.
- 80028 Employee accommodations must be considered in determining the building arrangements, taking into consideration the type of staffing arrangements to be used. Shift staff, live-in staff, etc.
- 80073 An operating telephone on the premises and available to clients.
- 80074 Vehicles used to transport clients must be maintained in a safe operating condition.
- 80075 First-aid supplies, which include sterile first-aid dressings, bandages, adhesive tapes, scissors, tweezers, thermometer, antiseptic solution, and a current first-aid manual, must be maintained.
- 80076 Refrigerators must be maintained at 45 degrees Fahrenheit while freezers must be kept at 0 degrees Fahrenheit.
- 80076 Food storage and preparation areas, which would include pantries, cupboards, counters, etc., must be clean and appropriate for food preparation.

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**Furniture and Equipment-Continued**

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**MET**

- 80076 Appliances such as microwaves, refrigerators, stoves, etc. must be clean and operating properly.
- 80076 Food utensils, dishes, glasses, etc. must be clean and in good repair with no cracks or chips.
- 80087 Furniture must be room/client appropriate, clean and in good repair.
- 80087 All rooms must be appropriately furnished for their intended use such as bedrooms, dining rooms, kitchens, living rooms, etc.
- 80088 Hot water temperature must be maintained between 105-120 degrees Fahrenheit.
- 85079 For capacities of seven or more, a current activity calendar must be posted.
- 85087 Outdoor activity space with shaded areas and furnished for outdoor use.
- 85088 Each client must have an adult bed with a mattress, pad, bedsprings, and pillow, which are clean and in good repair.
- 85088 Each bed must be fitted with sheets, pillowcase, blankets, and bedspread that are clean and in good repair.
- 85088 Each client must have adequate dresser and closet space for clothing and other belongings that includes at least two drawers or 8 cubic feet of dresser space.
- 85088 A sufficient supply of linens to permit weekly changing or more often to insure clean linens at all times for clients.
- 85088 Equipment and supplies for client personal hygiene is available and on site.
- 85088 Activity supplies are available for clients.
- 85088 For facilities of 16 or more or facilities having separate floors/buildings without full time staff, signal systems are required.

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**Records**

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- Administrator's records, employees and client records must be maintained at the facility and available for review by the analyst as employees are hired and clients accepted into the facility.

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I certify that all of the above sections have been reviewed and are in full compliance. The facility is ready for the pre-licensing visit.

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APPLICANT'S SIGNATURE

DATE