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" STATE OF NEW JERSEY
DEPARTMENT OF INSTITUTIONS AND AGENCIES,
BUREAU OF COMMUNITY INSTITUTIONS,
TRENTON

STANDARDS
FOR
BOARDING HOMES

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Approved September 28, 1953
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(Includes Revisions Made Since Approval Date)

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I. INTRODUCTION

- A. The Department of Institutions and Agencies has responsibility for inspection and approval of homes and institutions providing sheltered care to persons not residing in their own homes and under R.S. 30:11A-1, et seq., is empowered to establish standards for the construction, maintenance and operation of such residences.

The purpose of these standards is to establish basic principles and minimum requirements to assure safe living for persons requiring personal services beyond room, board and laundry.

The Department is well aware of the need for such establishment and its policy is to be as helpful as possible. Representatives will visit and confer with operators of homes and institutions and due consideration will be given to the special problems in individual situations.

The major objective of the program is to assist operators in providing reasonable substitutes for family homes.

The Department (with the assent of the Approval Committee) reserves the right to change or modify these standards as may be necessary from time to time in order to protect the public interest.

B. Legal Definition

An Act requiring the approval, inspection and regulation of certain types of boarding homes and other homes for the sheltered care of four or more adult persons, which provide personal care or service beyond food, shelter and laundry; providing for standards and regulations and penalties for violation thereof, and supplementing Title 30 of the Revised Statutes.

- C. A boarding home shall be construed to be any establishment in which, for compensation, four or more adult persons unrelated to the proprietor are given room and board, including heat, light, toilet and bath facilities and in which there is an agreement by the proprietor to give a minimum amount of personal care or supervision to any one or more such boarders.

II. PHYSICAL PLANT

The building shall be a well-maintained residence-type structure. It shall be kept in good repair and free from serious fire hazards and other hazards to health and safety at all times.

A. Heat

1. Central heating shall be provided unless some alternate heating system is specifically approved.
2. The heating plant shall be adequate to maintain a temperature of 75° F during the coldest weather, so that the temperature shall always be kept at 72° F or above, between the hours of 6 A. M. and 10 P. M.
3. Portable heaters burning solid, liquid or gaseous fuels shall not be used except by express permission of the Department.
4. Open fireplaces shall be protected with metal screens when in use.

B. Lighting

Artificial lighting shall be by electricity only.

The individual rooms used for sleeping purposes by boarders shall have sufficient natural light and suitable artificial lighting.

All quarters used by boarders including hallways and stairways shall be well lighted by natural light or by electricity at all times.

Night lights shall be provided in bathrooms, hallways, stairways and other passageways.

Battery-type emergency lights shall be available at all times.

C. Ventilation

All sleeping rooms used by boarders shall be ventilated by windows sufficient to prevent objectionable odors and in such a manner as to avoid direct drafts on the occupants.

All inside toilets and bathrooms without direct outside ventilation shall be properly ventilated by other means.

D. Sanitary Condition

All rooms occupied or used by boarders shall be kept in a sanitary condition at all times.

E. Living Room

A suitable living room, comfortably furnished, well heated and lighted, shall be provided.

F. Dining Room

A dining area, large enough to meet the needs of the boarders shall be provided.

G. Passageways, Stairways, etc.

Stairways and open platforms shall be provided with suitable handrails or banisters if practicable. Such handrails and banisters shall be securely attached and of sufficient height to guard against accidents.

If tread coverings are used on stairs, they shall be of the non-skid type.

Passageways and stairways in existing boarding homes will be acceptable if they are 30 inches wide. However, passageways and stairs in newly established boarding homes shall be at least 36 inches wide. Passageways and stairs shall be provided with natural or artificial lighting at all times. All passageways and stairways shall be kept free from refuse and shall not be used for storage space.

H. Occupancy Limitations

The capacity of the facility, as set by the Department, shall not be exceeded. In the event of an actual emergency, where the operator deems it essential to exceed capacity temporarily, the operator shall notify the Department at once by telephone of the circumstances which led to excess capacity, should advise of the steps being taken to reduce the capacity to its normal point, and indicate the date by which the census will return to that point. Following such telephone notification, these points shall be confirmed in writing so that determination may be made whether the action taken was justifiable.*

Except in buildings of fireproof construction, no occupancy by boarders above the third floor will be permitted.

A first floor is defined as a story where the floor level is above the curb level.

Third floor quarters will be reviewed on an individual basis to determine whether they are suitable for occupancy by boarders and approval of such third floor quarters will be granted or denied after review of the individual situation.

Under certain conditions, basement occupancy may be permitted. However, no such occupancy will be allowed if more than one-half the height of the room or rooms in question is below curb level and if there are other conditions which might militate against the health, safety or welfare of the boarder.

*Regulation adopted June 17, 1964

I. Multiple Room Limitations

No sleeping room accommodation shall exceed four persons.

In no instance shall persons of opposite sexes be permitted to be housed in the same room unless they are husband and wife. In the case of husband and wife, double beds may be used but in no other instance.

J. Local Approvals

The following approvals must be secured and filed with the Department.

1. Zoning Authority (if such local authority exists). A written statement attesting that the use of the present structure is not in conflict with zoning regulations.
2. Building Inspector. A written statement attesting to the structural safety of the building or a written statement to the effect that this is not the responsibility of the building inspector.
3. Fire Department*. A written statement from local fire authorities to the effect that, in their opinion, the building is satisfactory for the purpose and occupancy.
4. Local or District Health Department. A written statement attesting that the building and its facilities meet local or district health requirements.
5. State Department of Health. If the home or institution is not serviced by a public water supply, written approval for this service must be secured from the State Department of Health, Division of Environmental Sanitation. After original approval, further approvals may be required annually, or as often as the need is indicated.

III. FIRE PROTECTION

Prevention is the keynote of fire protection. The operator should make every effort to safeguard against the existence of serious fire hazards.

Representatives of the Department will cooperate in every way to assist the boarding home operator in establishing a fire prevention program.

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*The Department of Institutions and Agencies reserves the right to recommend additional fire protection measures beyond requirements of local communities.

A. Stairways and Exits **

If boarders are housed above the second floor*, in non-fireproof buildings, all occupied floors above the second floor shall have two satisfactory and easily available means of egress remote from each other unless local fire departments will accept responsibility for approval of some alternate arrangement.

If it is necessary to construct a fire escape to conform with the provision listed above, such fire escape shall be so constructed as to provide a second means of egress from the second floor also.

These exits should lead directly to the exterior of the building and shall be kept free and clear at all times. Exit doors to such stairways shall be clearly marked. Direction signs and markings for Air Raid Shelters shall be in conformity with the local plan.

B. Heating Unit Protection

The ceiling over the heating unit shall be protected by metal lath and plaster or other material at least of one-hour resistance rating. This covering shall extend at least three feet beyond the heating unit on all sides.

C. Kitchen

Since kitchens constitute hazardous areas they shall be protected by doors.

D. Fire Extinguishers

Fire extinguishers of suitable types shall be hung in conspicuous places on all floors and in the basement. They shall be inspected annually.

E. Fire Evacuation Plans

The operator shall be responsible for instruction of all boarders and personnel in fire prevention. Employees shall be instructed in the use of fire protection equipment and devices and procedures to be followed in emergency. Such instruction should be reviewed once a month.

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*See page 3 for other limitations upon occupancy by boarders above the second floor. **Section A, Paragraphs 1 and 2 revised April 21, 1954.

It is advisable for boarding home operators to seek the advice and help of the local fire department in this regard.

F. Wiring

In any instance where electrical wiring is replaced or where new installations are made, the wiring shall be in BX cable or equivalent.

IV. GENERAL SANITATION

A. Water Supply

Water supply shall be of safe and sanitary quality suitable for drinking purposes. (If water is obtained from a public water system, this will be conclusive proof that the water supply is satisfactory.)

B. Plumbing

Plumbing should be maintained in good repair and should warrant approval by local health departments. If there are no local authorities available to approve plumbing, and if it appears to be in bad condition, approval of State authorities should be sought.

C. Sewage Disposal

Sewage shall be disposed of in accordance with the requirements of local ordinances and standards of the local health department. Methods of sewage disposal, other than a public disposal system, must conform to the standards of local health departments. If there are no local authorities available to approve sewage disposal, approval of State authorities should be sought.

D. Garbage Disposal

Garbage shall be stored in covered, water-tight metal containers and shall be collected and disposed of at least weekly.

E. Screens

Outside doors, windows and other openings shall be protected against flies and other insects by seasonal use of screens. Vermin, rodent and insect control must be maintained at all times.

V. BOARDER ACCOMMODATIONS

A. Bed Space

Sleeping rooms in which there is one boarder must have a minimum of 70 square feet of floor area. Sleeping rooms in which there is more than one boarder must have a minimum of 50 square feet of floor area per person with at least 3 feet between beds to insure general comfort and safety of boarders.

B. Furnishings

Each boarder shall be provided with the following items:

1. A standard household bed, studio couch or daybed not less than 30 inches wide. Folding beds, cots and davenports shall not be used for sleeping purposes.
2. A mattress not less than 4 inches thick, clean and in good repair.
3. A bed spring in good repair.
4. At least one pillow made of hair, feathers or foam rubber.
5. Provision shall be made in the boarder's room for lockers, assigned drawers, dressers or closets for the storage of personal possessions of each boarder. Bedside tables or cabinets are desirable.
6. A separate drinking glass, cup or mug.
7. A comfortable chair.

C. Linen

Each bed shall be equipped at all times with the following linen:

1. At least one sheet or sheet blanket.
2. A pillowcase for each pillow.
3. One blanket. Additional blankets shall be available to meet the individual boarder's needs.
4. A mattress cover which can be removed for cleaning or laundering is desirable.

Each boarder shall at all times have the following personal linen:

1. One bath towel.
2. One washcloth.

There shall be enough household linen to provide at least one change every week and more often as is necessary.

D. Toilet and Bath Facilities

Toilet and bath facilities shall be located so as to be reasonably accessible from a common hall or passageway to all persons. Such facilities should be available in the following ratios:

1. Toilets, one to eight boarders.
2. Wash basins, one to eight boarders.
3. Tubs or showers, one to fifteen boarders.

NOTE: Toilets and wash basins, as well as showers and tubs, should be provided within the building and in adequately heated areas. Plumbing of other types cannot be used except with special approval.

VI. BOARDER SERVICES

A. The operator of the Boarding Home shall not regulate or control the personal life of a boarder beyond reasonable requirements for adherence to meal schedules and other elements of orderly group living.

B. Boarders must be allowed individual freedom to attend the church of their choice, movies, go for walks and engage in other outside activities.

It is recommended that radios, television, reading material, etc., be available to boarders.

C. Telephone service should be available in the boarding home.

D. Boarders shall be permitted to receive visitors.

E. Some arrangement shall be made to provide personal laundry service for boarders.

VII. FOOD SERVICE

The food provided must meet the basic nutritional requirements as recommended by the Department.

Food should be well prepared and three well balanced meals per day served on a regular schedule. There shall be a lapse of at least 10 hours between breakfast and supper. At least one hot dish shall be served at two of the three meals. Coffee, tea or other beverages shall not be construed to be a hot dish.

Food served shall be adjusted to meet the physical needs of the boarders and provision should be made for special diets when prescribed by a physician.

The kitchens shall be adequately equipped to serve properly prepared food. Kitchens, pantries and all storage space shall be free from vermin and maintained in sanitary condition at all times.

There shall be adequate provision for proper refrigeration of food.

Dishes shall be washed by an approved sanitary method.

Daily menus shall be planned ahead and a record kept of the food served daily. The record of food served shall be kept current and shall be held available at all times for the month preceding.

VIII. PERSONNEL

There shall be one person in charge who is of good moral character, physically and temperamentally suited for the supervision of boarders. Such person shall be on the premises at all times unless a satisfactory arrangement is made for coverage during his or her absence.

Additional personnel shall be employed as necessary.

Persons employed in the boarding home shall be in reasonably good health. All persons other than members of the operator's family shall be at least 16 years of age.

IX. HEALTH PROGRAM

A written statement signed by a licensed physician stating that the boarder is free from communicable disease, and is not in need of nursing, shall be kept on file by the operator.

At the time of admission, arrangements should be made between the operator and the boarder or sponsor regarding the physician and dentist to be called in case of illness or the person to be called for a boarder who because of his religious affiliation is opposed to medical treatment and the transfer to a hospital or similar institution in the event of major illness, or other appropriate arrangements for care elsewhere if because of the boarder's religious affiliation, he is opposed to hospital or similar care.

A physician shall be called at the onset of illness of any boarder, or other person designated as appropriate for a boarder opposed to medical treatment because of his religious affiliation.

When the boarder no longer meets the eligibility requirements determined by the Department, supported by the attending physician's statement, the operator, person or interested agency shall be notified immediately so that arrangements can be made to transfer the boarder to a hospital or nursing home until such time as the boarder is again in relatively good health.

Bed care shall be provided in the event of emergency and as necessary in case of temporary illness not to exceed one week.

X. RECORDS

The following records shall be kept and readily available to representatives of the Department of Institutions and Agencies.

A. Admission Record

This shall include the name of the boarder, last address, date of birth, name and address of sponsor or interested agency, date of admission, date of discharge or death, the name, address and telephone number of physician to be called and the name and address of nearest relative or friend together with any other information the boarder wishes to have recorded.

B. Health Record

The health record shall include the written statement of the physician's examination on admission and subsequent examinations and visits, date of discharge or death.

C. Record of Deaths

For his own protection, whenever a boarder dies while residing in a boarding home, the operator shall obtain a certificate from the physician giving date, time and cause of death, and such information should be recorded in a ledger or in some other manner so as to be readily available at all times.



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
P. O. BOX 1237
TRENTON, 08625

May 24, 1965

CIRCULAR LETTER
TO ALL APPROVED BOARDING HOMES FOR SHELTERED CARE

RE: IMPROVED OPERATING PROCEDURES PARTICULARLY IN FIRE PROTECTION

Some time ago Mr. Howard R. Hutchinson, State Fire Marshal, visited a number of boarding homes, reviewed fire protection practices and expressed deep concern regarding some of the hazards which he observed.

This Bureau will, in the future, study measures which might be undertaken to improve the general standards of boarding home operation, but there are certain measures which the Department believes should be undertaken at this time in the interest of protecting both lives and property.

These measures do not entail any financial expense, but involve only new practices and procedures which should be introduced and followed.

1. Housekeeping and Storage Practices

Good housekeeping practices are of basic importance for an effective fire prevention program. All areas within the home should be maintained in a neat and orderly fashion.

- A. The storage of combustibles should not be permitted within heater rooms or within 18 feet of any heater located in an open basement.
- B. Paints, varnishes, lacquers, thinners, and all other flammable liquids should be maintained in metal closets or metal cabinets.

- C. Where flammable materials are necessarily used, they should be stored in closed metal cabinets or receptacles. Waste materials should also be stored in such receptacles.
- D. Storage within the home shall be neat and orderly. All materials which have no practical purpose such as broken or discarded furniture, mattresses, etc., should be immediately removed from the premises.
- E. Periodic inspection by the boarding home operator should be made of all unnecessary flammable items maintained in rooms of residents or elsewhere, and immediately removed from the premises.

2. Smoking by Residents

Careless smoking by residents presents a continuing threat and danger.

- A. Elderly residents should never be permitted to smoke alone in their rooms and in other secluded areas.
- B. Restricted smoking areas should be designated and rules governing such smoking should be promulgated and rigidly enforced.
- C. Large metal, ceramic, or non-flammable ashtrays should be provided in permitted smoking areas so that residents will not be tempted to utilize such flammable items as paper cups, waste baskets, etc., for the disposal of ashes or "butts".

3. Fire Rules and Regulations

- A. Each home for sheltered care should develop specific fire rules and regulations.
- B. Such rules should be formalized in writing and posted in a prominent place within the home.
- C. Such rules should outline the procedures to be followed in the event of fire, should list the telephone number of the local fire department, and outline the procedure for notifying such department in the event of need.
- D. These regulations should include an evacuation plan for residents, owners and personnel.
- E. Employees should be instructed in the location and use of fire protection equipment and the procedures to be followed in the event of an emergency. Such instruction should be reviewed at least once a month.

- F. A copy of all fire rules and regulations should be forwarded to Mr. Howard R. Hutchinson, State Fire Marshal, Department of Institutions and Agencies, Box 1237, Trenton. Mr. Hutchinson's office will review and record the receipt of such regulations.

4. Local Fire Departments

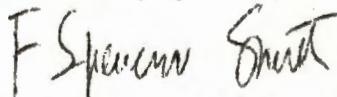
The boarding home operator should solicit the cooperation of the local fire departments for the following specific purposes:

- A. To request periodic fire and safety inspections. A minimum of one annual inspection is recommended.
- B. To assist in pre-planning for fire emergencies and evacuation.
- C. To seek general advice as to fire protection measures which they deem important.

We are mindful of the valuable service boarding homes for sheltered care render to the citizens of this State and trust that we will have your complete cooperation in complying promptly with these recommendations. If there are any questions regarding the intent of these recommendations, inquiry should be addressed to Mr. Hutchinson.

Please acknowledge receipt of this circular letter by completing the following form and returning it to Mr. Hutchinson on or before June 24, 1965.

Sincerely yours,



F. Spencer Smith, Chief
Bureau of Community Institutions

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