



Small care home design requirements checklist

Small Care Home Design Requirements Checklist - Continuing Care Capital Program
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Small Care Home Design Requirements Checklist

Overview

Small Care Homes are residential care settings that promote a personally meaningful life for residents with encouragement for social activities and participation in familiar domestic routines. As such, the design of the Small Care Homes must be as residential as possible, while still effectively meeting the health needs of residents and enabling populations to age in place.

These Small Care Home design requirements were adapted from the "Architectural Design Requirements for Continuing Care Checklist"¹ to be more appropriate for a Small Care Home. They are intended to support and encourage the configuring of Small Care Home environments that provide a safe homelike atmosphere, which responds positively and appropriately to the diverse physical, psychological, social, cultural and spiritual needs of individuals who live within supportive living, designated supportive living (DSL) and long-term care (LTC) settings.

It is expected the required elements in this Checklist, at a minimum, will be included in the final design and operation of a project approved by government.

Note: *Capital funding and Alberta Health Services (AHS) care funding are contingent on Applicants complying with the Small Care Home Design Requirements Checklist or the Architectural Design Requirements for Continuing Care Checklist.*

Key Criteria

Legislation and Permits: The Applicant will provide care spaces that meet or exceed legislated requirements including all provincial and federal building, fire, life and safety codes as well as requirements from the Authority Having Jurisdiction such as local bylaws / land use (e.g., zoning) restrictions and permit conditions. In cases of difference between this document and National/Provincial Codes, the most restricted and higher requirements shall govern. The selected Applicant shall also be responsible to acquire all of the permits, licenses, approvals by authorities, property easements and lands required to implement the Project. The Applicant's prime consultant and sub-consultants must obtain all applicable permits, including but not limited to, building, foundation, framing, plumbing, gas and electrical; and before closing in, ensure inspections have occurred and been signed off.

¹The Architectural Design Requirements for Continuing Care Checklist highlights key design requirements and best practices from the Continuing Care Design Standards and Best Practices in Alberta 2023 (CCDS) for continuing care homes larger than 14 spaces. The Checklist can be found under Appendix 5 of the CCDS.

Attention:

The Small Care Home will need to be designed and built to an occupancy classification as defined in the National Building Code – Alberta Edition (NBC-AE) that meets the needs of the proposed population. Applicant must check with Authority Having Jurisdiction to determine the appropriate occupancy classification for the Home.

There may be instances, particularly in rural communities, where low water pressure may affect the fire suppression systems and may need to be addressed to ensure the Home passes the fire inspection. There is also a need to ensure the power requirements of the Home can be accommodated with the existing power grid in the community. If, for example, the Home will require a 3-phase power supply, the Applicant will need to confirm through their engineer, architect or Authority Having Jurisdiction, that there is ready access to an appropriate power supply. In addition, the Applicant should refer to the NBC-AE and the Authority Having Jurisdiction to determine if the Home requires a generator installed.

Person-Centred: Supporting the unique needs of the proposed population in a homelike atmosphere must be at the forefront of the design choices and clearly conveyed in the application. The Applicant will be expected to be knowledgeable of and apply, to the greatest extent possible, best practices that demonstrate efforts to incorporate features that maximize resident privacy, accessibility, personal choice, and resident control over their environment. The Applicant will also be directed to use the current Barrier-Free Design Guide to assist in planning new Small Care Homes.

AHS Requirements: Local AHS Zone and Infection Prevention and Control (IPC) staff will be involved as the Project progresses through the design and development process to provide direction and advice on specific items of concern to AHS in this domain (e.g., grab bars, storage spaces, HVAC, IPC concerns, etc.). As required, the Project may also need to meet additional design requirements specifically stipulated by AHS for specialty populations.

Communication System: Internet is an essential service and building infrastructure that supports Internet-based communication systems including Voice Over IP phone systems, video conferencing systems, building access systems, building management and monitoring systems, resident entertainment and recreation systems, and remote health care systems is required. An adequate telecommunication system (phone, Ethernet, Internet, Wi-Fi) is a requirement for the Small Care Home.

Instructions

The Applicant must review each item identified in the following Checklist and acknowledge having read and understood each requirement by checking the box on the left-hand side of each requirement. At the bottom of the document, the Applicant is also required to provide an authorized signature agreeing to include these design elements in the final Project. A PDF scan of this signed document is a mandatory inclusion of the application submission requirements. The spaces for comments are for Applicant use as needed and may be left blank.

Each item on the Checklist is noted as being either 'Required' or 'Preferred'.

- **Required:** indicates features/planning that must be included in the design of the Small Care Home. Inclusion of some 'Required' items will depend on the needs of the proposed population the Small Care Home will be supporting, which is noted in the Checklist where appropriate.
- **Preferred:** indicates features that are best practices and recommended to be included in the design of the Small Care Home, but are not required.

Any questions regarding this Checklist may be directed to the Continuing Care Capital Program inbox at: Health.ContinuingCareCapitalPrograms@gov.ab.ca.

Applicant Information	
Organization Name:	
Project Location (municipality):	
Project Address (street address):	
Contact Information:	
Grant Request Amount:	
Number of Eligible Resident Rooms:	

Site Planning and Access		Level of Importance	Comments
<input type="checkbox"/>	Site planning shall include features that allow a Home to control/monitor ingress and egress (i.e., restricts unauthorized entry).	Required	
<input type="checkbox"/>	Site orientation shall include passive design strategies. Consider light, views, microclimates (e.g., protection of exterior resident spaces from sun, wind, etc.).	Required	
<input type="checkbox"/>	Incorporates crime prevention through environmental design (CPTED), landscaping, lighting, and other site features shall be designed for passive security (i.e., no hiding places), and for the safety of residents, staff, and visitors.	Required	
<input type="checkbox"/>	Small Care Home has appropriate security and safety features for proposed population.	Required	
<input type="checkbox"/>	Consideration for how home will accommodate staff parking.	Required	
Fire Safety			
<input type="checkbox"/>	Authority Having Jurisdiction will determine the type of fire alarm system required for the Home.	Required	
<input type="checkbox"/>	Home shall be sprinklered in conformance with National Fire Protection Association (NFPA).	Required	

<input type="checkbox"/>	Two separate means of egress are required from each floor area (i.e., each storey) in the Home. ²	Required	
<input type="checkbox"/>	Emergency lighting shall be installed at exits and in principal escape routes.	Required	
<input type="checkbox"/>	Exit signs shall be installed above or adjacent to all building exit doors.	Required	
<input type="checkbox"/>	Smoke alarms or smoke detectors are required in each resident room and on each floor level at egress locations. Authority Having Jurisdiction will determine which one is appropriate for the proposed population.	Required	
<input type="checkbox"/>	Fire extinguishers must be installed on each floor.	Required	
<input type="checkbox"/>	Service rooms (i.e., rooms containing equipment such as furnaces and boilers) must be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than one hour.	Required	
<input type="checkbox"/>	A fire safety plan outlining emergency procedures shall be developed in co-operation with the local fire department.	Required	
General Requirements		Level of Importance	Comments
<input type="checkbox"/>	A Home shall be a standalone structure.	Required	
<input type="checkbox"/>	A Small Care Home shall house no more than 14 residents.	Required	
<input type="checkbox"/>	The Small Care Home shall be designed to meet the unique needs of the proposed population and corresponding staffing requirements. The design shall demonstrate efforts to incorporate features that maximize resident privacy, safety, accessibility, personal choice, and resident control over their environment.	Required	

² Applicant should check with Authority Having Jurisdiction for specific requirements regarding second floor means of egress.

<input type="checkbox"/>	The Small Care Home shall meet the design requirements for specialty populations. Examples of design requirements for some specialty populations can be found in the "Continuing Care Design Standards and Best Practices in Alberta" under Appendix 1: Guidelines for Specialty Populations.	Required (when applicable for proposed population)	
<input type="checkbox"/>	The Small Care Home shall meet AHS IPC requirements.	Required	
<input type="checkbox"/>	Resident accessible areas inside and outside of the home shall be in conformance with the current building code and Barrier-Free Design Guide.	Required	
<input type="checkbox"/>	A building-wide managed Wi-Fi network for business, AHS, and resident use must be provided. Including all associated infrastructure to support the network in all resident rooms and for virtual care.	Required	
<input type="checkbox"/>	One barrier-free washroom is accessible for visitors.	Required	
<input type="checkbox"/>	A Small Care Home possesses features commonly found in a family house (e.g., resident rooms, washrooms, bathing/shower area, dining room, living room, activity room, support area, janitorial closet, laundry room and storage space).	Required	
<input type="checkbox"/>	Floor finishes are non-skid and slip resistant, and easily accommodate wheelchair and walker maneuverability and ongoing cleaning and maintenance. Floors are durable, have low glare, and have zero threshold transitions between differing floor surfaces.	Required	
<input type="checkbox"/>	Temperature mixing valves are installed on all faucets that residents access.	Required	
<input type="checkbox"/>	Heating, cooling and ventilation systems are operated at a level that maintains a temperature that supports the safety of all residents and the comfort of the majority of the residents.	Required	
<input type="checkbox"/>	Mechanically ventilated space is available in the Small Care Home to accommodate culturally specific ceremonies (i.e., smudging), etc.	Required (if appropriate for population)	

<input type="checkbox"/>	If including an indoor smoking room for resident smoking and/or vaping, then room must meet requirements identified in Appendix B of the Checklist.	Required (if supporting indoor resident smoking)	
<input type="checkbox"/>	In supportive living and DSL settings, residents are encouraged to provide their own furniture for their room. However, if the resident is not able to provide their own bed, then the operator of the Small Care Home shall make available, at no cost to the resident, an appropriate conventional bed and mattress (or hospital bed if prescribed by a health care professional). In addition, if the resident is unable to provide their own furnishings then an operator shall provide a chair, dresser, and/or nightstand at no cost to the resident. ³	Required (if needed by resident)	
<input type="checkbox"/>	LTC operators must provide, at no cost to the resident, hospital beds and basic room furniture (chair, dresser, and/or nightstand); unless residents want to bring in their own basic furniture.	Required (for LTC homes)	
<input type="checkbox"/>	Home shall be no more than two-storeys high.	Required	
<input type="checkbox"/>	Home should be only one-storey to facilitate fast evacuations and ensure convenient access to the outdoors and home amenities for the residents.	Preferred	
<input type="checkbox"/>	Where possible, the Small Care Home should be designed (on all levels) with a circular design to facilitate resident and staff movement.	Preferred	
Outdoor Space		Level of Importance	Comments
<input type="checkbox"/>	The Small Care Home has convenient access to the outdoors. The space is appropriate for the resident population, in a location that is easily accessible by residents (zero threshold), has some shelter from the elements (e.g., umbrella, awning, gazebo, etc.), is barrier-free, easily observable by staff, and of sufficient size to accommodate various outdoor resident activities.	Required	
<input type="checkbox"/>	Secured outdoor space is available for residents living with dementia and other speciality populations as required.	Required (if appropriate for population)	

³ Applicants may include costs for these furnishings in their Business Case Application Form. Applicants may want to consider AHS

IPC best practices for selecting furniture:

<https://www.albertahealthservices.ca/assets/healthinfo/jpc/hi-ipc-furniture-selection-patient-care.pdf>

<input type="checkbox"/>	If accommodating residents who smoke, an outdoor space is provided for resident smoking that is distanced from an outdoor space for non-smoking residents and visitors and is not near any air intakes for the home.	Required (if supporting residents who smoke)	
<input type="checkbox"/>	Resident outdoor area is directly accessible from dining room or activity room.	Preferred	
Main Entrance and Reception Area		Level of Importance	Comments
<input type="checkbox"/>	There is a passenger drop-off area, in close proximity to the Small Care Home entry, which offers no incline (e.g., such as an attached garage with barrier-free access to the Small Care Home).	Required	
<input type="checkbox"/>	Automatic wheelchair accessible door openers are utilized for all entrances into the Small Care Home and all entrances have zero thresholds.	Required	
<input type="checkbox"/>	Design main entrance to prevent drafts into the Small Care Home.	Required	
<input type="checkbox"/>	Main entrance is designed so staff may more easily monitor all persons entering and exiting the Small Care Home.	Preferred	
Doors		Level of Importance	Comments
<input type="checkbox"/>	All common doorways, including the entrance, common spaces, bathing/shower room, dining room, etc., must have a minimum clearance (width) of 1016 mm (40 in). All doorways in resident rooms must have a minimum clearance (width) of 965 mm (38 in).	Required	
Corridors		Level of Importance	Comments
<input type="checkbox"/>	At minimum, corridors must meet the width requirements of the Barrier-Free Design Guide.	Required	
<input type="checkbox"/>	Interior of Small Care Home has short walking lengths (avoid long corridors).	Required	

Elevator and Stairs		Level of Importance	Comments
<input type="checkbox"/>	In two-storey homes, minimum width of stairs shall be 1100 mm.	Required	
<input type="checkbox"/>	Depending on needs of proposed population, an elevator may need to be provided in two-storey Small Care Home, alongside an additional mechanism such that service can be maintained in the event the elevator becomes inoperable (e.g., stair lift).	Required (if appropriate for population)	
<input type="checkbox"/>	Elevators that serve areas where resident access is restricted/secured (e.g., Dementia residents) will integrate a numeric code pad or card lock.	Required (if appropriate for population)	
Dining Area and Kitchen		Level of Importance	Comments
<input type="checkbox"/>	Resident dining room accommodates the number of residents in the Small Care Home, including space for the safe storage of resident mobility aids, including walkers and wheelchairs (if needed for population). Also, consider including space for staff and visitors to eat with the residents.	Required	
<input type="checkbox"/>	The minimum space for dining room and kitchen shall be calculated based on 4 m ² (43 ft ²) of floor area per resident (can be accommodated by having an open-concept kitchen adjoining with dining room and living room).	Required	
<input type="checkbox"/>	Resident dining room has a hand-washing sink. Based on population, this requirement could be accommodated by having the public washroom adjacent to the kitchen/dining area. ⁴	Required	
<input type="checkbox"/>	Installation of a commercial style heavy-duty dishwasher. ⁵	Required	
<input type="checkbox"/>	Resident dining room provides a direct view of outdoor space. If this is not possible, the dining room has direct views into other naturally lit spaces to allow for high levels of natural light into the dining room.	Required	

⁴ IPC will require a separate handwashing sink for the dining room in Small Care Homes supporting residents with LTC or DSL-4D level care needs.

⁵ Some commercial style dishwashers need a hood to capture moist air/steam and exhaust to the outside through stainless steel ductwork.

<input type="checkbox"/>	The functional space for the kitchen accommodates the equipment and storage needed to support the meal service program and any therapeutic diets.	Required	
<input type="checkbox"/>	Design kitchen with accessible features that can enable residents with mobility devices to participate in meal preparation.	Required (if appropriate for population)	
Living Room and Multi-Purpose Space		Level of Importance	Comments
<input type="checkbox"/>	Living room shall have high levels of natural light and views to outside/nature.	Required	
<input type="checkbox"/>	Furniture in living room is cleanable/wipeable, easy to use for residents with decreased mobility.	Required	
<input type="checkbox"/>	Living room has sufficient space to allow for resident wheelchair and walker maneuverability.	Required	
<input type="checkbox"/>	Multi-purpose space is provided for celebrations, entertainment, worship, training, etc. (e.g., could be accommodated by adjoining living room with dining room).	Required	
Activity Room		Level of Importance	Comments
<input type="checkbox"/>	Activity room accommodates space to support resident activities and sensory needs, such as exercise equipment, tabletop activities, and supplies.	Required	
Resident Rooms		Level of Importance	Comments
<input type="checkbox"/>	Rooms are studios with a minimum of 28 m ² (301 ft ²) including an ensuite washroom.	Required	
<input type="checkbox"/>	Each room shall accommodate one resident (or a couple). If accommodating a couple, ensure adequate turning diameter in the room.	Required	
<input type="checkbox"/>	Room is able to accommodate space for mobility device turning diameter, a bed area that allows for access on three (3) sides and an unobstructed turning diameter of a wheelchair on at least two (2) sides of the bed, with one (1) access being at the foot of the bed.	Required	

<input type="checkbox"/>	Access door into resident room will have a clear width of 965 mm (38 in) and room doors are lockable, but must be readily releasable and simple for residents and easily accessible for staff to open, if required.	Required	
<input type="checkbox"/>	Each room requires a minimum of one operable window located at a suitable height to provide a direct, uninhibited view of the outside environment from both a sitting and lying in bed position, with an appropriate screen. The lowest edge of window glass shall be a maximum of 609 mm (24 in) from floor level. If elopement is a risk for resident population, then window cannot open more than 102 mm (4 in).	Required	
<input type="checkbox"/>	Room requires an enclosed storage space for resident's personal belongings with a minimum of 1 m ² (10.7 ft ²) that includes small lockable space for valuables.	Required	
<input type="checkbox"/>	Room provides storage space for resident linens and towels.	Required	
<input type="checkbox"/>	Each room is equipped to provide access to independent telephone, cable TV and internet services.	Required	
<input type="checkbox"/>	Residents have the ability to personalize their room, for example, memory boxes, furniture, and wall art.	Required	
<input type="checkbox"/>	A night light is provided on the wall by the washroom entrance. A three-way switch is provided for the night light, with one switch at the resident's bed and one at the entrance to the room for staff use.	Required	
<input type="checkbox"/>	Rooms do not have balconies.	Required	
<input type="checkbox"/>	Room configuration has options for bed location.	Preferred	
<input type="checkbox"/>	Each room, on the exterior wall outside of the room, has cueing features (e.g., familiar objects/pictures) to assist residents in identifying their room.	Preferred	

Resident Washroom		Level of Importance	Comments
<input type="checkbox"/>	Each resident room, at a minimum, has an ensuite two-piece washroom ⁶ that is accessed from within the room. Washroom includes a wheelchair accessible (barrier-free) sink and toilet with two-sided access.	Required	
<input type="checkbox"/>	There is a turning diameter that aligns with the building code within the washroom to allow for wheelchair or walker accessibility and for a caregiver/staff to assist a resident, and appropriate space for door swing or sliding door.	Required	
<input type="checkbox"/>	There is no direct view of the washroom from outside the room.	Required	
<input type="checkbox"/>	In accordance with the Barrier-Free Design Guide, washroom walls are reinforced to allow for appropriate flip-down and wall-mounted grab bar placement to facilitate resident movement in the general washroom space (e.g., up and down from the toilet).	Required	
<input type="checkbox"/>	Washroom access door shall have a clear width of 965 mm (38 in). A sliding door is preferred to avoid blocking entrance into the room from the corridor and does not swing into another door in the room. Alternatively, if using a swing door, then double action swing hinges must be installed. Privacy Hardware is required and the lock must be easily operable and readily releasable by residents and staff.	Required	
<input type="checkbox"/>	Each washroom has a mirror, located over the sink, which is visible by residents of all heights and those in wheelchairs.	Required	
<input type="checkbox"/>	Each washroom has counter space for the storage of resident items and a wall-mounted soap dispenser and towel bar located at a wheelchair accessible height, with convenient access to the sink.	Required	
<input type="checkbox"/>	Non-skid surfaces on washroom floor.	Required	

⁶ If the Applicant chooses to design resident rooms with three-piece ensuite bathrooms (includes shower) then the shower must be accessible. See Appendix A in this document regarding design requirements for ensuite showers.

<input type="checkbox"/>	Toilets with seat height of 430 mm - 460 mm (16.93 in - 18.11 in) and no more than 460 mm (18.11 in) above the floor shall be available; installed raised toilet seats may also be used. Two-sided access to the toilet must be available for staff, with appropriately installed flip-down grab bars on either side.	Required	
<input type="checkbox"/>	Temperature mixing valves are installed on resident washroom faucet.	Required	
<input type="checkbox"/>	If tampering with washroom plumbing is a risk for resident population, then toilet and sink in resident washroom need shut-off capabilities controlled outside of the room.	Required (if appropriate for population)	
<input type="checkbox"/>	Washroom has a cabinet for storage of resident's toiletry items with a provision to lock a portion of the storage cabinet.	Required	
Barrier-Free Shower Room		Level of Importance	Comments
<input type="checkbox"/>	Each resident requires access to a barrier-free shower room (for every seven residents one shower room is required). ⁷	Required	
<input type="checkbox"/>	Each shower room has a barrier-free shower with no lip around the perimeter (zero threshold) dressing area and lockable storage area for supplies.	Required	
<input type="checkbox"/>	Each shower room includes a hand washing sink.	Required	
<input type="checkbox"/>	Shower rooms have separate air temperature controls to maintain a comfortable level for residents while showering/bathing.	Preferred	
<input type="checkbox"/>	Depending on needs and preferences of population, one shower room has the capability to accommodate a non-jetted bathing tub with unrestricted access on three sides. If a side-entrance bathtub is installed, it must be a quick-filling model.	Preferred (if appropriate for population)	
<input type="checkbox"/>	If providing an assisted bathing tub, room is able to accommodate a lift that is compatible with the assisted bathing tub make and model, to facilitate the transfer of residents in and out of the tub.	Required (if providing an assisted bathing tub)	

⁷ If the Applicant chooses to design resident rooms with three-piece ensuite bathrooms (see Appendix A regarding design requirements for ensuite showers), then the common barrier-free shower room(s) would not be required.

<input type="checkbox"/>	Depending on needs of population, room may include a barrier-free toilet.	Preferred (if appropriate for population)	
<input type="checkbox"/>	The assisted bathing/barrier-free shower room does not open directly into common areas.	Preferred	
Laundry Facilities		Level of Importance	Comments
<input type="checkbox"/>	Residents, or their families, have the option to access laundry facilities to do resident laundry.	Required	
<input type="checkbox"/>	Laundry room has two sets of washing machines and dryers.	Preferred	
Staff Areas		Level of Importance	Comments
<input type="checkbox"/>	Administrative space for managerial, program staff and AHS staff is provided and includes appropriate storage for records and miscellaneous items.	Required	
<input type="checkbox"/>	AHS staff require internet access, phone, and access to a fax machine and printer.	Required	
<input type="checkbox"/>	Administrative space is designed to accommodate private conversations.	Required	
<input type="checkbox"/>	Staff area is provided with space for staff to store belongings and a three-piece ensuite bathroom strictly for staff use.	Required	
Medication Storage		Level of Importance	Comments
<input type="checkbox"/>	Lockable medication storage that meets the medication requirements of the residents (e.g., consideration for dedicated medication fridge), and is in close proximity to a handwashing sink. ⁸	Required	

⁸ IPC requires a lockable medication room, with secure internal storage, a hand wash sink, and refrigerator in Small Care Homes supporting residents with LTC or DSL-4D level care needs.

Additional Storage Space		Level of Importance	Comments
<input type="checkbox"/>	Designated space is available for the storage of supplies and equipment for the care and treatment of residents. Storage space is readily accessible to caregivers and staff.	Required	
<input type="checkbox"/>	Increased clean storage is provided for emergency stocks of PPE, temperature testing equipment, toilet paper, hand sanitizer, cleaning supplies, etc.	Required	
<input type="checkbox"/>	Small Care Home contains a lockable clean storage room/closet for supplies, equipment and linen. Note: resident room contains space to store resident's personal linens and towels.	Required	
<input type="checkbox"/>	Small Care Home contains a lockable soiled utility room for storage of soiled supplies, soiled equipment (e.g., wheelchairs, mechanical lifts, etc.) or waste, and cleaning in alignment with IPC requirements.	Required	
<input type="checkbox"/>	A housekeeping/janitorial closet is provided in close proximity to the resident dining room.	Required	
<input type="checkbox"/>	Storage space is provided for emergency equipment, such as suction machines and defibrillators, located in an area easily accessible within the Small Care Home.	Required	
<input type="checkbox"/>	Adequate storage for volume of garbage Home produces (i.e., in garage and/or next to Home). Consider aesthetics of Home and neighbourhood by reducing visibility of garbage containers/area, which also require easy access for pick-up by garbage trucks.	Required	
<input type="checkbox"/>	Storage space for recreational supplies is provided.	Required	
<input type="checkbox"/>	Mobile lifts shall be stored in an alcove or room with access to electrical outlets for recharging equipment.	Required (if population needs mobile lifts)	
<input type="checkbox"/>	Storage space is provided for Managed Access Programs to store alcohol, cigarettes, cannabis, etc.	Required (if appropriate for population)	

<input type="checkbox"/>	Space is provided in the Small Care Home for additional food storage (e.g., additional fridge/freezer).	Preferred	
Energy Efficiency and Sustainability		Level of Importance	Comments
<input type="checkbox"/>	Home envelope shall be designed to withstand severe weather (e.g., hail, wind) and other potential damage (e.g., woodpeckers, insects). Choose durable, low-maintenance materials (e.g., cementitious, fibre-reinforced cladding products).	Required	
<input type="checkbox"/>	Prioritize Home airtightness. Incorporate blower door testing at commissioning phase to ensure airtightness of building envelope.	Required	
<input type="checkbox"/>	Select efficient systems. Choose high-performance mechanical equipment (e.g., condensing hot water heaters, high-efficiency heating and cooling equipment) for long-term energy and operational cost savings.	Required	
<input type="checkbox"/>	Home to be equipped with triple-glazed windows. These windows are more energy efficient and improve occupant comfort by reducing drafts and overheating.	Required	
<input type="checkbox"/>	Prioritize indoor air quality for occupants. Ensure low volatile organic compound (VOC) materials are used.	Required	
Design Review		Level of Importance	Comments
<input type="checkbox"/>	I acknowledge that the Small Care Home design will be reviewed by the Design Review Committee to ensure compliance with the design requirements of this Small Care Home Design Requirements Checklist, feedback will be provided, and deficiencies must be addressed.	Required	

Applicant Acknowledgment of Each Requirement in this Checklist	
Name of Authorized Official:	
Title of Authorized Official:	
Date:	

Definitions

- **“Alberta Health”** means His Majesty the King in Right of Alberta as represented by the Minister of Health.
- **“Alberta Health Services”** or **“AHS”** means the regional health authority created pursuant to the *Regional Health Authorities Act* of Alberta.
- **“Applicant”** means a legal entity that submits a grant application in response to the Grant Application Process for which requirements are determined and communicated by Alberta Health.
- **“Authority Having Jurisdiction”** means a governmental entity (federal, provincial, municipal or other entity) incorporated via legislation with authority to approve certain actions, reports, permits, documents, etc. involved in design, planning and construction of a home, including and particularly, the upholding of fire and life safety standards.
- **“Complementary Capacity”** means that portion of the Home allocated to the Ineligible Units and the common space and service area accompanying their development.
- **“Continuing Care”** means Alberta’s Continuing Care system, which provides Albertans with a range of health, personal care and accommodation services required to support their independence and quality of life. Continuing Care residents are defined by their need for care, not by their age or diagnosis or the length of time they may require service. Continuing Care includes Home Care, Supportive Living, DSL and LTC.
- **“Core Capacity”** means that portion of the home allocated to the provision of Eligible Units and the common space and service area accompanying their development.
- **“Design Review Committee”** means the Design Review Committee comprising of representatives from Alberta Health, Alberta Infrastructure and AHS (when required Alberta Seniors, Community and Social Services, Alberta Mental Health and Addictions, and Alberta Indigenous Relations). The Design Review Committee will review the design and provide feedback where the design does not meet the requirements. Capital funding and AHS care funding are contingent on Applicants complying with the Small Care Home Design Requirements Checklist.
- **“Designated Supportive Living”** or **“DSL”** means licensed Supportive Living settings where AHS controls access to a specific number of spaces according to an agreement between the operator and AHS for the provision of publicly funded Continuing Care health services. Case management, registered nursing and rehabilitation therapy and other services are provided on-site. Accommodation services in DSL must meet the requirements of the *Supportive Living Accommodation Standards* and be provided at or below the Established Accommodation Charge. Publicly funded Continuing Care health services must be provided in accordance with the *Continuing Care Health Service Standards* and any other relevant legislation or standards. DSL settings are a community-based living option where 24-hour on-site (scheduled and unscheduled) personal care and support services are provided by Health Care Aides. In some DSL settings, personal care and support services are provided by 24-hour on-site Licensed Practical Nurses and Health Care Aides.
- **“Designated Supportive Living Level 4 Dementia”** or **“DSL4D”** means housing and support for adults with a wide range of health issues including moderate to severe dementia or cognitive impairment. Comprehensive services provided to DSL4D residents include the availability of 24-hour nursing care, purpose-specific safety, security and programming.

- **“Eligible Units”** means those residential units for Supportive Living, DSL and LTC that meet the requirements specified in this Grant Application Process and for which the Applicant is seeking grant funding; Eligible Units and their accompanying common and service area comprise the Core Capacity of the Home.
- **“Home”** means collectively the Core Capacity and the Complementary Capacity.
- **“Higher Levels of Care”** means, collectively, the equivalent care to that currently provided to residents assessed as requiring DSL4, DSL4D or LTC and for any specialty capacity in these streams.
- **“Home Care”** means a service to help an individual or their loved one remain safe and independent as long as possible. Home care includes professional and personal care services; for examples see <https://www.albertahealthservices.ca/assets/info/seniors/if-sen-home-care-brochure.pdf>.
- **“Ineligible Units”** means those residential units developed in addition to the Eligible Units as part of the proposed home, for which no grant funding is provided (e.g., independent living spaces). Ineligible Units are not subject to an operating agreement with AHS nor supported by a Needs Assessment and will therefore not be considered for funding. The Applicant is responsible for setting the accommodation charges as well as the placement of residents in these Ineligible Units.
- **“Long-Term Care”** or **“LTC”** means the units which meet the standards, conditions and requirements of both Alberta Health and AHS equivalent to a nursing home. A LTC home is a purpose-built congregate care option for individuals with complex, unpredictable medical needs who require 24-hour on-site Registered Nurse assessment and / or care. In addition, professional services may be provided by Licensed Practical Nurses and therapists while 24-hour on-site unscheduled and scheduled personal care and support is provided by Health Care Aides. Case management, registered nursing, rehabilitation therapy and other services are provided on-site. LTC homes include nursing homes under the *Nursing Homes Act* and auxiliary hospitals under the *Hospitals Act*. Accommodation services in LTC must meet the requirements of the *Long-Term Care Accommodation Standards* and be provided at or below the Established Accommodation Charge. Publicly funded Continuing Care health services must be provided in accordance with the *Continuing Care Health Service Standards* and any other relevant legislation or standards.
- **“Mandatory Requirements”** means the evaluation criteria that must be satisfied for an application to move to the next stage of the evaluation process.
- **“Project”** means the proposed design, planning, acquisition, construction, installation and commissioning of the proposed Core Capacity.
- **“Small Care Home”** means a self-contained, homelike setting where care and daily living activities are offered to and/or undertaken by residents living in a building configuration housing from four to a maximum of 14 residents. A home is clearly defined, possessing features commonly found in a family house (e.g., bedrooms, bathrooms, bathing areas, dining room, living room, activity rooms, support areas, laundry room, utility room and storage spaces) and convenient access to the outdoors.
- **“Small Care Home Design Requirements Checklist”** means a list of home design elements that are requirements for each continuing care capital project funded by this program, and that each Applicant must acknowledge in writing and comply with as a condition for receiving Continuing Care Capital Program capital grant funding, for any project developed that uses such funding.

- **“Supportive Living”** means licensed facilities (under the *Supportive Living Accommodation Licensing Act*) where services are delivered in a home-like setting for four or more adults needing some support. Supportive Living includes a variety of facilities such as lodges, seniors’ residences, group homes and DSL. It promotes resident’s independence and aging in place through the provision of services such as 24-hour monitoring, emergency response, security, meals, housekeeping, and life-enrichment activities. Building features include private space and a safe, secure and barrier-free environment. Publicly-funded personal care and health services are provided to Supportive Living residents based on their assessed unmet needs. Individuals living in Supportive Living may receive publicly-funded Continuing Care health services through Home Care in accordance with the *Continuing Care Health Service Standards* and any other relevant legislation or standards. Individuals may also obtain privately funded services.

Appendix A: Ensuite Shower Requirements for Resident Rooms

If the Applicant chooses to design resident rooms with three-piece ensuite bathrooms (includes shower), then the following requirements would apply:

<input type="checkbox"/>	Ensuite shower is barrier-free with no lip around the perimeter (zero threshold), and are outfitted with appropriately placed and reinforced wall grab bars. The slope of the floor shall support drainage without negative impact on resident mobility.	Required
<input type="checkbox"/>	Shower enclosure equipped with a securely mounted shower bar for an adjustable-height hand-held showerhead.	Required
<input type="checkbox"/>	Shower stall shall <u>not</u> have pre-molded seating or a fold-down seat.	Required
<input type="checkbox"/>	Shower area is distinct from the other fixtures in the bathroom to avoid overspray and significant clean-up times.	Preferred

Appendix B: Indoor Resident Smoking Room

If the Applicant chooses to include an indoor smoking room to accommodate resident smoking and/or vaping, then the following requirements would apply:

<input type="checkbox"/>	Appropriately rated fire extinguisher and fire blanket is provided and maintained in the smoking room in unobstructed and easily accessible location (National Fire Code AB article 5.6.1.5).	Required
<input type="checkbox"/>	Furniture in the smoking room is made of fire retardant materials.	Required
<input type="checkbox"/>	Room is designed to be observable by staff (camera/interior windows into the smoking room).	Required
<input type="checkbox"/>	Receptacles provided in the smoking room for the disposal of used smoking products.	Required
<input type="checkbox"/>	Ensure seals around partitions, ductwork and door frame from smoking room to other areas to inhibit smoke from spreading.	Required

<input type="checkbox"/>	Provide separate ventilation systems serving the smoking and non-smoking spaces.	Required
<input type="checkbox"/>	Provide dedicated exhaust to capture and remove smoke, with a manually operated switch with adjustable timer to activate the exhaust fan and close the control damper on the return side. Ventilation requirements must be reviewed by a mechanical engineer.	Required
<input type="checkbox"/>	Provide negative pressure relationship to the adjacent spaces to contain smoke. Locate supply, return and exhaust air outlets to contain airflows within the smoking space at doorways and openings.	Required
<input type="checkbox"/>	Provide proper separation between exhaust outlet and any outside air intake to the non-smoking area, including windows and other airflow paths.	Required
<input type="checkbox"/>	Follow American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standard 62.1 requirements for Buildings Containing Environmental Tobacco Smoke (ETS) areas and ETS-Free areas.	Required
<input type="checkbox"/>	Room meets requirements outlined in the Tobacco, Smoking and Vaping Reduction Act and associated regulation.	Required
<input type="checkbox"/>	Smoke management system (for smoking room) shall be coordinated with regulatory authorities (Authority Having Jurisdiction).	Required