

**ADULT RESIDENTIAL CARE FACILITY
PRE-LICENSING SELF-CERTIFICATION**

Facility Name: _____ Facility Number: _____
Facility Address: _____
Analyst: _____

Please complete this checklist after the fire clearance has been granted.
The Pre-Licensing visit can only be scheduled after the fire clearance is completed and
all items on this form are certified to be complete.
This form is to be returned back to the Analyst assigned to the application.

The applicant's signature at the end of this form indicates each item has been reviewed and the facility is in compliance with applicable licensing regulations. Please check each box to assure completion of each item.

MEDICATIONS

☐ There is a locked centralized storage area for client medications. (80075)

PHYSICAL PLANT

- ☐ Facility is clean, sanitary, and in good repair. (80087)
- ☐ Protective devices are in place to include nonslip material on rugs. (80087)
- ☐ Indoor and outdoor passageways, stairways, inclines, ramps, open porches, and other areas of potential hazard are free of obstructions. (80087)
- ☐ Pools and bodies of water have fencing at least five (5) feet high with self-closing, self-latching gates, or locked covers that can support the weight of an adult. (80087)
- ☐ There is a locked storage area for firearms, poisons, and dangerous weapons. There is a separate locked storage area for ammunition. (80087)
- ☐ All window screens are clean and in good repair. (80088)
- ☐ Facility temperature is between 68 degrees and 85 degrees. (80088)
- ☐ Fireplaces and open-faced heaters are inaccessible to clients. (80088)
- ☐ Stairways, inclines, ramps, open porches, and areas of potential hazard are well-lit and equipped with sturdy hand railings. (85087)
- ☐ For facilities of 16 or more capacity, there is a private office for the administrator, a reception area, and bathroom for visitors. (85087)
- ☐ For facilities of 16 or more capacity and facilities having separate floors or buildings without

**ADULT RESIDENTIAL CARE FACILITY
PRE-LICENSING SELF-CERTIFICATION**

full time staff, there are signal systems in place. (85088)

[] Fire alarms and smoke alarms operate properly. HSC 1548

[] Carbon monoxide detectors operate properly. HSC 1503.2

BEDROOMS

[] Rooms not to be used as client bedrooms include but are not limited to halls, stairways, unfinished attics or basements, garages, storage areas, and sheds, or similar detached buildings. (85087)

[] Client bedrooms are large enough to allow for easy passage and to accommodate furniture and assistive devices such as wheelchairs, walkers, or oxygen equipment. (85087)

[] No client bedroom is a passageway to another room, bath or toilet. (85087)

[] There is a bed for each client with a mattress, mattress pad, bedsprings, and pillow(s) which are clean and in good repair. Mattresses and pillows are flame-retardant. (85088)

[] There is dresser and closet space for each client that includes at least two (2) drawers or eight (8) cubic feet of dresser space per client. (85088)

[] There is a chair and lamp for each client and at least one (1) nightstand per two (2) clients. (85088)

[] If applicable, resident bedrooms with security bars on windows/doors have at least one (1) window/door in the bedroom with an approved safety release to allow emergency evacuation. HSC 1569.6991

BATHROOMS

[] There is at least one (1) toilet and washbasin per six (6) clients, family, and personnel (85088).

[] There is at least one (1) shower or bathtub per ten (10) clients, family, and personnel. (85088)

[] Hot water temperature is between 105-120 degrees Fahrenheit. (85088)

[] Bathroom(s) located near client bedrooms. (85088)

[] There are nightlights in the hallways outside non-private bathrooms. (85088)

**ADULT RESIDENTIAL CARE FACILITY
PRE-LICENSING SELF-CERTIFICATION**

SUPPLIES

- ☐ There are client personal hygiene supplies to include feminine napkins, soap, toothpaste, toilet paper, and comb. (85088)
- ☐ There is a sufficient supply of clean linens to permit weekly changing or more of client top sheets, bottom sheets, bedspreads, blankets, pillowcases, mattress covers, bath towels, hand towels, and washcloths. (85088)

FOOD SERVICE

- ☐ Dining room is near kitchen. (85076)
- ☐ Refrigerator(s) and freezer(s) are clean and large enough for the storage of at least two (2) days of perishable foods. (85076)
- ☐ Freezer is 0 degrees Fahrenheit. (85076)
- ☐ Refrigerator is a maximum of 45 degrees Fahrenheit. (85076)
- ☐ A seven (7) day supply of non-perishable food is present. (85076)
- ☐ There are sufficient amounts of tableware, tables, dishes, and utensils. (80076)
- ☐ There are sufficient amounts of equipment for the storage, preparation, and service of food. (80076)
- ☐ All equipment, dishes, and utensils are clean and well maintained. (80076)
- ☐ All kitchen, food storage, and preparation areas are clean. (80076)

RECORDS

- ☐ There is confidential storage of personnel records at the facility. (80066)
- ☐ There is confidential storage of client records at the facility. (80070)

ADMINISTRATION

- ☐ The emergency exiting plan and emergency phone numbers are posted. (80023)
- ☐ Client Personal Rights are posted. Posting both sides of the Personal Rights form LIC 613 meets this requirement. (80072)

**ADULT RESIDENTIAL CARE FACILITY
PRE-LICENSING SELF-CERTIFICATION**

- ☐ Facility Visiting Policy is posted. (80072)
- ☐ Licensing Complaint Poster is posted. (80072) 844-LET US NO Poster
- ☐ There is space available for resident council meetings and resident council postings (85080)

ACTIVITIES

- ☐ For facilities of seven (7) or more capacity, an activities calendar is posted. (85079)
- ☐ There is an outdoor activity space with a shaded area and furnished for outdoor use. (85087.2)
- ☐ There is at least one common room available to clients for visitors. (85087.3)
- ☐ There are activity supplies to include newspapers, magazines, and a variety of reading material. (85088)

MISCELLANEOUS

- ☐ There are first-aid supplies to include sterile first-aid dressings, bandages, adhesive tapes, scissors, tweezers, thermometer, antiseptic solution, and a current first-aid manual. (80075)
- ☐ There is space and equipment for laundry. There is a space for clean linen storage and a separate space for soiled linen. (85087)
- ☐ For facilities of 16 or more capacity, there is a designated laundry space. (85087)
- ☐ There is an operating telephone available to clients. (80073)
- ☐ Emergency lighting and supplies to include flashlights with batteries (85088)
- ☐ Vehicles used to transport clients are in safe operating condition. (80074)

**ADULT RESIDENTIAL CARE FACILITY
PRE-LICENSING SELF-CERTIFICATION**

I certify that all items checked off are complete and my facility is in compliance with all applicable licensing regulations. I understand if my physical plant is not approved at the time of my pre-licensing inspection, the approval of my license will be delayed.

Applicant's signature

Date