

**Advisory
Guide
Series**

A3

**FOR
HOSPITAL AND SNF
FACILITIES
[OSHPD 1 AND 2]
BUILDINGS**

**DIETETIC DESIGN AND
REVIEW CHECKLIST**

Office of Statewide Hospital Planning and Development

**Department of Health Care Access and Information
Office of Statewide Hospital Planning and Development**

Headquarters and Northern California
(916) 440-8300

Southern California
(213) 897-0166

<https://hcai.ca.gov>

INTRODUCTION

The California Department of Public Health (CDPH) is tasked with reviewing Functional Programs for projects that require them. This is an optional courtesy they provide in working with the Department of Health Care Access and Information's (HCAI) Office of Statewide Hospital Planning and Development (OSHPD) during plan review. The intent of this Design Guide is to identify any potential building code and licensing issues during plan review and prior to plan approval to the extent practicable.

Functional Programs for large projects that contain dietary services have been submitted for review with mixed results. It can be difficult identifying the scope of work that is specific to dietary service as it is often spread throughout the plan review documents.

To make this a beneficial process for the design team, OSHPD, in consultation with CDPH, has prepared this Design Guide and Checklist that focuses on the review of only what is specific to dietary services.

Specifically, Title 24 California Building Standards Code are applied, and Title 22 California Code of Regulations requirements are partially incorporated for reference only in the checklists. Title 22 addresses the operational regulations that include, but are not limited to, equipment and space requirements. Using the checklists provided will be beneficial in the creation of a Functional Program and a design for dietetic services that will meet both Title 24 and Title 22 requirements.

Department of Health Care Access and Information (HCAI)
Office of Statewide Hospital Planning and Development (OSHPD)

(This page is intentionally blank.)

TABLE OF CONTENTS

INTRODUCTION.....	i
TABLE OF CONTENTS.....	iii
SECTION 1 Codes and Laws Governing Dietetic Services in Hospitals.....	1
SECTION 2 Acronyms and Definitions	3
SECTION 3 OSHPD Submittal Instructions	5
APPENDIX A – [OSHPD 1] Dietetic Summary Checklist (DSC) GACH DIETETIC CHECKLIST	A-1
APPENDIX B – [OSHPD 2] Dietetic Summary Checklist (DSC) SNF DIETARY CHECKLIST	B-1
APPENDIX C – NICU Formula Prep Room Checklist.....	C-1
REVISION HISTORY	RH-1

(This page is intentionally blank.)

SECTION 1

CODES AND LAWS GOVERNING DIETETIC SERVICES IN HOSPITALS

This *Advisory Guide* is the result of a joint effort between OSHPD and CDPH. Although not included in this Design Guide, CCR Title 22 dietetic regulations are referenced in CCR Title 24, the California Building Code, and are required to be complied with prior to licensure by CDPH.

The dietetic regulations enforced by the California Department of Public Health include, but are not necessarily limited to, the following Sections for OSHPD 1 facilities: Title 22 beginning with §70271 through §70279 and §70483. For OSHPD 2 facilities refer to Title 22 beginning at §72333 through §72349. It is the designer's responsibility to know and follow these regulations. They may be found at: <https://govt.westlaw.com/calregs/Index?>

In accordance with CBC § 1224.20.1, which states, *"Food service facilities and equipment shall conform to these standards, the National Sanitation Foundation and the requirements of the local public health agency,"* OSHPD will not issue a building permit for a food facility until after it has received evidence of plan approval by the local health agency. For more information regarding OSHPD's jurisdiction see [CAN 2.0 OSHPD Jurisdiction](#).

This Design Guide is to be used for reference only. Whereas it presents code information regarding key elements of dietetic service environments, this guide shall not be considered a complete representation of all requirements because local Health Departments may have more restrictive standards. Compliance with applicable laws, regulations and codes are the responsibility of the design professional in charge, in accordance with California Administrative Code section 7-115. Dietetic services in hospitals have multi-jurisdictional requirements that the designer must be aware of, including but not limited to, OSHPD, CDPH, and the local Health Department.

Access is provided to the codes promulgated by OSHPD through the California Building Standards Commission website (<https://www.dgs.ca.gov/en/BSC/Codes>) with active links to each publisher's website for read-only public access versions of the codes.

Part 1, California Administrative Code

Part 2, California Building Code, Volumes 1 and 2

Part 3, California Electrical Code (Note: Accessed through the National Fire Protection Association (NFPA), however, requires the creation of a user account to view the [Free Access - NFPA 70: 2022 California Electrical Code - NFPA 70 \(2020 NEC®\)](#))

Part 4, California Mechanical Code

Part 5, California Plumbing Code

Part 6, California Energy Code

Part 9, California Fire Code

Part 10, California Existing Building Code

(This page is intentionally blank.)

SECTION 2 ACRONYMS AND DEFINITIONS

Acronyms and Definitions assist the user in recognizing and identifying various acronyms and terms generally used in the Design Guide. Please refer to the Master Glossary of Acronyms and Definitions on the HCAI website at <https://hcai.ca.gov/document/master-glossary-of-acronyms-and-definitions/> for a list that includes terms used in this Design Guide, as well as in other OSHPD published documents.

Other definitions may also be found in the Title 24, California Code of Regulations, California Building Standards Code.

(This page is intentionally blank.)

SECTION 3

OSHDP SUBMITTAL INSTRUCTIONS

All kitchen and dietary projects require a completed Dietetic Summary Checklist (DSC) whether a Functional Program is required or not. Each DSC requires the following:

1. Detailed description of project. Overall description of the dietetic services project, including the purpose and intent of the project and number of licensed beds. For renovation projects include a brief description of the scope of the project, including any required relocation, project phasing or limitations of dietetic services as well as an estimated timeframe for project completion.
2. Overall plan of floor(s) where dietary services are provided. Include nursing unit nourishment rooms and all retail food service space if part of scope of project.
3. Enlarged plan of kitchen showing all required dimensions and equipment labelled.
4. Plan of kitchen showing flow diagrams. Provide enlarged plan if needed for clarity. Include paths of travel for:
 - a. Food deliveries into dietetic service space.
 - b. Trash removal from the dietetic service space.
 - c. Patient meal delivery carts from kitchen to patients/floors/dining rooms, etc.
 - d. Return of soiled meal trays to the dietetic service space.
 - e. Retail food paths for food deliveries, clean and soiled wares and trash disposal.
 - f. Identify and describe other departments/activities that may be utilizing the same paths of travel.
5. Functional Program (if required). Please see [Advisory Guide A16 - Functional Program](#). Provide a description of the following elements:
 - a. Type of patient/resident food service (i.e., traditional tray line, room service, cook-serve, cook-chill, outside resourced food service, etc.).
 - b. Menus and food preparation requirements (i.e., will meals be produced from scratch ingredients or convenience foods and frozen items).
 - c. Anticipated volume of retail (café) and catering food production activities and hours of operation.
 - d. Any plans for other retail space such as coffee, snack kiosks, etc.
 - e. Ware washing: indicate how the submitted plan accommodates adequate air-drying space and equipment for all cleaned/sanitized wares.
 - f. Storage of service ware once dried (i.e., plates, cups, bowls, glasses, etc.).
 - g. Storage of bulky items: describe storage of larger items such as insulated bottom and domes for tray service and patient meal trays.

- h. Cart Storage: indicate the number of food carts required and the location within the dietetic service space they will be stored when not in use.
 - i. Offices: describe how the Director of Food Service will monitor food production from the office.
 - j. Describe the assessment to determine the adequacy of refrigerator/freezer and dry storage space.
 - k. Location of disaster food and water supplies. Include a description of the water conservation plan (if applicable).
- 6. Infant and Pediatric Formula Preparation Room (if applicable).
 - a. Enlarged floor plan of formula preparation area(s) with equipment labeled.
 - b. Indicate the standard of practice used in the design of this space (i.e., Infant and Pediatric Feedings, 3rd ed. Guidelines for Preparation of Human Milk and Formula in Health Care Settings, or other standard of practice).
 - c. Provide the number of pediatric, nursery or NICU beds served by the infant formula preparation space.
 - d. Describe type of formula preparation practices and volume of the operations of this space.
 - e. Describe the aseptic flow within the space.
 - f. Provide the discipline responsible for infant formula preparation (i.e., nursing or dietary staff).
- 7. Information specific to renovation projects:
 - a. Describe in detail how the proposed project will impact existing foodservice operations. Include proposed construction hours.
 - b. Should the proposed project require relocation of foodservice operations, describe in detail the alternate plan for all dietetic services.
- 8. Non-HCAI Approvals:
 - a. If structures are being demolished, such as walls or ceilings, is there a potential for asbestos exposure? Is there a need for a permit via Cal-OSHA and a Hazardous Materials Environmental Service Specialist (HMESS) who works with CAL OSHA to obtain permits etc.?
 - b. Verify permit application to County Environmental Health Services or department responsible for retail food permits.

APPENDIX A

[OSH PD 1] Dietetic Summary Checklist (DSC) GACH DIETETIC CHECKLIST

Texts in blue are requirements from other jurisdictions, such as CDPH and/or local health departments, and are not part of Title 24. The information is provided herein for reference only.

Facility Name:	
HCAI Project Number:	
Facility Number:	
Date:	
Number of Beds:	
☐	1. Provide simplified overall plan identifying all department boundaries and location of project on the floor or within the facility.
☐	2. Provide enlarged floor plan (see sample attached) identifying all dietary components below, equipment and clearance dimensions.
☐	3. Provide enlarged floor plan (see sample attached) identifying all dietary flow patterns for transporting product to patient areas served.
☐	4. Submit Appendix A as separate file.
1224.20 Dietetic Service Space	
1224.20.1 General	
	Food and nutrition facilities shall be provided to support food services provided for staff, visitors, and patients. Adequate space for the preparation and serving of food shall be provided. Equipment shall be placed so as to provide aisles of sufficient width to permit easy movement of personnel, mobile equipment, and supplies. Food service facilities and equipment shall conform to these standards, the standards of the National Sanitation Foundation and the requirements of the local public health agency.
1224.20.2 Functional elements.	
	On-site conventional food service preparation shall be provided as follows in the size and number appropriate for the type of food service selected:

1224.20.2.1 Location - check all that apply:	
☐	1. Patient food preparation areas shall be directly accessible to the entry for food supply deliveries and for the removal of kitchen wastes, interior transportation, storage, etc., without traversing patient or public circulation.
☐	2. Food preparation, service and storage shall be inaccessible to non-dietetic service staff.
1224.20.2.2 Receiving/control stations	
☐	1. Provide an area for the receiving and control of incoming dietary supplies.
☐	2. Space shall be provided for the delivery and transport equipment used, such as receiving carts/ jacks, transport carts, and returnables.
☐	3. The exterior door into the receiving area shall have a minimum clear width of 4 feet (1.22 m) and a minimum clear height of 7 feet (2.14 m).
☐	4. Does the path of travel mitigate risks of cross contamination? Yes No
☐	5. Who will move supplies from receiving station to storage (i.e., vendor or staff)? _____
1224.20.2.3 Storage	
1. Food Storage	
☐	a) Provided Food storage space shall be readily accessible to the receiving area and shall be located to exclude traffic through the food preparation area to reach them.
☐	b) Storage spaces for bulk, refrigerated, and frozen foods shall be provided.
☐	c) At least one week's (7 days) supply of staple foods and at least two (2) days' supply of frozen, and two (2) days' supply of perishable foods shall be maintained on the premises.
☐	d) Food storage components shall be grouped for convenient access from receiving and to the food preparation areas.
☐	e) All food shall be stored clear of the floor.
☐	f) Lowest shelf shall be not less than 12 inches (305 mm) above the floor or shall be closed in and sealed tight for ease of cleaning.

☐	g) As a minimum, dietary storage space shall be provided in accordance with the following schedule:	
☐	Licensed Bed Capacity	Storage Space
☐	1 to 99 beds	2 square feet (0.19 m ²) per bed
☐	100 to 199 beds	200 square feet (18.58 m ²) plus 1 square foot (0.0929 m ²) per bed in excess of 100 beds
☐	200 beds and over	300 square feet (27.99 m ²), plus 1/2 square foot (0.0465 m ²) per bed in excess of 200 beds
☐	h) Space to allow refrigeration for the storage of frozen and chilled foods shall be provided at a minimum of 2 cubic feet (0.057 m ³) of usable space per bed.	
☐	i) Will there be separate refrigerators for meat, dairy, produce?	
☐	j) Will menu consist of scratch vs convenience items (convenience menu may require more space due to packaging)?	
☐	k) Type of refrigerators/freezers (i.e., walk-in or free standing). ____	
☐	l) Foods storage spaces shall meet the needs of the operation (i.e., patient, café and catering operations).	
☐	m) Types of shelving in dry storage area (traditional wire or modular space saving).	
☐	n) Absence of grey water piping in dry storage.	
☐	o) Adequate air circulation in all food storage areas.	
2. Additional Storage		
☐	a) Additional storage space for dietetic service supplies, such as paper products, equipment, tray delivery carts, etc., shall be provided.	

3. Storage areas	
☐	a) Storage areas and sanitizing facilities for cans, carts and mobile-tray conveyors shall be provided.
4. Waste Storage	
☐	a) Waste storage and recycling facilities (per local requirements) shall be located in a separate room immediately accessible to the outside for direct pickup or disposal.
1224.20.2.4 Cleaning Supplies Storage	
☐	1. Provide a separate storage room for the storage of nonfood items such as cleaning supplies that might contaminate edibles.
1224.20.2.5 Food Preparation Workspace	
☐	1. Provide workspaces for food preparation, cooking, and baking. These areas shall be as close as possible to the user (i.e., tray assembly and dining).
☐	2. Provide additional spaces for thawing and portioning.
☐	3. Equipment in the type and amount necessary shall be provided. Equipment shall be located to ensure safe/sanitary food production. Evaluate the arrangement and types of planned equipment in food production areas (# of burners on stove, number of wells in steam table, grill, griddle, microwave, merry chef, number and types of ovens, steamer, deep fat fryer, steam jacketed kettles, blast chiller, beverage stations, mixers, air curtain refrigerators, holding cabinets, portable ingredient bins etc.). All equipment should be called out on a spec sheet during plan review. Equipment per ANSI specifications.
☐	4. Location and adequacy for food production sinks. Do separate food production areas have its' own sink (i.e., cold, hot, bakery, thawing - Title 24). Presence of splash guards as necessary.
☐	5. Locations of ice machines (i.e., kitchen, café and/or pantry areas).
☐	6. Location of floor sinks, air gaps.
☐	7. Location of large trash cans.
☐	8. Food production counters have a lower shelf for storage of in-use chemicals (i.e., green and red buckets).

1224.20.2.6 Assembly and Distribution	
☐	1. The patient tray assembly area shall be immediately accessible to the food preparation and distribution areas.
☐	2. Tray line set up (a single conveyor tray line or one with two or more pods for efficiency). Food Service Director should be able to speak to the tray line operation. Did the FSD have input into the design?
☐	3. Path of travel from kitchen to patient units. Cart traffic shall be designed to eliminate any danger of cross-circulation between outgoing and incoming soiled trays. Cart circulation shall not be through food production areas.
☐	4. Use of non-public elevators for meal delivery.
☐	5. Location of meal tray storage for patients/residents eating outside of routine meal delivery times.
☐	6. Location of clean/soiled meal cart storage in patient/resident units.
1224.20.2.7 Food Service Carts	
☐	1. A cart distribution system shall be provided with spaces for storage, loading, distribution, receiving, and sanitizing of the food service carts.
☐	2. The cart traffic shall be designed to eliminate any danger of cross-circulation between outgoing food carts and incoming soiled carts, and the cleaning and sanitizing process.
☐	3. Cart circulation shall not be through food preparation areas.
☐	4. Evaluation of number and storage of meal delivery and utility carts when not in use (room service requires more patient meal carts).
1224.20.2.8 Dining Area	
☐	1. Provide dining space(s) for patients, staff, and visitors. These spaces shall be separate from the food preparation and distribution areas.
☐	2. Café seating capacity: _
☐	3. Serving Hours: _
☐	4. Style of service (i.e., buffet, cooked to order, prepackaged items).
☐	5. Equipment type and location including portable items such as counter location for beverage station, utensils, condiment holders, etc.

☐	6. Number of serving lines (i.e., grill, hot food, deli station, salad bar, etc.).
☐	7. Location of handwashing sinks (behind line and cashiers).
☐	8. Use of disposable or reusable trays, plates, etc.
☐	9. Cashier locations.
☐	10. Locations of café refuse disposal.
☐	11. Drop off location/equipment for soiled, reusable items.
☐	12. Plan for afterhours meal service for staff (i.e., off-hours café or vending services).
1224.20.2.8.1 Employee Dining	
☐	1. Where separate employee dining space is provided, a minimum of 15 square feet (1.4 m ²) of floor area per person served, including serving area, shall be maintained.
1224.20.2.9 Vending Services	
☐	1. If vending devices are used for unscheduled meals, provide a separate room that can be accessed without having to enter the main dining area.
1224.20.2.10 Ware-washing Facilities	
☐	1. Ware-washing space shall be provided in a room separate from food preparation and serving areas. It shall be designed to prevent contamination of clean wares with soiled wares through cross-traffic. Ware-washing flow within the dish room.
☐	2. The clean wares shall be transferred for storage or use in the dining room area without having to pass through food preparation areas.
☐	a) Commercial-type ware-washing equipment shall be provided.
☐	b) Space shall be provided for receiving, scraping, sorting and stacking soiled tableware separate from food preparation areas. How will soiled wares be sorted, scraped, stored prior to washing?
☐	c) Handwashing stations shall be provided in the ware-washing space.
☐	3. Dishwashing area shall be well ventilated to avoid moisture build up. If the room is completely closed off with doors it needs to be relatively large to mitigate increased humidity.

☐	4. ANSI approved ware-washing equipment?
☐	5. Adequate air-drying space for mechanical and manual ware washing (i.e., plates, domes, bases, silverware, patient trays, cooking utensils, etc.). Low temp dishwashers may require additional drying space as most items are wet after sanitation. Porcelain run through a high temp dishwasher may require less drying time.
☐	6. How and where will dried items be stored (i.e., plates in a plate warmer, cups on trays, in bins, or in dish racks placed on a dolly)?
☐	7. Location of waste storage room conveniently located to food production and ware-washing area. Area shall have direct access to the hospitals' waste collection area.
☐	8. Path of travel for refuse removal.
☐	9. Location of cart washing area.
1224.20.2.11 Pot Washing Facilities	
☐	1. Pot washing shall include multi-compartmented sinks. What is the depth of the sink? Is it deep enough for immersion of items?
1224.20.2.12 Waste Storage Room	
☐	1. A food waste storage room shall be readily accessible to the food preparation and ware washing areas but not within the food preparation area. It shall have direct access to the hospital's waste collection and disposal facilities.
1224.20.2.13 Handwashing Stations	
☐	2. Handwashing stations shall be provided within 20 feet (6096 mm) of each food preparation or serving area.
☐	3. Presence of hands-free faucets.
1224.20.2.14 Office and Administrative Space	
☐	1. An office shall be provided for the dietitian or dietetic service supervisor. Dietetic service administrative staff shall have offices or other suitable space necessary to conduct business related to the dietetic service.
	2. Such office and administrative space shall:
☐	a) Provide privacy and accommodate the preparation and maintenance of menus, reports and records.

☐	b) Be located to provide an unobstructed view of the food preparation area.
	Note: This location requirement applies to all new dietetic service space.
☐	3. RDN Charting Area.
1224.20.2.15 Toilet Room(s) and Locker Spaces	
☐	1. Toilet rooms shall be provided for the exclusive use of the dietary staff.
☐	2. They shall not open directly into the food preparation areas but shall be readily accessible to them.
☐	3. An enclosed, separate locker area shall be provided for dietetic service employee's clothing and personal belongings.
☐	4. Anticipated number of FTEs for dietary staff: _____per shift.
1224.20.2.16 Housekeeping Room	
☐	1. A housekeeping room, meeting the requirements of Section 1224.4.15, shall be provided within the dietary department for the exclusive use of the dietary department.
Nourishment Stations	
☐	1. Mechanism for resident/patient food storage (i.e., nourishment units/patient refrigerators).
☐	2. Location of Unit ice machine.
Disaster Food Storage	
☐	1. *Disaster food and water storage location (does not have to be within licensed hospital but does need to be on hospital campus).
☐	2. *Storage adequacy for all disaster supplies (i.e., food, water, paper goods).
Infant Formula Preparation (as applicable)	
☐	1. Location of infant formula preparation (kitchen NICU or formula preparation room).
☐	2. If prepared on site, direct access from formula preparation room to infant care room is prohibited.
☐	3. Formula preparation room shall be adjacent to the NICU.

Formula Preparation Room	
☐	1. Presence of a hands-free handwashing station.
☐	2. Presence of a separate cleaning area for washing/sanitizing including facilities for bottle washing and work counter.
☐	3. Separate room for formula preparation containing a refrigerator, work space, sterilizer, storage areas.
☐	4. Review accessibility to refrigerator and warming facilities at all times.
☐	5. Presence of designated preparation area for commercial infant formula use with work counter, handwashing and storage areas.
1224.20.3 Outside Service	
☐	1. On approval of the Licensing Agency, when food is provided by an outside food service, all applicable licensing and certification requirements shall be met.
☐	2. The facility shall maintain adequate space, equipment and food supplies to accommodate required functional elements listed in Section 1224.20.2, as required to provide patient food service in the event that outside food service is interrupted. A temporary mobile kitchen approved by the licensing agency can be used to meet the requirements of Section 1224.20.2 during construction.
1224.29.2 Newborn Intensive Care Units (NICU)	
When applicable submit <i>NICU Formula Prep Room Checklist</i> as a separate file. See checklist herein below.	

Space Calculation Examples

Walk-In Refrigerator: Dimensions 8 feet wide x 9 feet deep x 9.66 feet high with 2-foot interior shelves.

$$9' \text{ (depth)} \times 8' \text{ (width)} \times 9.66' \text{ (height)} = 695.52 \text{ cubic feet (total interior space)}$$

Walk-in Space: This is the available floor space after taking into account the shelving units.

$$4' \times 7' = 28 \text{ (square feet)} \times 9.66 \text{ (height)} = 270.48$$

$$\text{Total space: } 695.52 - 270.48 = 425.04 \text{ cubic feet}$$

Usable Shelf Space: $9 + 9 + 4 = 22 \times 2 \text{ (shelves)} = 44 \times 9.66 \text{ (height)} = 425.04 - 6''$ (at bottom for cleaning and 18" at top for air circulation)

$$44 \times 7.66 \text{ (} 9.66 - 2 \text{)} = 337.04 \text{ cubic feet}$$

+ 6 "@" each shelf for air circulation

$$3 \text{ (shelves)} \times .5 \text{ (1/2 foot i.e., 6 inches air circulation)} \times 2 \times 22 = 66$$
$$337.04 - 66 = 271.04$$

$$695.52 \text{ cu ft total interior} - 270.48 \text{ (cu ft walk in space)} = 425.04 - 154 \text{ (less shelf space)} = 271.04 \text{ cu ft}$$

$$271.04 \text{ cubic feet divided by 2 cubic feet per patient (regulatory requirement)} = \text{space for 135.52 patients}$$

Reach-In Refrigerator: Dimensions 3 feet wide x 5 feet high x 2.5 feet deep.

$$3 \times 5 \times 2.5 = 37.5 \text{ cubic feet} - 25\% \text{ (air circulation)} = 37.5 - 9.375 = 28.125 \text{ cubic feet (usable)}$$

250 feeding census would require 7,031 cubic feet

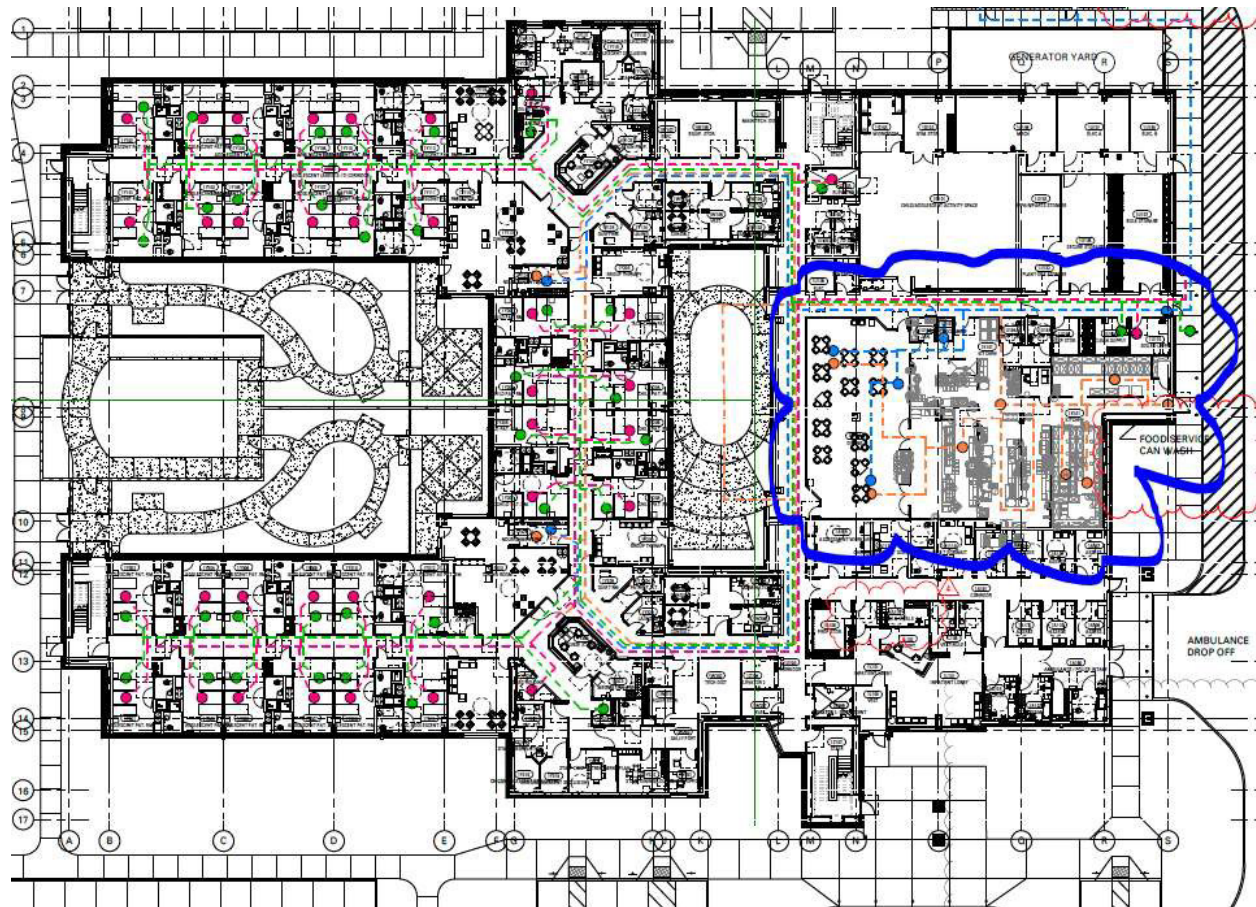


**Figure 1 Example of Overall Floor Plan with flow diagrams for reference
SAMPLE ONLY**

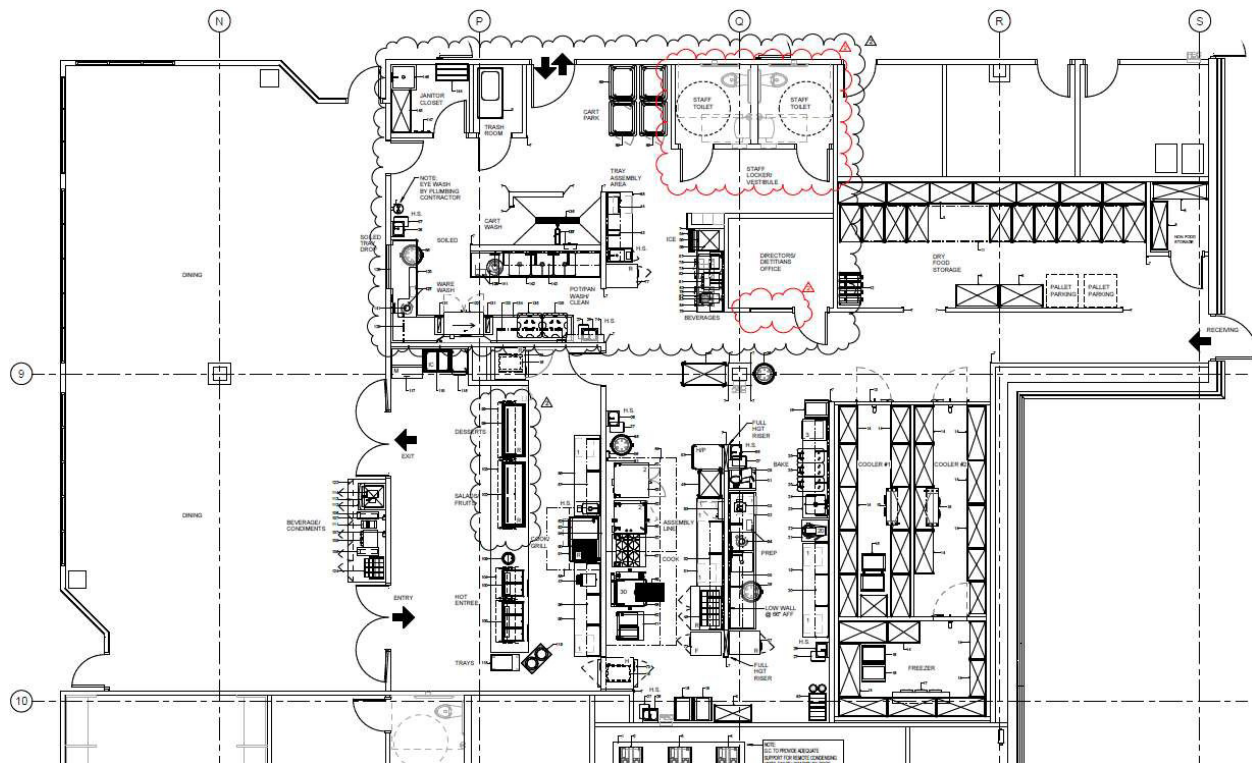


**Figure 2 Example of Enlarged Floor Plan showing equipment and dimensions
SAMPLE ONLY**

APPENDIX B

[OSH PD 2] Dietetic Summary Checklist (DSC) SNF DIETARY CHECKLIST

Facility Name:	
HCAI Project Number:	
Facility Number:	
Date:	
Licensed Beds:	
Number of Beds:	
☐	1. Provide simplified overall plan identifying all department boundaries and location of project on the floor or within the facility.
☐	2. Provide enlarged floor plan (see sample above for GACH) identifying all dietary components below, equipment and clearance dimensions.
☐	3. Provide enlarged floor plan (see sample above for GACH) identifying all dietary flow patterns for transporting product to patient areas served.
☐	4. Submit Appendix B as separate file.
1225.4.2 Dietetic Service Space	
1225.4.2.1 General	
	Food service facilities and equipment shall conform with these standards, the standards of the National Sanitation Foundation, and the requirements of the local public health agency.
1225.4.2.1.1 Distribution	
☐	Provision(s) shall be made for transport of hot and cold foods as required, appropriate for the type of food service selected.
1225.4.2.1.2 Dining Space	
☐	1. Separate dining spaces shall be provided for patients and staff.
☐	2. These spaces shall be separate from the food preparation and distribution areas. Exception: Shared dining shall be provided for patients and staff in small house skilled nursing facilities.

1225.4.2.1.3 Location	
☐	1. The design and location of dining facilities shall encourage patient use.
1225.4.2.1.4 Food Service	
☐	1. Facilities shall be furnished to provide nourishment and snacks between scheduled meal service.
1225.4.2.2 Functional Elements	
☐	1. The following facilities, in the size and number appropriate for the type of food service selected, shall be provided:
1225.4.2.2.1 Location	
☐	1. Food-service areas shall be directly accessible to the entry for food supply deliveries and for the removal of kitchen wastes.
1225.4.2.2.2 Receiving/Control Stations	
☐	1. A control station shall be provided for the receiving and control of incoming dietary supplies.
1225.4.2.2.3 Food Preparation Facilities	
☐	1. Food preparation facilities shall be provided to accommodate the method of food preparation required.
☐	2. Conventional food preparation systems require space and equipment for preparing, cooking, and baking.
☐	3. Convenience food service systems using frozen prepared meals, bulk packaged entrees, individual packaged portions, or those using contractual commissary services require space and equipment for thawing, portioning, cooking, and baking.
1225.4.2.2.4 Handwashing stations	
☐	1. Handwashing stations shall be located in the food preparation area.
1225.4.2.2.5 Ice-making Facilities	
☐	1. Ice-making facilities may be located in the food preparation area or in a separate room. They shall be easily cleanable and immediately accessible to the dietary function.

1225.4.2.2.6 Assembly and Distribution		
☐	1. A patient tray assembly area shall be provided and shall be immediately accessible to the food preparation and distribution areas.	
☐	2. If food service carts are utilized, a cart distribution system shall accommodate spaces for storage, loading, distribution, receiving, and sanitizing of the food service carts. Cart circulation shall not be through food preparation areas.	
1225.4.2.2.7 Ware-washing Facilities		
☐	1. Ware-washing space shall be provided in a room separate from the food preparation and serving area. It shall be designed to prevent contamination of clean wares with soiled wares through cross-traffic. The clean wares shall be transferred for storage or use in the dining area without having to pass through food preparation areas.	
☐	2. Commercial-type ware-washing equipment shall be provided.	
☐	3. Space shall be provided for receiving, scraping, sorting, and stacking soiled tableware, and for transferring clean tableware to the using areas.	
☐	4. Handwashing stations shall be provided in the ware-washing space.	
1225.4.2.2.8 Pot-washing Facilities		
☐	1. Pot-washing facilities shall include multi-compartmented sinks.	
1225.4.2.2.9 Office Space		
☐	1. Office or other space shall be provided for the dietitian or dietetic service supervisor.	
1225.4.2.2.10 Storage		
☐	1. Food storage space, including cold storage, shall be provided for a supply of food of at least a 7-day staple, 2 day frozen, 2-day perishable, and an emergency food and water supply.	
☐	2. All food shall be stored clear of the floor. The lowest shelf shall be not less than 12 inches (305 mm) above the floor or shall be closed in and sealed tight, for ease of cleaning.	
	3. As a minimum, dietary storage space shall be provided in accordance with the following schedule:	
	Licensed Bed Capacity	Storage Space

☐	1 to 99 beds	2 square feet (0.19 m2) per bed
☐	100 to 199 beds	200 square feet (18.58 m2) plus 1 square foot 0.0929 m2) per bed in excess of 100 beds
☐	200 beds and over	300 square feet (27.99 m2), plus 1/2 square foot (0.0465 m2) per bed in excess of 200 beds
☐	4. Space to allow refrigeration for the storage of frozen and chilled foods shall be provided at a minimum of 2 cubic feet (0.057 m3) of usable space per bed.	
☐	5. Additional storage space for dietetic service supplies, such as paper products, equipment, tray delivery carts, etc. shall be provided.	
☐	6. Storage areas and sanitizing facilities for cans, carts, and mobile-tray conveyors shall be provided.	
☐	7. Waste, storage, and recycling facilities (per local requirements) shall be located in a separate room easily accessible to the outside for direct pickup or disposal.	
1225.4.2.2.11 Toilet Rooms		
☐	1. Toilet rooms shall be provided for the exclusive use of the dietary staff. They shall not open directly into the food preparation areas but shall be readily accessible.	
☐	Exception: Small house skilled nursing facilities utilizing staff trained for dietary and care-giving responsibilities may provide toilet room(s) serving both the dietary and nursing service areas.	
1225.4.2.2.12 Lockers		
☐	1. An enclosed, separate area shall be provided for dietetic service employees' clothing and personal belongings.	
☐	Exception: Small house skilled nursing facilities utilizing staff trained for dietary and care-giving responsibilities may provide common locker room(s) serving both the dietary and nursing service areas.	
1225.4.2.2.13 Housekeeping Room		
☐	1. A housekeeping room meeting the requirements of Section 1224.4.15 shall be located within the dietary department for the exclusive use of the dietary department.	

1225.4.2.3 Outside Service

- | | |
|--------------------------|---|
| ☐ | 1. On approval of the Licensing Agency, when food is provided by an outside food service, the facility shall maintain adequate space, equipment, and food supplies to accommodate required functional elements listed in Section 1225.4.2.2, as required to provide patient food service in the event that the outside food service is interrupted. |
|--------------------------|---|

(This page is intentionally blank.)

APPENDIX C

NICU Formula Prep Room Checklist

Facility Name:	
HCAI Project Number:	
Facility Number:	
Date:	
Number of Beds:	
☐	1. Provide simplified overall plan identifying all department boundaries and location of project on the floor or within the facility.
☐	2. Provide enlarged floor plan (see sample attached) identifying requirements and dimensions.
☐	3. Submit NICU Formula Prep Room checklist as a separate file.
1224.29.2 Newborn Intensive Care Units (NICU)	
1224.29.2.10 Infant Formula Facilities	
1224.29.2.10.1 Location	
☐	1. Where infant formula is prepared on site, direct access from the formula preparation room to any infant care room is prohibited.
☐	2. The formula preparation room shall be located in or adjacent to the NICU. The formula preparation room may be located at another location as approved by the Licensing Agency.
1224.29.2.10.2 Formula Preparation Room	
☐	1. The formula preparation room shall be securable, facilitate workflow that supports aseptic technique, and include the following:
☐	a) A separate cleanup area for washing and sanitizing. This area shall include a handwashing station, a work counter, and work space and equipment for washing, rinsing, and sanitizing bottles, other feeding utensils, and equipment.
☐	b) A separate area for preparing infant formula. This area shall contain a refrigerator, a freezer, a work counter, a formula sterilizer, storage facilities and a handwashing station.

1224.29.2.10.3 Refrigerated Storage and Warming Facilities for Infant Formula	
☐	1. Shall be accessible for use by NICU personnel at all times.
1224.29.2.10.4 Commercial Infant Formula	
☐	1. Where only commercially prepared infant formula is used, omission of the formula preparation room may be permitted. Storage and handling may occur in the NICU workroom or in a formula preparation area adjacent to the nursing unit. The preparation area shall not have direct access to any infant care room and shall include the following:
☐	2. A work counter
☐	3. A hand-washing station
☐	4. Storage facilities
1224.29.2.10.5 Cleaning Equipment and Supplies Storage	
	1. Separate provisions for dedicated cleaning equipment and supplies shall be readily available to the formula preparation room and the formula preparation area.

REVISION HISTORY

Version 1.1	July 2024	Dietetic checklists are updated to meet Title 22 and Title 24 code requirements. Requirements from other jurisdictions, such as CDPH and/ or local health departments, are added for reference in the dietetic checklists.
Version 1.0	March 2022	First Issued

(This page is intentionally blank.)