

*Thompson*

August 6, 1957.

Honorable Edward J. Patten  
Secretary of State  
State House  
Trenton, New Jersey

*Regulations*

Dear Secretary Patten:

I am enclosing herewith for filing a copy of the Manual of Standards for Maternity Homes and the Manual of Standards for Institutions for the Mentally Deficient approved by the State Board of Control under date of May 23, 1957.

Very truly yours,

DEPARTMENT OF INSTITUTIONS AND AGENCIES

*John W. Tramburg*  
John W. Tramburg, Commissioner

JWT:5

enc.

cc: Mr. Brendan T. Byrne, Secretary to the Governor  
Dr. Lloyd W. McCorkle, Director of Administration

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State of New Jersey  
Department of Institutions and Agencies  
Trenton

Bureau of Inspection

MANUAL OF STANDARDS

FOR

MATERNITY HOMES

Revised May 1957

## I. DEFINITION

A home in which one or more pregnant women are delivered and given post-partum care is a maternity home.

## II. GENERAL REGULATIONS

- a. Building and fire protection shall meet the standards of all nursing homes.
- b. Complete segregation of maternity home area from family living quarters shall be maintained at all times. Rooms if unoccupied, shall at no time be used for other purposes. Segregation applies to both the physical separation and the functioning of the unit. No members of the operator's family, children or pets shall visit this unit.
- c. At no time shall other than maternity patients be cared for in a maternity home.
- d. At no time shall the number of patients exceed the number for which the license is issued.
- e. No boarders or lodgers shall be accommodated in a maternity home.
- f. Maternity patients known to have or suspected of having complications, obstetrical or otherwise, patients in need of Caesarean section or other operative procedure shall not be admitted to maternity homes.

## III. SANITATION

- a. Floors, walls and ceiling of the maternity unit should have impervious washable finish and should be kept clean by frequent washing. No dry mopping or dusting should be done at any time.

- b. Sewage.

Sewage shall be discharged into a municipal sewerage system where such system is available. Sewage shall be disposed of in accordance with the requirements of the local ordinances and the standards of the local health department. Methods of sewage disposal must conform to the policies of the State Department of Health.

c. Garbage Disposal.

Suitable facilities shall be provided for collection and disposal of garbage.

d. Water Supply.

Water supply shall be of safe and sanitary quality suitable for drinking purposes and shall be obtained from a water supply system location, construction and operation to conform with the policies of the State Department of Health.

e. Screens.

The building must be adequately supplied with screens, to be fly free at all times.

f. Incineration Facilities.

Incineration facilities shall be provided for disposal of dressings, obstetrical and other wastes. Other refuse shall be stored and removed from the premises in a manner which does not create a nuisance and is consistent with approved hygienic practice.

g. Adequate vermin and insect control must be maintained at all times.

IV. FOOD AND FOOD SERVICE

a. Preparation.

The equipment shall include such facilities as are needed to prepare hot, well balanced meals in sufficient quantity to serve as many patients as the institution accommodates.

b. Provision shall be made for preparation and serving of special diets as required.

c. Storage, Handling and Serving.

Food and foodstuffs at maternity homes shall be stored, handled and served in compliance with the provisions of Section 24:15 - 1 to 12, New Jersey Revised Statutes and the regulations adopted thereunder and shall be in compliance with sanitary requirements of the local Board of Health pertaining to restaurants.

## V. LAUNDRY

Special linen shall be provided for the maternity unit and shall not be laundered with the household linen. Diapers and soiled nursery linen should be washed separately from other nursery linen. It is recommended that diapers and other nursery linen should be sterilized.

## VI. PATIENT ROOMS

- a. All patient rooms shall be located in areas providing direct natural light and ventilation.
- b. All rooms occupied by patients shall have direct access to corridors and toilet facilities without the necessity of passage through rooms of other patients, kitchen or dining areas, recreation rooms, reception rooms, etc.
- c. A minimum of 72 square feet may be used as a guide in determining the approximate capacity of patient rooms. However, only the spaces unobstructed by doors, windows, radiators, etc., are suitable for placement of beds. There must be a minimum of 3 feet on each side of beds for proper attendance by personnel and for placement of necessary bedside tables and chairs.
- d. Furnishings: Satisfactory bed and mattress with plastic cover or rubber sheet shall be provided each patient; 2 pillows.
- e. Utensils. Bedside table for toilet articles and individual utensils for adequate nursing care.
- f. Linen. Individual towels, washcloths and bath blankets shall be provided each patient. Supply shall be kept separate from household supplies.
- g. Means for signaling attendant should be provided each patient.
- h. Provision for privacy is highly desirable in rooms having more than one bed. Cubicle curtains or screens shall be readily available.
- i. There shall be a separate bathroom within the maternity unit. Under no circumstances should ambulatory maternity patients be allowed to use the family bathroom. Running water, hot and cold, shall be available at all times.
- j. Individual equipment for breast care and perineal care.

## VII. DELIVERY ROOM

- a. In maternity homes licensed for one bed the patient's room may serve as delivery room. The standard preparation and equipment shall be as for home delivery.
- b. In maternity homes licensed for two beds the patient's room may serve as delivery room, provided there is a separate room for each patient. The standard preparation and equipment shall be as for home delivery.
- c. All maternity homes licensed for three or more beds shall provide a separate delivery room.
- d. Delivery room should be separate from patient area and shall include the following:
  1. Hospital bed or delivery table.
  2. Adequate sterile supplies for delivery.
  3. Adequate lighting (including spot light).
  4. Adequate storage for supplies.
  5. Adequate equipment shall be available for emergency use.
  6. Provisions for care of infant:
    - a. Properly heated bassinet (watch for hazards!)
    - b. Equipment for prophylaxis against ophthalmia neonatorum (to be used within one-half hour after delivery).
    - c. Equipment for care of cord.
    - d. Device (standard) for identification of infant before removal from delivery room.
    - e. Equipment for suction of mucus and fluid.
    - f. Oxygen for infant.
  7. If a delivery room is inadvertently contaminated by patient discovered to have infection, it should be immediately and thoroughly cleaned and aired, not used for twenty-four hours, and the equipment re-sterilized. During that period the patients may be delivered in their beds.
  8. Adequate scrub-sinks adjacent to delivery room should be available. Foot, knee or elbow control advisable; timing device should be installed over sink.

## VIII. LABOR ROOM

Provision must be made for all patients to labor in single rooms. There should be one labor room for each 10 maternity beds.

## IX. NURSERIES

- a. Unless adequate rooming-in facilities can be installed, a separate nursery shall be provided.
- b. Bassinets should stand at least 6" away from walls and partitions and at least 2 feet apart from each other so that individual care in the bassinet can be given.
- c. The suspension of bassinets on double tier racks is unsafe and not to be used.
- d. Each nursery should be provided with adequate handwashing facilities.
- e. Individual bassinets shall be provided and they shall be of the type which can be thoroughly cleaned. Crib liners are to be used on all open bassinets.
- f. A table or cabinet should be provided for each crib for storage of infant's linen and equipment.
- g. In each nursery there should be at least one metal sanitary can with a rubber gasket for diapers with the top controlled by foot pedal. Removable paper bags for lining this can should be provided. Linen soiled with stool should be handled in the same manner as are the diapers. Diaper cans should be emptied following each changing period.
- h. In each nursery there should be at least one hamper with removable bag for soiled linen other than diapers. All soiled linen should be collected at least twice a day, preferably oftener.
- i. Surgically clean rectal thermometers shall be provided for each baby, kept in the individual infant's unit.
- j. Oxygen should be kept ready for use within the nursery unit at all times.
- k. A sterile suction tube with saliva trap should be kept available in the nursery at all times.
- l. Tongue depressors, applicators, stethoscopes and other examining instruments should be standard nursery equipment and should be maintained in each nursery and in the suspect nurseries. Non-disposable material should be cleansed before and after each use. No equipment used outside the newborn nursery should be allowed in the nursery.

- m. All common areas in the nursery, except for scales, should be eliminated. Equipment should be individual.
- n. Dry dusting or sweeping should not be done in nurseries and adjoining hallways. Workers shall wash their hands upon entering the nursery and should wear clean masks, caps and clean gowns. Cleaning shall be done while the infants are out of the nursery. Nursery cleaning implements and utensils should not be used elsewhere.

#### X. ISOLATION OF SUSPECT OR ILL PATIENTS

It is mandatory that mothers or babies who become suspects of developing a communicable disease or serious illness should be separated from others. It is, therefore, necessary that one or more rooms be available for such purpose. A definite medical diagnosis by a physician should be established as quickly as possible. In case a diagnosis is established or highly probable of disease the mother and/or baby should immediately be transferred to an appropriate hospital.

Strict isolation technique must be used in caring for mothers and infants who are suspects of having an infection or being a carrier of a communicable disease.

##### a. Isolation of the Newborn

1. Any infant delivered of or in contact with an infected mother shall be isolated from other newborns.
2. Any infant showing signs of frequent watery stools, discharging eyes, respiratory infection or skin lesion shall be isolated and arrangement made for transfer to a hospital as soon as possible.
3. Any infant who had a ritual circumcision shall be isolated from the others.

##### b. Isolation of Maternity Patients

1. If there is evidence or suspicion that a patient has an infection or is a carrier of a communicable disease, she shall be isolated from other patients and arrangements made for transfer to an appropriate hospital.

#### XI. MEDICATIONS

Provision shall be made for the proper storage of all drugs. Such storage provides for well-lighted, locked cabinets and special provision for narcotics which are to be kept under double lock.

## XII. STERILIZING FACILITIES

Shall be available either in the institution or satisfactory arrangements made with local hospital for sterilization of supplies. Sterile supplies when not used shall be reesterilized every two weeks.

## XIII. STORAGE AND SUPPLIES

Separate suitable enclosed space should be provided for keeping sterile and unsterile supplies. Adequate facilities for proper cleaning and storage of supplies and area for preparation of medicines should be available.

## XIV. FORMULA PREPARATION

- a. In the event the mother is unable to nurse the baby, the formula shall be prescribed by the physician in writing and orders for any change shall be written.
- b. Preparation Area. A satisfactory preparation area shall be provided. It should have one area for preparing and mixing the formulae and another for cleaning and washing bottles.
- c. Equipment for preparation--kettles, basins, funnels, etc., shall not be used for other purposes and kept completely separate from kitchen utensils.
- d. Provision shall be made for the preparation of bacteriologically safe formulae.
- e. Refrigeration. Adequate and approved refrigeration storage shall be provided for prepared formula, after sterilization and cooling. Temperature then shall be kept at 45°F. In 1-bed maternity homes enclosed case must be used if formula is stored in family refrigerator. A separate refrigeration unit is necessary for 2 or more maternity beds.
- f. Provision shall be made in nursery or formula preparation area for warming bottles and care should be taken to avoid contamination in the process.
- g. Water for drinking shall be handled as formula.
- h. If several formulae are made up for several infants, adequate labeling of individual batches is necessary to avoid mix-up.
- i. If fresh milk is being used for the preparation of the formula, it should be pasteurized. If formulae from an outside source are used in the maternity home, such a source must be approved by the State Health Department.

- j. Bottles, nipples, caps and racks coming from the suspect nursery should be sterilized before coming to the formula setup. (Could be boiled in separate place on a hot plate.)
- k. Bacteriological examinations (check at intervals).

XV. PERSONNEL

- a. Only physicians or midwives licensed to practice in New Jersey shall perform deliveries. Name, address, and telephone number of such person or persons shall be readily available.
- b. Nursing care shall be under the direction of a professional registered nurse. Such additional professional nurses shall be employed as are necessary to provide for professional nurse care during labor and delivery of all cases and in emergencies.
- c. Sufficient qualified personnel shall be available at all times to meet the needs of mothers and babies.
- d. There shall be a regular physician or an alternate on call 24 hours a day for emergencies. Definite arrangements and agreement should be made and written down.

XVI. LABORATORY FACILITIES

There should be laboratory equipment and reagents available for the physician or nurse to test urine for albumin, sugar and acetone.

Provision shall be made for additional laboratory services by arrangement with a community hospital or registered laboratory.

XVII. RECORDS

Records should include:

- Prenatal record (filed before delivery)
- Physical examination
- Delivery record
- Physician's postnatal progress record
- Written and signed orders
- Nurses' notes
- Infant record including a recorded physical examination

SPECIAL NOTE

The above standards must be considered a bare minimum. To achieve a fully acceptable maternity service, maternity homes are urged to conform to the "Standards and Recommendations" promulgated by the Bureau of Maternal and Child Health of the New Jersey Department of Health.

## BUILDING STANDARDS

The Department of Institutions and Agencies is responsible by law for developing minimum standards for institutions licensed under Title 30, Chapter 10 and Chapter 11 as revised and amended.

The following standards adopted for nursing homes and other institutions under supervision will serve as a guide for new applicants and for institutions now licensed or supervised.

These requirements should be studied carefully by the prospective operator and conference held with representatives of the Department prior to purchase or lease of the property proposed for such use.

SPECIAL NOTE: The APPLICATION FORM should be filed in duplicate and approved before the applicant proceeds to comply with building requirements.

### APPLICATIONS FOR BUILDING APPROVALS

To avoid delay and misunderstanding the applicant for license should follow the procedure listed below:

- I. The applicant should consider carefully the location of the proposed institution. Preferably it should not be in a congested area but, on the other hand, should be accessible to centers of population. The availability of public water supply and sewage disposal facilities should be considered.
- II. A preliminary evaluation of the structure should be made by the applicant to ascertain whether the building provides safe accommodation and the special facilities essential to efficient patient care, or could be renovated to meet standards. Special emphasis should be placed upon:

- A. The suitability of the structure for good patient care: (See pages 12 and 13)

In this connection, appraisal will be made of the adequacy of space available for patient housing and recreation, plumbing, facilities for proper nursing service, food preparation and other details essential to efficient operation.

- B. The fire protection measures required for safe housing of patients. (See pages 14 to 20)
- C. The extent of renovations necessary to provide adequate facilities and fire protection.
- D. The estimated patient capacity. (See page 12.)  
Final capacity will be determined by the time of actual licensing.

III. If, in the opinion of the applicant, the building proposed for use is satisfactory (or could be made satisfactory) the following written approvals should be secured and filed with the Department of Institutions and Agencies at the time the duplicate application is submitted:

- A. Zoning Authority: A written statement attesting that the proposed use of the structure is not in conflict with zoning regulations.
- B. Building Inspector: A written statement attesting to the structural safety of the building.
- C. Fire Department:\* A written statement from local fire authorities to the effect that, in their opinion, the building is satisfactory for the proposed occupancy.
- D. Local Health Department: A written statement attesting that the building and its facilities meet local health requirements.

\*The Department of Institutions and Agencies reserves the right to require fire protection measures which may go beyond requirements of municipalities.

E. State Department of Health: If the institution is not serviced by a public water supply and a public sewage system, written approval of these services 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.

- IV. The applicant should secure a scale plan of the basement and each floor of the building. Best results will be secured when plans are drawn by a registered architect or a licensed professional engineer. Such plans should be secured in duplicate so that a copy may be filed with the Department of Institutions and Agencies. In addition to the plans, photographs showing at least three sides of the building should be submitted.
- V. When the applicant has the material listed above, an appointment should be made in advance with representatives of the Division of Inspection, Department of Institutions and Agencies, State Office Building, Trenton. The Division of Inspection will evaluate all material submitted and plans of the building will be reviewed. In the event that renovations are essential, recommendations will be outlined in writing. Such renovations should be planned and supervised by a registered architect or a licensed professional engineer and shall not deviate from the recommendations outlined by this Department unless written approval is secured.
- VI. An inspection of the property may be made by representatives of the Department after local approvals have been filed.
- VII. Upon completion of renovations the applicant shall give written notification that the work has been completed in accord with specifications of the Department.\*

An inspection of the premises will then be made and if completed work appears satisfactory, the building will be approved.

Approval of the structure does not in itself constitute permission to accept patients.

\*No further structural changes may be made without pre-approval of the Department.

## ADAPTABILITY OF STRUCTURE

The structure shall provide for the proper care and comfort of patients.

### Patient Rooms:

- A. All patients' rooms shall be located in areas providing direct natural light and ventilation.
- B. All rooms occupied by patients shall have direct access to corridors and toilet facilities without the necessity of passage through rooms of other patients, kitchen or dining areas, recreation rooms, reception rooms, etc.
- C. A minimum of 65 square feet may be used as a guide in ~~determining~~ <sup>determining</sup> the approximate capacity of patients' rooms. However, only the spaces unobstructed by doors, windows, radiators, etc., are suitable for placement of beds. There must be a minimum of 3 feet on each side of beds for proper attendance by personnel and for placement of necessary bedside tables and chairs.
- D. Any patient in critical condition should be cared for in a single room.

### Recreation Space:

Suitable recreation space should be provided so that patients may have the advantage of recreation outside their sleeping areas.

### Plumbing:

- A. There shall be adequate hand-washing, bathing and toilet facilities on each floor used for patient occupancy. ~~An additional provision shall be made for such additional plumbing as is necessary to provide good care for patients of other sex.~~ Proper facilities shall be provided for personnel.
- B. Additional utility room equipment including at least one large hopper sink with adequate sewer connection shall be provided.

### Nurse's Station:

Adequate and well-located space shall be allowed for the supervising nurse.

ADAPTABILITY OF STRUCTURE (cont'd.)

Storage Space:

Sufficient enclosed space, adequately lighted, shall be available for proper storage of linens, drugs, supplies and patients' clothing.

Lighting:

Artificial lighting shall be by electricity only.

Heating:

The heating plant shall be adequate to maintain a temperature of 72 degrees Fahrenheit during the coldest weather.

Screens:

The institution shall be equipped with screening for all windows adequate to keep the quarters free of insects at all times.

Kitchen:

The kitchen shall be acceptably located and shall be of sufficient size to sustain proper food service.

Laundry:

The laundry shall be separate from the kitchen and other working areas of the nursing home.

## FIRE PROTECTION

The operator should make every effort to secure the interest and cooperation of the local fire department in planning for protection of the nursing home, in the instruction of employees in use of fire fighting equipment and means of evacuation of the building, in checking fire extinguishers and insuring their proper placement. The advice of local officials often proves of great value.

Buildings of fireproof construction are to be preferred. Buildings of ordinary construction and wood frame buildings may not be occupied by patients above the second floor.\*

In any building proposed for use, the following protective measures must be met:

### EXIT STAIRWAYS:

Two satisfactory and easily available means of egress, remote from each other and preferably at opposite ends of the building, must be provided from each floor occupied by patients and these should lead directly to the exterior of the building. Such stairways and hallways leading to the exterior shall be kept free and clear of obstructions at all times.

All exit doors to such stairways shall be clearly marked.

In any nursing home approved for occupancy by 30 or more patients the two main exits on the first floor shall open outward.

No stairway referred to as a "winder" will be accepted as satisfactory.

In the event that a fire escape is necessary to provide acceptable egress, it shall be constructed in conformity with standards of the Department. (See pages 19 and 20. for such specifications.)

### STAIR ENCLOSURES:

All stairways leading from the first to the second floor shall be properly enclosed to prevent upward spread of smoke, flame and fumes.\*\* Such enclosures may be erected at either the first or second floor but first floor enclosures are usually preferred.

\*Bedridden and helpless patients should preferably be housed in the first floor quarters.

\*\*In fireproof buildings occupied above the second floor upper floors must be similarly protected.

FIRE PROTECTION (cont'd.)

STAIR ENCLOSURES: (cont'd.)

In instances where owners or personnel are housed above the second floor, their quarters shall also be protected by stair enclosures or shut-offs, and a second means of egress shall be provided from such quarters.

Enclosures shall have a 1-hour fire resistance rating. They may be constructed of 3/4 inch gypsum plaster on metal lath on each side of 2 x 4 wood studs, or equivalent, or of wired glass in metal framework. All construction proposed as "equivalent" shall be approved by the Department. In enclosures there shall be no movable transoms or movable interior windows and all transoms and interior windows shall be of wired glass in metal frame.

Doors in enclosures shall be (a) metal doors or (b) metal covered doors,\* or (c) solid wooden doors of the flush type not less than 1-3/4 inches thick. Such doors should be at least 36 inches wide. Any glass in such doors shall be transparent wired glass. All such doors shall be self-closing, shall be tight-fitting, shall open in the direction of egress and shall be equipped with positive latches. Double doors are undesirable since in such installations fire regulations call for one such door to be kept latched in a closed position and compliance with this regulation frequently interferes with normal traffic.

Landings adjacent to all doors in stair enclosures should be at least the width of the door.

DUMBWAITERS AND LAUNDRY CHUTES which are not fireproof shall be enclosed with 3/4 inch gypsum plaster on metal lath on each side of the studs, or equivalent. The top of the opening should be sealed with material having a fire resistance rating of not less than one hour. All doors in such shafts shall be metal, or metal covered\*, or solid wood doors of the flush type not less than 1-3/4 inch nominal thickness and all such doors shall be tight-fitting and equipped with self-closing devices. If the foregoing protective measures are not feasible, dumbwaiter shafts and laundry chutes should be properly sealed at each floor (with material equivalent in fire resistance to the floor construction) and abandoned, or the space converted to other purposes.

\*Where doors are to be protected by metal covering sheet steel not less than #28 U.S. gauge shall be used and such sheet steel must be securely fastened by bolts or screws.

FIRE PROTECTION (cont'd.)

ELEVATOR SHAFTS shall be fireproof, or shall be protected in accord with regulations listed for stairway enclosures and enclosure for dumbwaiters and laundry chutes.

BASEMENTS: Doors at the head of basement stairways shall be (a) metal doors, or (b) metal covered doors, or (c) solid wood doors of the flush type not less than 1-3/4 inch nominal thickness. Metal coverings for doors shall be of sheet steel, not thinner than No. 28 U.S. gauge, securely attached on the basement side with bolts or screws. Such doors shall be tight-fitting, of the self-closing type and equipped with positive latch.

Basement ceilings shall be protected with metal lath and plaster, or equivalent construction approved by the Department, except in cases where such ceilings are already covered with plaster (on wood lath) in good condition. In all cases hollow partitions shall be effectively fire-stopped with material of at least one hour resistance rating. Side walls and ceilings enclosing basement stairways shall be protected in the same manner as basement ceilings.\*

Paint and other highly inflammable material should preferably be stored outside the building but minimum supplies may be kept in basements if stored in closed metal cabinets or containers.

Basements shall be kept in good order and reasonably clear of excess furniture and equipment, and shall never be used for indiscriminate storage. However, neat stocks in original containers will be permitted in basement storerooms.

All basement electrical wiring shall be in BX cable or equivalent and all outlets shall be of approved type.

All ashes shall be kept in metal containers.

Smoke pipes from heaters to chimneys shall not pass within 18 inches of ceilings even though the ceiling may have been protected with metal lath and plaster. (If it is not possible to remove the smoke pipe 18 inches from such ceiling, other adequate protective measures will be recommended by the Department.)

In all new installation of oil furnaces and equipment, tanks should be located outside the building. In cases where oil burning equipment has already been installed in properties, the vent pipe and fill pipe should be located outside the building.

All unnecessary combustible partitions within basement should be removed.

\*Provisions of this paragraph may be waived by the Department if all heating units, motors and similar hazardous devices are isolated in ventilated rooms of non-combustible construction having a fire resistance rating of not less than one hour, and providing that doors to such rooms have a similar rating.

## FIRE PROTECTION (cont'd.)

### ELECTRICAL WIRING:

There shall be no temporary wiring in the institution excepting approved appliances equipped with heavy duty cord in good condition.

The operator shall, on or before January 1st of each year, submit a written statement by a qualified electrician that the electrical circuits and wiring are satisfactory. His report should include the date of the inspection and should give assurance that circuits are not overloaded, that all wiring and permanent fixtures are in good condition and that all portable electrical appliances, including lamps, are equipped with heavy duty cord in good condition.

The operator is responsible for the maintenance of satisfactory standards in the above respects at all times.

### KITCHENS:

Since kitchens constitute hazardous areas, they shall be isolated insofar as possible, from other quarters. Doors leading to adjacent areas shall swing in one direction only, shall be self-closing, tight-fitting, and equipped with positive latch.

Such doors shall be (a) metal doors or (b) metal covered doors\*, or (c) solid wood doors of the flush type not less than 1-3/4 inches thick.

Kitchen exhaust fans and metal ducts shall be kept free of grease and dirt at all times, and metal ducts from such fans shall extend at least 2 feet beyond the building. Areas around kitchen ranges shall be kept free of grease at all times.

In the event that metal hoods and exhaust ducts are installed directly over kitchen ranges, construction standards of the National Board of Fire Underwriters shall be complied with. (Pamphlet 91).

### LAUNDRY:

Because of the type equipment involved the laundry constitutes a hazardous area which should be segregated and protected with materials of one-hour fire resistance rating.

### FIRE EXTINGUISHERS:

There shall be an adequate number of fire extinguishers in the basement and on each floor of the building, all of which should bear the seal of the Underwriters' Laboratories.

\*Where existing doors are to be protected by metal covering, sheet steel not less than No. 28 U.S. gauge shall be used and such sheet steel must be securely fastened in place with bolts or screws.

## FIRE PROTECTION (cont'd.)

### FIRE EXTINGUISHERS: (cont'd.)

Extinguishers should be conspicuously hung and kept easily accessible and all shall be re-charged and inspected in accord with the Manufacturer's specifications. Each shall be labeled to show the date of such inspection and re-filling.

The following types of extinguishers should be provided:

1. In kitchen areas (because of the danger of grease fires) extinguisher should be of the carbon tetrachloride, foam or carbon dioxide type.
2. In the basement area, extinguisher should be of the foam type if oil is used as a fuel. If coal is used, soda-and-acid extinguishers are recommended.
3. In other areas soda-and-acid extinguishers should be provided.

### INSTRUCTION OF PERSONNEL:

The operator shall be responsible for instruction of all personnel in fire prevention, in use of fire protection equipment and devices, and for development of procedures to be followed in event of emergency. Such instruction should be given all employees prior to their assignment to duty and should be repeated at necessary intervals.

# FIRE ESCAPE SPECIFICATIONS

## Wood Fire Escapes

Wooden fire escapes are permitted, providing the following specifications are met:

Stringers must be of the closed type, 3 inches by 12 inches, and there must not be less than 3 string pieces. Treads must be 2 inches by 10 inches, not less than 48 inches in the clear and properly supported on pieces 2 inches by 4 inches well spliced to stringers.

All platforms must be supported by uprights not less than 4 inches by 4 inches, properly braced.

The fire escape should be directly accessible from the interior and so arranged as to make clear the direction of egress. All exit doors to fire escapes shall be clearly marked.

Fire escape stairways should lead away from the building and not run alongside.

All doors leading to fire escape shall swing outward, shall be equipped with panic bars and should lead to a platform level with the door and the width of the platform shall not be less than 48 inches square.

Runways, stairs and all landings shall not be less than 48 inches in the clear to permit the carrying of helpless patients, and all shall be equipped with a suitable hand rail braced at every third tread and with an intermediate guard rail.

The rise of steps must not exceed 7-1/2 inches. The treads of steps must not be less than 9-1/2 inches exclusive of nosing.

No run of steps shall have more than 17 risers unless an intermediate platform is provided.

No counter-balanced fire escape is acceptable but all shall be permanently fixed in place.

All fire escapes shall have concrete footings extending at least 3 feet below grade.

SPECIAL NOTE: Plans for all fire escapes must be approved by the Department of Institutions and Agencies prior to any actual construction and must show in detail all buildings adjacent to fire escapes.

## FIRE ESCAPE SPECIFICATIONS (cont'd.)

### Steel Fire Escapes

Steel fire escapes shall provide the same characteristics of the wooden fire escapes.

Such escapes shall have no member less than 1/4 inch thick. Where such escapes are fastened to building bolts must run clear through wall and any member passing through wall must be protected against corrosion. All stairs, platforms, landings, balconies to sustain a live load of at least 100 pounds per square foot with a factor of safety of 6, also a concentrated load of 200 pounds at the center of each tread.

### SPECIAL NOTE:

Plans for all fire escapes must be approved by the Department of Institutions and Agencies prior to any actual construction and must show in detail all buildings adjacent to fire escapes.

### Existing Fire Escapes

Existing fire escapes will be acceptable if:

1. The pitch does not exceed 45 degrees
2. The width is not less than 30 inches
3. If access is provided by proper doors
4. Fire escapes are not counter-balanced

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II. GENERAL REGULATIONS

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- b. Complete segregation of maternity home area from family living quarters shall be maintained at all times. Rooms if unoccupied, shall at no time be used for other purposes. Segregation applies to both the physical separation and the functioning of the unit. No members of the operator's family, children or pets shall visit this unit.
- c. At no time shall other than maternity patients be cared for in a maternity home.
- d. At no time shall the number of patients exceed the number for which the license is issued.
- e. No boarders or lodgers shall be accommodated in a maternity home.
- f. Maternity patients known to have or suspected of having complications, obstetrical or otherwise, patients in need of Caesarean section or other operative procedure shall not be admitted to maternity homes.

III. SANITATION

- a. Floors, walls and ceiling of the maternity unit should have impervious washable finish and should be kept clean by frequent washing. No dry mopping or dusting should be done at any time.

- b. Sewage.

Sewage shall be discharged into a municipal sewerage system where such system is available. Sewage shall be disposed of in accordance with the requirements of the local ordinances and the standards of the local health department. Methods of sewage disposal must conform to the policies of the State Department of Health.

c. Garbage Disposal.

Suitable facilities shall be provided for collection and disposal of garbage.

d. Water Supply.

Water supply shall be of safe and sanitary quality suitable for drinking purposes and shall be obtained from a water supply system location, construction and operation to conform with the policies of the State Department of Health.

e. Screens.

The building must be adequately supplied with screens, to be fly free at all times.

f. Incineration Facilities.

Incineration facilities shall be provided for disposal of dressings, obstetrical and other wastes. Other refuse shall be stored and removed from the premises in a manner which does not create a nuisance and is consistent with approved hygienic practice.

g. Adequate vermin and insect control must be maintained at all times.

IV. FOOD AND FOOD SERVICE

a. Preparation.

The equipment shall include such facilities as are needed to prepare hot, well balanced meals in sufficient quantity to serve as many patients as the institution accommodates.

b. Provision shall be made for preparation and serving of special diets as required.

c. Storage, Handling and Serving.

Food and foodstuffs at maternity homes shall be stored, handled and served in compliance with the provisions of Section 24:15 - 1 to 12, New Jersey Revised Statutes and the regulations adopted thereunder and shall be in compliance with sanitary requirements of the local Board of Health pertaining to restaurants.

## V. LAUNDRY

Special linen shall be provided for the maternity unit and shall not be laundered with the household linen. Diapers and soiled nursery linen should be washed separately from other nursery linen. It is recommended that diapers and other nursery linen should be sterilized.

## VI. PATIENT ROOMS

- a. All patient rooms shall be located in areas providing direct natural light and ventilation.
- b. All rooms occupied by patients shall have direct access to corridors and toilet facilities without the necessity of passage through rooms of other patients, kitchen or dining areas, recreation rooms, reception rooms, etc.
- c. A minimum of 72 square feet may be used as a guide in determining the approximate capacity of patient rooms. However, only the spaces unobstructed by doors, windows, radiators, etc., are suitable for placement of beds. There must be a minimum of 3 feet on each side of beds for proper attendance by personnel and for placement of necessary bedside tables and chairs.
- d. Furnishings: Satisfactory bed and mattress with plastic cover or rubber sheet shall be provided each patient; 2 pillows.
- e. Utensils. Bedside table for toilet articles and individual utensils for adequate nursing care.
- f. Linen. Individual towels, washcloths and bath blankets shall be provided each patient. Supply shall be kept separate from household supplies.
- g. Means for signaling attendant should be provided each patient.
- h. Provision for privacy is highly desirable in rooms having more than one bed. Cubicle curtains or screens shall be readily available.
- i. There shall be a separate bathroom within the maternity unit. Under no circumstances should ambulatory maternity patients be allowed to use the family bathroom. Running water, hot and cold, shall be available at all times.
- j. Individual equipment for breast care and perineal care.

## VII. DELIVERY ROOM

- a. In maternity homes licensed for one bed the patient's room may serve as delivery room. The standard preparation and equipment shall be as for home delivery.
- b. In maternity homes licensed for two beds the patient's room may serve as delivery room, provided there is a separate room for each patient. The standard preparation and equipment shall be as for home delivery.
- c. All maternity homes licensed for three or more beds shall provide a separate delivery room.
- d. Delivery room should be separate from patient area and shall include the following:
  1. Hospital bed or delivery table.
  2. Adequate sterile supplies for delivery.
  3. Adequate lighting (including spot light).
  4. Adequate storage for supplies.
  5. Adequate equipment shall be available for emergency use.
  6. Provisions for care of infant:
    - a. Properly heated bassinet (watch for hazards!)
    - b. Equipment for prophylaxis against ophthalmia neonatorum (to be used within one-half hour after delivery).
    - c. Equipment for care of cord.
    - d. Device (standard) for identification of infant before removal from delivery room.
    - e. Equipment for suction of mucus and fluid.
    - f. Oxygen for infant.
  7. If a delivery room is inadvertently contaminated by patient discovered to have infection, it should be immediately and thoroughly cleaned and aired, not used for twenty-four hours, and the equipment re-sterilized. During that period the patients may be delivered in their beds.
  8. Adequate scrub-sinks adjacent to delivery room should be available. Foot, knee or elbow control advisable; timing device should be installed over sink.

## VIII. LABOR ROOM

Provision must be made for all patients to labor in single rooms. There should be one labor room for each 10 maternity beds.

## IX. NURSERIES

- a. Unless adequate rooming-in facilities can be installed, a separate nursery shall be provided.
- b. Bassinets should stand at least 6" away from walls and partitions and at least 2 feet apart from each other so that individual care in the bassinet can be given.
- c. The suspension of bassinets on double tier racks is unsafe and not to be used.
- d. Each nursery should be provided with adequate handwashing facilities.
- e. Individual bassinets shall be provided and they shall be of the type which can be thoroughly cleaned. Crib liners are to be used on all open bassinets.
- f. A table or cabinet should be provided for each crib for storage of infant's linen and equipment.
- g. In each nursery there should be at least one metal sanitary can with a rubber gasket for diapers with the top controlled by foot pedal. Removable paper bags for lining this can should be provided. Linen soiled with stool should be handled in the same manner as are the diapers. Diaper cans should be emptied following each changing period.
- h. In each nursery there should be at least one hamper with removable bag for soiled linen other than diapers. All soiled linen should be collected at least twice a day, preferably oftener.
- i. Surgically clean rectal thermometers shall be provided for each baby, kept in the individual infant's unit.
- j. Oxygen should be kept ready for use within the nursery unit at all times.
- k. A sterile suction tube with saliva trap should be kept available in the nursery at all times.
- l. Tongue depressors, applicators, stethoscopes and other examining instruments should be standard nursery equipment and should be maintained in each nursery and in the suspect nurseries. Non-disposable material should be cleansed before and after each use. No equipment used outside the newborn nursery should be allowed in the nursery.

- m. All common areas in the nursery, except for scales, should be eliminated. Equipment should be individual.
- n. Dry dusting or sweeping should not be done in nurseries and adjoining hallways. Workers shall wash their hands upon entering the nursery and should wear clean masks, caps and clean gowns. Cleaning shall be done while the infants are out of the nursery. Nursery cleaning implements and utensils should not be used elsewhere.

#### X. ISOLATION OF SUSPECT OR ILL PATIENTS

It is mandatory that mothers or babies who become suspects of developing a communicable disease or serious illness should be separated from others. It is, therefore, necessary that one or more rooms be available for such purpose. A definite medical diagnosis by a physician should be established as quickly as possible. In case a diagnosis is established or highly probable of disease the mother and/or baby should immediately be transferred to an appropriate hospital.

Strict isolation technique must be used in caring for mothers and infants who are suspects of having an infection or being a carrier of a communicable disease.

##### a. Isolation of the Newborn

1. Any infant delivered of or in contact with an infected mother shall be isolated from other newborns.
2. Any infant showing signs of frequent watery stools, discharging eyes, respiratory infection or skin lesion shall be isolated and arrangement made for transfer to a hospital as soon as possible.
3. Any infant who had a ritual circumcision shall be isolated from the others.

##### b. Isolation of Maternity Patients

1. If there is evidence or suspicion that a patient has an infection or is a carrier of a communicable disease, she shall be isolated from other patients and arrangements made for transfer to an appropriate hospital.

#### XI. MEDICATIONS

Provision shall be made for the proper storage of all drugs. Such storage provides for well-lighted, locked cabinets and special provision for narcotics which are to be kept under double lock.

## XII. STERILIZING FACILITIES

Shall be available either in the institution or satisfactory arrangements made with local hospital for sterilization of supplies. Sterile supplies when not used shall be resterilized every two weeks.

## XIII. STORAGE AND SUPPLIES

Separate suitable enclosed space should be provided for keeping sterile and unsterile supplies. Adequate facilities for proper cleaning and storage of supplies and area for preparation of medicines should be available.

## XIV. FORMULA PREPARATION

- a. In the event the mother is unable to nurse the baby, the formula shall be prescribed by the physician in writing and orders for any change shall be written.
- b. Preparation Area. A satisfactory preparation area shall be provided. It should have one area for preparing and mixing the formulae and another for cleaning and washing bottles.
- c. Equipment for preparation--kettles, basins, funnels, etc., shall not be used for other purposes and kept completely separate from kitchen utensils.
- d. Provision shall be made for the preparation of bacteriologically safe formulae.
- e. Refrigeration. Adequate and approved refrigeration storage shall be provided for prepared formula, after sterilization and cooling. Temperature then shall be kept at 45°F. In 1-bed maternity homes enclosed case must be used if formula is stored in family refrigerator. A separate refrigeration unit is necessary for 2 or more maternity beds.
- f. Provision shall be made in nursery or formula preparation area for warming bottles and care should be taken to avoid contamination in the process.
- g. Water for drinking shall be handled as formula.
- h. If several formulae are made up for several infants, adequate labeling of individual batches is necessary to avoid mix-up.
- i. If fresh milk is being used for the preparation of the formula, it should be pasteurized. If formulae from an outside source are used in the maternity home, such a source must be approved by the State Health Department.

- j. Bottles, nipples, caps and racks coming from the suspect nursery should be sterilized before coming to the formula setup. (Could be boiled in separate place on a hot plate.)
- k. Bacteriological examinations (check at intervals).

XV. PERSONNEL

- a. Only physicians or midwives licensed to practice in New Jersey shall perform deliveries. Name, address, and telephone number of such person or persons shall be readily available.
- b. Nursing care shall be under the direction of a professional registered nurse. Such additional professional nurses shall be employed as are necessary to provide for professional nurse care during labor and delivery of all cases and in emergencies.
- c. Sufficient qualified personnel shall be available at all times to meet the needs of mothers and babies.
- d. There shall be a regular physician or an alternate on call 24 hours a day for emergencies. Definite arrangements and agreement should be made and written down.

XVI. LABORATORY FACILITIES

There should be laboratory equipment and reagents available for the physician or nurse to test urine for albumin, sugar and acetone.

Provision shall be made for additional laboratory services by arrangement with a community hospital or registered laboratory.

XVII. RECORDS

Records should include:

- Prenatal record (filed before delivery)
- Physical examination
- Delivery record
- Physician's postnatal progress record
- Written and signed orders
- Nurses' notes
- Infant record including a recorded physical examination

SPECIAL NOTE

The above standards must be considered a bare minimum. To achieve a fully acceptable maternity service, maternity homes are urged to conform to the "Standards and Recommendations" promulgated by the Bureau of Maternal and Child Health of the New Jersey Department of Health.

## BUILDING STANDARDS

The Department of Institutions and Agencies is responsible by law for developing minimum standards for institutions licensed under Title 30, Chapter 10 and Chapter 11 as revised and amended.

The following standards adopted for nursing homes and other institutions under supervision will serve as a guide for new applicants and for institutions now licensed or supervised.

These requirements should be studied carefully by the prospective operator and conference held with representatives of the Department prior to purchase or lease of the property proposed for such use.

SPECIAL NOTE: The APPLICATION FORM should be filed in duplicate and approved before the applicant proceeds to comply with building requirements.

### APPLICATIONS FOR BUILDING APPROVALS

To avoid delay and misunderstanding the applicant for license should follow the procedure listed below:

- I. The applicant should consider carefully the location of the proposed institution. Preferably it should not be in a congested area but, on the other hand, should be accessible to centers of population. The availability of public water supply and sewage disposal facilities should be considered.
- II. A preliminary evaluation of the structure should be made by the applicant to ascertain whether the building provides safe accommodation and the special facilities essential to efficient patient care, or could be renovated to meet standards. Special emphasis should be placed upon:

- A. The suitability of the structure for good patient care: (See pages 12 and 13)

In this connection, appraisal will be made of the adequacy of space available for patient housing and recreation, plumbing, facilities for proper nursing service, food preparation and other details essential to efficient operation.

- B. The fire protection measures required for safe housing of patients. (See pages 14 to 20)

- C. The extent of renovations necessary to provide adequate facilities and fire protection.

- D. The estimated patient capacity. (See page 12.)  
Final capacity will be determined by the time of actual licensing.

III. If, in the opinion of the applicant, the building proposed for use is satisfactory (or could be made satisfactory) the following written approvals should be secured and filed with the Department of Institutions and Agencies at the time the duplicate application is submitted:

- A. Zoning Authority: A written statement attesting that the proposed use of the structure is not in conflict with zoning regulations.
- B. Building Inspector: A written statement attesting to the structural safety of the building.
- C. Fire Department:\* A written statement from local fire authorities to the effect that, in their opinion, the building is satisfactory for the proposed occupancy.
- D. Local Health Department: A written statement attesting that the building and its facilities meet local health requirements.

\*The Department of Institutions and Agencies reserves the right to require fire protection measures which may go beyond requirements of municipalities.

- E. State Department of Health: If the institution is not serviced by a public water supply and a public sewage system, written approval of these services 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.
- IV. The applicant should secure a scale plan of the basement and each floor of the building. Best results will be secured when plans are drawn by a registered architect or a licensed professional engineer. Such plans should be secured in duplicate so that a copy may be filed with the Department of Institutions and Agencies. In addition to the plans, photographs showing at least three sides of the building should be submitted.
- V. When the applicant has the material listed above, an appointment should be made in advance with representatives of the Division of Inspection, Department of Institutions and Agencies, State Office Building, Trenton. The Division of Inspection will evaluate all material submitted and plans of the building will be reviewed. In the event that renovations are essential, recommendations will be outlined in writing. Such renovations should be planned and supervised by a registered architect or a licensed professional engineer and shall not deviate from the recommendations outlined by this Department unless written approval is secured.
- VI. An inspection of the property may be made by representatives of the Department after local approvals have been filed.
- VII. Upon completion of renovations the applicant shall give written notification that the work has been completed in accord with specifications of the Department.\*

An inspection of the premises will then be made and if completed work appears satisfactory, the building will be approved.

Approval of the structure does not in itself constitute permission to accept patients.

\*No further structural changes may be made without pre-approval of the Department.

## ADAPTABILITY OF STRUCTURE

The structure shall provide for the proper care and comfort of patients.

### Patient Rooms:

- A. All patients' rooms shall be located in areas providing direct natural light and ventilation.
- B. All rooms occupied by patients shall have direct access to corridors and toilet facilities without the necessity of passage through rooms of other patients, kitchen or dining areas, recreation rooms, reception rooms, etc.
- C. A minimum of 65 square feet may be used as a guide in ~~determining~~ the approximate capacity of patients' rooms. However, only the spaces unobstructed by doors, windows, radiators, etc., are suitable for placement of beds. There must be a minimum of 3 feet on each side of beds for proper attendance by personnel and for placement of necessary bedside tables and chairs.
- D. Any patient in critical condition should be cared for in a single room.

### Recreation Space:

Suitable recreation space should be provided so that patients may have the advantage of recreation outside their sleeping areas.

### Plumbing:

- A. There shall be adequate hand-washing, bathing and toilet facilities on each floor used for patient occupancy. ~~In addition, provision shall be made for such additional plumbing as is necessary to provide good care for patients of each sex.~~ Proper facilities shall be provided for personnel.
- B. Additional utility room equipment including at least one large hopper sink with adequate sewer connection shall be provided.

### Nurse's Station:

Adequate and well-located space shall be allowed for the supervising nurse.

ADAPTABILITY OF STRUCTURE (cont'd.)

Storage Space:

Sufficient enclosed space, adequately lighted, shall be available for proper storage of linens, drugs, supplies and patients' clothing.

Lighting:

Artificial lighting shall be by electricity only.

Heating:

The heating plant shall be adequate to maintain a temperature of 72 degrees Fahrenheit during the coldest weather.

Screens:

The institution shall be equipped with screening for all windows adequate to keep the quarters free of insects at all times.

Kitchen:

The kitchen shall be acceptably located and shall be of sufficient size to sustain proper food service.

Laundry:

The laundry shall be separate from the kitchen and other working areas of the nursing home.

## FIRE PROTECTION

The operator should make every effort to secure the interest and cooperation of the local fire department in planning for protection of the nursing home, in the instruction of employees in use of fire fighting equipment and means of evacuation of the building, in checking fire extinguishers and insuring their proper placement. The advice of local officials often proves of great value.

Buildings of fireproof construction are to be preferred. Buildings of ordinary construction and wood frame buildings may not be occupied by patients above the second floor.\*

In any building proposed for use, the following protective measures must be met:

### EXIT STAIRWAYS:

Two satisfactory and easily available means of egress, remote from each other and preferably at opposite ends of the building, must be provided from each floor occupied by patients and these should lead directly to the exterior of the building. Such stairways and hallways leading to the exterior shall be kept free and clear of obstructions at all times,

All exit doors to such stairways shall be clearly marked.

In any nursing home approved for occupancy by 30 or more patients the two main exits on the first floor shall open outward.

No stairway referred to as a "winder" will be accepted as satisfactory.

In the event that a fire escape is necessary to provide acceptable egress, it shall be constructed in conformity with standards of the Department. (See pages 19 and 20. for such specifications.)

### STAIR ENCLOSURES:

All stairways leading from the first to the second floor shall be properly enclosed to prevent upward spread of smoke, flame and fumes.\*\* Such enclosures may be erected at either the first or second floor but first floor enclosures are usually preferred.

\*Bedridden and helpless patients should preferably be housed in the first floor quarters.

\*\*In fireproof buildings occupied above the second floor upper floors must be similarly protected.

FIRE PROTECTION (cont'd.)

STAIR ENCLOSURES: (cont'd.)

In instances where owners or personnel are housed above the second floor, their quarters shall also be protected by stair enclosures or shut-offs, and a second means of egress shall be provided from such quarters.

Enclosures shall have a 1-hour fire resistance rating. They may be constructed of 3/4 inch gypsum plaster on metal lath on each side of 2 x 4 wood studs, or equivalent, or of wired glass in metal framework. All construction proposed as "equivalent" shall be approved by the Department. In enclosures there shall be no movable transoms or movable interior windows and all transoms and interior windows shall be of wired glass in metal frame.

Doors in enclosures shall be (a) metal doors or (b) metal covered doors,\* or (c) solid wooden doors of the flush type not less than 1-3/4 inches thick. Such doors should be at least 36 inches wide. Any glass in such doors shall be transparent wired glass. All such doors shall be self-closing, shall be tight-fitting, shall open in the direction of egress and shall be equipped with positive latches. Double doors are undesirable since in such installations fire regulations call for one such door to be kept latched in a closed position and compliance with this regulation frequently interferes with normal traffic.

Landings adjacent to all doors in stair enclosures should be at least the width of the door.

DUMBWAITERS AND LAUNDRY CHUTES which are not fireproof shall be enclosed with 3/4 inch gypsum plaster on metal lath on each side of the studs, or equivalent. The top of the opening should be sealed with material having a fire resistance rating of not less than one hour. All doors in such shafts shall be metal, or metal covered\*, or solid wood doors of the flush type not less than 1-3/4 inch nominal thickness and all such doors shall be tight-fitting and equipped with self-closing devices. If the foregoing protective measures are not feasible, dumbwaiter shafts and laundry chutes should be properly sealed at each floor (with material equivalent in fire resistance to the floor construction) and abandoned, or the space converted to other purposes.

\*Where doors are to be protected by metal covering sheet steel not less than #28 U.S. gauge shall be used and such sheet steel must be securely fastened by bolts or screws.

## FIRE PROTECTION (cont'd.)

ELEVATOR SHAFTS shall be fireproof, or shall be protected in accord with regulations listed for stairway enclosures and enclosure for dumbwaiters and laundry chutes.

BASEMENTS: Doors at the head of basement stairways shall be (a) metal doors, or (b) metal covered doors, or (c) solid wood doors of the flush type not less than 1-3/4 inch nominal thickness. Metal coverings for doors shall be of sheet steel, not thinner than No. 28 U.S. gauge, securely attached on the basement side with bolts or screws. Such doors shall be tight-fitting, of the self-closing type and equipped with positive latch.

Basement ceilings shall be protected with metal lath and plaster, or equivalent construction approved by the Department, except in cases where such ceilings are already covered with plaster (on wood lath) in good condition. In all cases hollow partitions shall be effectively fire-stopped with material of at least one hour resistance rating. Side walls and ceilings enclosing basement stairways shall be protected in the same manner as basement ceilings.\*

Paint and other highly inflammable material should preferably be stored outside the building but minimum supplies may be kept in basements if stored in closed metal cabinets or containers.

Basements shall be kept in good order and reasonably clear of excess furniture and equipment, and shall never be used for indiscriminate storage. However, neat stocks in original containers will be permitted in basement storerooms.

All basement electrical wiring shall be in BX cable or equivalent and all outlets shall be of approved type.

All ashes shall be kept in metal containers.

Smoke pipes from heaters to chimneys shall not pass within 18 inches of ceilings even though the ceiling may have been protected with metal lath and plaster. (If it is not possible to remove the smoke pipe 18 inches from such ceiling, other adequate protective measures will be recommended by the Department.)

In all new installation of oil furnaces and equipment, tanks should be located outside the building. In cases where oil burning equipment has already been installed in properties, the vent pipe and fill pipe should be located outside the building.

All unnecessary combustible partitions within basement should be removed.

\*Provisions of this paragraph may be waived by the Department if all heating units, motors and similar hazardous devices are isolated in ventilated rooms of non-combustible construction having a fire resistance rating of not less than one hour, and providing that doors to such rooms have a similar rating.

## FIRE PROTECTION (cont'd.)

### ELECTRICAL WIRING:

There shall be no temporary wiring in the institution excepting approved appliances equipped with heavy duty cord in good condition.

The operator shall, on or before January 1st of each year, submit a written statement by a qualified electrician that the electrical circuits and wiring are satisfactory. His report should include the date of the inspection and should give assurance that circuits are not overloaded, that all wiring and permanent fixtures are in good condition and that all portable electrical appliances, including lamps, are equipped with heavy duty cord in good condition.

The operator is responsible for the maintenance of satisfactory standards in the above respects at all times.

### KITCHENS:

Since kitchens constitute hazardous areas, they shall be isolated insofar as possible, from other quarters. Doors leading to adjacent areas shall swing in one direction only, shall be self-closing, tight-fitting, and equipped with positive latch.

Such doors shall be (a) metal doors or (b) metal covered doors\*, or (c) solid wood doors of the flush type not less than 1-3/4 inches thick.

Kitchen exhaust fans and metal ducts shall be kept free of grease and dirt at all times, and metal ducts from such fans shall extend at least 2 feet beyond the building. Areas around kitchen ranges shall be kept free of grease at all times.

In the event that metal hoods and exhaust ducts are installed directly over kitchen ranges, construction standards of the National Board of Fire Underwriters shall be complied with. (Pamphlet 91).

### LAUNDRY:

Because of the type equipment involved the laundry constitutes a hazardous area which should be segregated and protected with materials of one-hour fire resistance rating.

### FIRE EXTINGUISHERS:

There shall be an adequate number of fire extinguishers in the basement and on each floor of the building, all of which should bear the seal of the Underwriters' Laboratories.

\*Where existing doors are to be protected by metal covering, sheet steel not less than No. 28 U.S. gauge shall be used and such sheet steel must be securely fastened in place with bolts or screws.

## FIRE PROTECTION (cont'd.)

### FIRE EXTINGUISHERS: (cont'd.)

Extinguishers should be conspicuously hung and kept easily accessible and all shall be re-charged and inspected in accord with the Manufacturer's specifications. Each shall be labeled to show the date of such inspection and re-filling.

The following types of extinguishers should be provided:

1. In kitchen areas (because of the danger of grease fires) extinguisher should be of the carbon tetrachloride, foam or carbon dioxide type.
2. In the basement area, extinguisher should be of the foam type if oil is used as a fuel. If coal is used, soda-and-acid extinguishers are recommended.
3. In other areas soda-and-acid extinguishers should be provided.

### INSTRUCTION OF PERSONNEL:

The operator shall be responsible for instruction of all personnel in fire prevention, in use of fire protection equipment and devices, and for development of procedures to be followed in event of emergency. Such instruction should be given all employees prior to their assignment to duty and should be repeated at necessary intervals.

## FIRE ESCAPE SPECIFICATIONS

### Wood Fire Escapes

Wooden fire escapes are permitted, providing the following specifications are met:

Stringers must be of the closed type, 3 inches by 12 inches, and there must not be less than 3 string pieces. Treads must be 2 inches by 10 inches, not less than 48 inches in the clear and properly supported on pieces 2 inches by 4 inches well spliced to stringers.

All platforms must be supported by uprights not less than 4 inches by 4 inches, properly braced.

The fire escape should be directly accessible from the interior and so arranged as to make clear the direction of egress. All exit doors to fire escapes shall be clearly marked.

Fire escape stairways should lead away from the building and not run alongside.

All doors leading to fire escape shall swing outward, shall be equipped with panic bars and should lead to a platform level with the door and the width of the platform shall not be less than 48 inches square.

Runways, stairs and all landings shall not be less than 48 inches in the clear to permit the carrying of helpless patients, and all shall be equipped with a suitable hand rail braced at every third tread and with an intermediate guard rail.

The rise of steps must not exceed 7-1/2 inches. The treads of steps must not be less than 9-1/2 inches exclusive of nosing.

No run of steps shall have more than 17 risers unless an intermediate platform is provided.

No counter-balanced fire escape is acceptable but all shall be permanently fixed in place.

All fire escapes shall have concrete footings extending at least 3 feet below grade.

SPECIAL NOTE: Plans for all fire escapes must be approved by the Department of Institutions and Agencies prior to any actual construction and must show in detail all buildings adjacent to fire escapes.

## FIRE ESCAPE SPECIFICATIONS (cont'd.)

### Steel Fire Escapes

Steel fire escapes shall provide the same characteristics of the wooden fire escapes.

Such escapes shall have no member less than 1/4 inch thick. Where such escapes are fastened to building bolts must run clear through wall and any member passing through wall must be protected against corrosion. All stairs, platforms, landings, balconies to sustain a live load of at least 100 pounds per square foot with a factor of safety of 6, also a concentrated load of 200 pounds at the center of each tread.

#### SPECIAL NOTE:

Plans for all fire escapes must be approved by the Department of Institutions and Agencies prior to any actual construction and must show in detail all buildings adjacent to fire escapes.

### Existing Fire Escapes

Existing fire escapes will be acceptable if:

1. The pitch does not exceed 45 degrees
2. The width is not less than 30 inches
3. If access is provided by proper doors
4. Fire escapes are not counter-balanced