DHFC Guidelines Manual

SCDHEC DIVISION OF HEALTH FACILITIES CONSTRUCTION

VERSION: JULY, 2016

The information in this manual is intended to provide assistance and guidance with DHFC's regulatory oversight process for health care facilities requiring licensure through Health Facilities Licensing. This document is subject to updates on an ongoing basis so please continually check our website and update your copy to confirm that you have the most current version.

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August 17, 2016

S.C. Department of Health and Environmental Control
2600 Bull Street, Columbia, SC 29201 (803) 898-3432 www.scdhec.gov

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1. Division of Health Facilities Services (DHFC)

Main DHFC Phone:	(803) 545-4215
DHFC Fax:	(803) 545-4212

1.1. DHFC Organization and Staff Contacts

The following staff organization by state regions is used as a guideline for project assignments and may vary based on the needs of the project and the workloads of the staff members.

Administration for Division of Health Facilities Construction/Office of Fire and Life Safety				
Director	William (Bill) McCallum	(803) 920-3153 (mobile)	(803) 545-4211	mccallwb@dhec.sc.gov
Administration	Gwen Haynes		(803) 545-4872	haynesgs@dhec.sc.gov
Administration	Arnisha Goins		(803) 545-4214	goinsad@dhec.sc.gov

Division of Health Facilities Construction (DHFC)				
Region	**Staff Assigned**	**Counties**	**Mobile Phone No.**	**Email Address**
Upstate	Mark Bishop	Abbeville, Anderson, Cherokee, Greenville, Greenwood, Laurens, McCormick, Oconee, Pickens, Spartanburg, and Union	(803) 609-8610	bishopmj@dhec.sc.gov
Midlands	Ray Clark	Aiken, Barnwell, Chester, Edgefield, Fairfield, Kershaw, Lancaster, Lexington, Newberry, Richland, Saluda, and York	(803) 542-1634	clarklr@dhec.sc.gov
Pee Dee	Graham Cormack	Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown, Horry, Lee, Marion, Marlboro, Sumter, and Williamsburg	(803) 727-3576	cormacgc@dhec.sc.gov
Low Country	Elie Macaron, Jr.	Allendale, Bamberg, Beaufort, Berkeley, Calhoun, Charleston, Colleton, Dorchester, Hampton, Jasper, and Orangeburg	(843) 442-8179	macarone@dhec.sc.gov
Statewide	John Travis	Selected Facilities Statewide to include R-3 and R-4 (CRCFs and ICF-IDs with 16 and fewer residents) and Adult Daycare Facilities	(803) 422-7570	travisjh@dhec.sc.gov

The State of South Carolina is divided into DHFC Regions – Upstate, Midlands, Pee Dee, and Low Country. Each region is assigned a professional staff member dedicated to that region. This organization provides a consistency of service delivery. To the best of our ability, you will work with the same team member(s) throughout the project(s). DHFC staff appreciates your patience as we respond to the high

volume of emails and calls while we are mobile. Our regions, e-mail addresses, and phone numbers are as indicated on the previous page.

Office of Fire and Life Safety (FLS)				
Upstate	Michael Locklear	Abbeville, Anderson, Cherokee, Chester, Edgefield, Fairfield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Saluda, Spartanburg, Union, and York	(803) 465-4797	locklem@dhec.sc.gov
Midlands	David Moody	Aiken, Allendale, Bamberg, Barnwell, , Calhoun, Chesterfield, Darlington, Hampton, Kershaw, Lancaster, Lee, Lexington, Orangeburg, Marlboro, Richland, and Sumter	(803) 465-7318	moodyda@dhec.sc.gov
Low Country	Todd McAlhany	Beaufort, Berkeley, Charleston, Clarendon, Colleton, Dorchester, Dillon, Florence, Georgetown, Horry, Jasper, Marion, and Williamsburg	(803) 465-1273	mcalhadt@dhec.sc.gov

1.2. DHFC Office Location

The main offices of DHFC are located on the third floor in the Columbia Mills Building on Gervais Street in Columbia, South Carolina. Our office is in the same building as the South Carolina State Museum. The physical address is:

South Carolina Division of Health Facilities Construction
301 Gervais Street
Columbia, S.C. 29201
(803) 545-4215

Access to the office is from the rear of the building adjacent to the parking garage. A blue awning accents the entrance.

1.3. Abbreviations and Notifications

DHEC Department of Health and Environmental Control
BHFL Bureau of Health Facilities Licensing
CON Certificate of Need
DHFC Division of Heath Facilities Construction
FLS Office of Fire and Life Safety
CPIF Construction Project Information Form
NOC Notice of Completion

Notification Type	Subject Line	Address
Construction Project Information Form	CPIF-Project Name-County	DHFCadmin@dhec.sc.gov
Plan Review Requests	Plan Review Request-Project Name-County	DHFCadmin@dhec.sc.gov
Construction Inspection Request	Inspection Request-Project Name-County	DHFCadmin@dhec.sc.gov
Fire Watch	Fire Watch-Facility Name-County	firewatch@dhec.sc.gov
Fire Incident	Fire Incident-Facility Name-County	firewatch@dhec.sc.gov

1.4. Purpose of the Division

The South Carolina Department of Health and Environmental Control (SC DHEC) Division of Health Facilities Construction (DHFC) exists to provide the regulatory oversight of health care facilities required by the State of South Carolina to be licensed through the SC DHEC Bureau of Health Facilities Licensing (BHFL) to ensure that these facilities meet minimum regulation and building code requirements. This entails the review of design and construction plans, specifications, documents, and construction for all newly licensed facilities and renovations to existing licensed facilities. Facilities that do not require state licensing, such as doctors' offices and some outpatient clinics, are not reviewed or inspected by DHFC. The following provides a list of the types of facilities that are required to be licensed by BHFL: http://www.scdhec.gov/Agency/RegulationsAndUpdates/LawsAndRegulations/Health/

The licensing process often begins with an application to the Certificate of Need (CON) program. Many types of services must obtain a CON before they can begin the project and ultimately be licensed. Please consult the Certificate of Need homepage located on SCDHEC's website http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/CertificateOfNeed/. Ensure that the CON number or exemption number appear on all correspondence with DHFC.

Those facilities which do not require a CON for operation may require CON Exemption Number or Non-Applicability Determination (NAD) for expansions, renovations, or for the introduction of new services. If you are not sure, please contact the CON Program at coninfo@dhec.sc.gov.

Only after the project has cleared the CON process and a licensing application has been submitted to BHFL, can DHFC get involved and begin our review process. The BHFL licensing requirements and licensing application can be viewed at the following website http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/.

The Office of Fire and Life Safety (OFLS) is a component of DHFC that conducts periodic fire and life safety surveys of existing facilities to ensure continued compliance with the state adopted codes, standards and BHFL regulations.

1.5. Purpose of the DHFC Guidelines Manual

This manual is created and distributed to provide general information and general requirements for the design, construction, and approval process for facilities reviewed by our division. It *is **not*** intended as a design manual because it does not contain exhaustive requirements for the design of health care facilities. It ***is*** intended to provide guidance on the process of how to interface with DHFC to facilitate the regulatory review of projects and ensure a smooth and beneficial working relationship with our division.

In exercising our regulatory responsibility, our goal is to facilitate the process by providing collaborative support while ensuring the safety of all facilities licensed by BHFL. Please feel free to call the DHFC office for any clarifications and/or assistance at (803) 545-4215.

1.6. Administration Fees – Document Reviews and Construction Inspections

DHFC charges fees for the services provided by the Division. These fees are for plan reviews and inspections during the construction phase of the project. Our plan review fee is based on the total estimated cost of the project whether new construction, an addition, or a renovation. The plan review fee and an itemization of the components of the total project cost are described in the instruction pages of the Construction Project Information Form (CPIF) in **Appendix 1** of these Guidelines. The fees are also as detailed in the table below.

DHFC Fees – Construction Section		
Plan Review Fee		
Total Project Cost	**Fee**	
< $10,001.00	$750	
$10,001 - $100,000	$1,500	
$100,001 - $500,000	$2,000	
> $500,000	$2,500	plus $100 for each additional $100,000 in project cost
Inspection Trip Fee		
50% Inspection	$500	
80% Inspection	$500	
100% Inspection	$500	

Upon completion of construction, the owner shall submit a certified final cost of the project within 90 days to DHFC. An adjusted invoice for payment (or reimbursement for any overpayment) will be generated by DHFC.

2. Facility Licensing and DHFC Review

2.1. Facilities Licensed by DHEC Division of Health Care Facilities Licensing (BHFL) and Reviewed by DHFC

DHFC reviews construction plans, specifications, and inspects all new and renovated facilities that are licensed by DHEC. These facilities include, but may not be limited to, the following:

Abortion Clinics - Regulation 61-12
Ambulatory Surgical Facilities - Regulation 61-91
Birthing Centers for Deliveries by Midwives - Regulation 61-102
Body Piercing Facilities - Regulation 61-109 *****
Community Residential Care Facilities - Regulation 61-84
Day Care Facilities for Adults - Regulation 61-75
Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence - Inpatient - Regulation 61-93
Facilities that Treat Individuals for Psychoactive Substance Abuse or Dependence - Outpatient - Regulation 61-93
Freestanding or Mobile Technology - Regulation 61-108 *****
Habilitation Centers for Persons with Intellectual Disability or Person with Related Conditions - Regulation 61-13
Hospices - Regulation 61-78
Hospitals and Institutional General Infirmaries - Regulation 61-16
Nursing Homes - Regulation 61-17
Renal Dialysis Facilities - Regulation 61-97
Residential Treatment Facilities for Children and Adolescents - Regulation 61-103
Tattoo Facilities - Regulation 61-111 *****

*** These facilities do not require review by DHFC**

2.2. Facilities that are not Licensed by DHEC Division of Health Care Facilities Licensing

DHFC does not review the construction plans, specifications, or inspect facilities not licensed by BHFL. These facilities include, but may not be limited to, the following:

Doctor's Offices

We also do not review these facilities, even if owned by a licensed entity unless a clinic is part of the license of the entity. If you have a question, please contact us at (803) 545-4215.

2.3. Regulations - DHEC has developed regulations specific to each type facility licensed by the BHFL as referenced in 2.1 and these regulations can be downloaded from: http://www.scdhec.gov/Agency/RegulationsAndUpdates/LawsAndRegulations/Health/.

2.4. Exception from a Specific Requirement in a Licensing Regulation - A formal request can be presented for an exception to any statement or requirement in any of the Licensing Regulations. Any requested exception to either a building code requirement or to a standard referenced from the building code cannot be granted. These are building "laws" adopted by our state. However, any exception to the Regulations will be considered upon written request.

2.4.1. Application Form – The application form – "Request for Exception to Licensing Standard Division of Health Licensing" - **Appendix 13** to this Guidelines Manual. The form can also be obtained from http://www.scdhec.gov/Library/D-0226.pdf.

2.4.2. Submission Procedure – Execute the application form and provide all supporting documentation in support of your request and mail the package to:

SCDHEC Bureau of Health Facilities Licensing
2600 Bull Street
Columbia, SC, 29201

2.4.3. Review Procedure – The requests are reviewed by a BHFL Committee on a periodic basis. The committee will receive input from the appropriate departments within DHEC and issue a written decision with guidelines for compliance should the exception be granted.

2.3. Work Performed at Existing Licensed Facilities – When to Involve DHFC

2.3.1. General Rules – DHFC must be involved by providing plan reviews and inspections whenever the scope of work affects any building structural, mechanical, plumbing, electrical, or life safety system including rated wall or ceiling assemblies. A detailed description is contained in **Appendix 2** to this Guidelines Manual.

2.3.2. Clarification – Should clarification be desired as to whether or not a project requires the involvement of DHFC for any current or future projects at your facility, please do not hesitate to contact the staff member assigned to your area or our office at (803) 545-4215.

2.3.3. Project Delays - If a project is delayed for a period of twelve months from the time of acceptance of final documents, a new approval is required by DHFC.

3. Applicable Building Codes and Standards

3.1. Building Codes - The Building Codes utilized by DHFC are the applicable building codes adopted by the State of South Carolina and the Office of the State Fire Marshal. They are listed in **Appendix 3** convenience.

3.2. Building Standards - Building Standards as referenced in the adopted building codes include, but are not necessarily limited to, those listed in **Appendix 3**. These standards apply when specifically referenced in the state-adopted building codes.

3.3. Adopted Revisions Policy – Building codes, building standards, and BHFL regulations are subject to change during the design and construction of a project. The following policy is implemented when this situation arises.

3.3.1. Changes During the Plan Development Process – Unless otherwise approved by the Division, the building codes, building standards, and regulations in effect at the time of the acceptance of the Schematic Design Review shall govern for the entire project unless the project is delayed for a period of twelve months from the time of the acceptance of the Final Construction Documents. Upon such a delay, the entire review process starts over and any new building codes, building standards, and regulations shall apply.

3.4. Grandfathering Policy for Existing Facilities - All buildings, new and existing, being licensed for the first time, increasing licensed beds or changing their license to provide a different service shall meet the current codes and regulations listed in 3.1 above. Any additions, alterations, or renovations to an existing licensed facility shall meet the current codes, regulations, and requirements listed above. A change in ownership does not require a building upgrade to meet current codes and regulations.

4. Process – How to Work with DHFC

4.1. Overall Process for Working with DHFC - Briefly, the process of getting a facility or space licensed is as follows. These steps are discussed in more detail in following sections of these guidelines.

1. Obtain CON approval if required (See 1.4): http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/CertificateOfNeed/.
2. For a new facility, fill out BHFL Licensing application located at: http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/HealthcareFacilityLicensing/Forms/ for a new facility and obtain a verification letter from BHFL for the project.
3. Provide a CPIF to DHFC for processing. A copy of the CPIF is located in **Appendix 1** of this guidelines manual and a fillable Microsoft Word copy is located on our website at: http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/HealthcareFacilityConstruction/OverviewOfHealthcareFacilityConstructionSafety/.
4. Receive plan review fee invoice from DHFC.
5. Pay plan review fee to DHFC.
6. Assemble construction documents and project manual of your project/facility.
7. Establish appointments for review of your construction documents by DHFC – Schematic Design Plan Review Session, Design Development Plan Review Session, and final Construction Documents Plan Review Session (submit documentation required for Final Plan Acceptance; **Appendix 9**).
8. Receive final plan review acceptance from DHFC to proceed with construction.
9. Owner begins construction, alterations and/or renovations.
10. Three construction progress inspections are required by DHFC unless otherwise approved by the Division – 50% inspection, 80% inspection, and 100% (final) construction inspection (submit documentation required for Final Project Acceptance; **Appendix 11**).

11. Notice of Completion (NOC) is sent from DHFC to BHFL and the facility.
12. Licensing inspection by BHFL, to allow occupancy of the project space unless noted otherwise in the NOC.
13. Certification inspection (if required for federal reimbursement, occurring several months after the facility is open.)

4.2. Construction Project Information Form (CPIF) - Prior to any project review or meeting, the CPIF must be received by DHFC. See **Appendix 1** for a copy of the CPIF form. ***The CPIF should be completed and submitted as early in the process as possible since we cannot proceed in any way until an accurate and complete CPIF is entered into the DHFC data base.*** Should the project require review by the CON staff or receive action by the BHFL, DHFC will issue a notice of receipt of the CPIF to the designated contacts on the CPIF that it will be held and entered upon project approval by CON or the BHFL. Once received and entered, an invoice shall be generated and emailed to the owner and the design professional. This is a duplicate invoice and only needs to be paid once. The owner and the design professional should coordinate payment.

Email the CPIF form to DHFCadmin@dhec.sc.gov. On the subject line type provide the information in the following format **"CPIF – Project Name - County."**

4.3. Project Plan Review Process – The plan review process is completed in three review sessions unless otherwise approved by the Division– Schematic Design, Design Development, and final Construction Documents.

4.3.1. Schedule a Plan Review Session - Once the review fee is paid, the lead design professional shall schedule the Schematic Design Plan Review Session appointment with DHFC. Plan reviews are scheduled via email to DHFCadmin@dhec.sc.gov. On the subject line type provide the information in the following format **"Plan Review Request – Project Name - County."**

Due to the high demand of this office, it is suggested that appointments be made as soon as the expected review date is determined. It is easier to postpone an appointment than to try to work around previously scheduled dates.

4.3.2. Attendance at Plan Review Sessions - All plan reviews performed by DHFC are done face-to-face on an appointment only basis. Plan documents received by DHFC either by mail or hand-delivered will not be addressed. All plan review sessions are conducted with the Design Professional (See **Appendix 4** for the requirement for a Design Professional) and the Owner or Owner's Representative(s) present. The Design Professional may act as the Owner's Representative. The design professional shall be present at all plan reviews. Plan reviews will not be conducted in their absence. The design professional is responsible to take detailed notes during the review session and, as early as practical following the plan review session, email a copy of the reviewer's comments with the actions taken by the professional in response to the comments in Excel format. A sample form to document the comments and resulting modifications to the drawings is

contained in **Appendix 5A** of this manual. An Excel file can be obtained from the DHFC staff architect.

Objective - The objective of the reviews is to achieve a set of code compliant documents that are properly sealed, and contain all required documentation. Final construction documents must be properly sealed, signed by the professional in responsible charge of the project, and dated at the time of the final review.

4.3.3. Documents to Bring to the Plan Review Sessions – Plan documents are in a continual state of development from Schematic Design to the completion of the Construction Documents. The documents, therefore, shall be additive building upon the documents accepted at the previous review session. The minimum documentation requirements necessary for each review session are itemized in Appendices to this Guidelines Manual – Schematic Design (**Appendix 5)**, Design Development (**Appendix 6**), and Final Construction Documents (**Appendix 7**). The lists are not intended to be exhaustive but, again, only establish a minimum requirement.

4.3.4. Final Plan Acceptance – Upon receipt of the Documents Required for Final Plan Acceptance outlined in **Appendix 9** to this Guidelines Manual, DHFC will issue an acceptance of the final construction documents allowing construction work to begin for any licensed facility. The following statement shall apply whether stated or not in any project acceptance communication. **This examination of the submitted documents does not relieve the Owner, Architect/Engineer, and Contractor, or their representatives from individual or collective responsibility to comply with the applicable codes and regulations. This review is not to be construed as a check of every item in the submitted documents and does not prevent authorities from hereafter requiring corrections of errors in plans or construction**.

4.3.5. ***Construction operations shall not commence until Final Plan Acceptance is issued by DHFC***. Substantial fines or penalties may be imposed if any construction work is commenced prior to the Final Plan Acceptance and project permitting.

4.4. Continued Documentation after Final Plan Acceptance - DHFC shall be kept informed of any substantial deviations from the approved Construction Documents. Document any substantial deviations in writing to DHFC.

4.5. Construction Phase Inspections – Unless agreed upon with DHFC, a minimum of three site construction progress visits are required - progress inspection (at 50% completion), above ceiling inspection (at 80% completion), and a 100% Final Project Acceptance Inspection. The specific requirements for the construction inspections are detailed in **Appendix 10** to this Guidelines Manual.

4.5.1. Project Permitting – DHFC does not issue general building permits. The General Contractor shall secure all required building permits for the project from the local municipality. Work without proper permitting shall not be inspected by DHFC.

4.5.2. Schedule a Construction Inspection – To schedule a construction inspection send an email to DHFCadmin@dhec.sc.gov. On the subject line type provide the information in the following format **"Inspection Request – Project Name - County."** The lead design professional shall schedule, coordinate and attend all inspections.

Although we can often accommodate same week inspections, please allow a two week notice for any inspection. It is far to the advantage of all concerned that sufficient inspections be made. It shall be the responsibility of all Design Professionals to confirm that areas requiring inspection are ready for a DHFC inspection. Failed inspections may result in DHFC taking action against all Design Professionals involved.

4.5.3. Attendance at Construction Inspections – Construction inspections shall be attended by all parties deemed necessary by the design professional and the general contractor to expedite and complete a thorough inspection, however, at a minimum, each inspection shall be attended by the design professional and the general contractor. If these parties are not present, the inspection will be immediately terminated.

4.5.4. Inspection Documentation - The Design Professional shall take detailed notes at each inspection. These inspection notes shall be circulated to all involved parties within five calendar days of the inspection visit. The inspection notes shall also be retained for inclusion into the record documents and formatted as directed by DHFC in a "punch list" sign/counter sign format for the 100% Final Acceptance Inspection. A sample sign/countersign document is contained in **Appendix 11A** of this manual. An Excel worksheet of this form can be obtained from the DHFC staff architect.

4.5.5. Documentation for Final Project Acceptance – Completed projects cannot be inspected for Final Licensing until the appropriate documentation is compiled and assembled into a 3-ring binder. This binder shall be presented at the 100% Final Acceptance Inspection. This documentation is itemized in **Appendix 11** to this Guidelines Manual. The binder will be reviewed at the Final Acceptance Inspection and provided to the Owner.

4.6. Fire and Life Safety During Construction – Whether patient, resident, employee or visitor, the safety of the users of health care facilities is of paramount importance during any construction or renovation project. It is the responsibility of the facility director and the design/construction team to perform the scope of work in such a manner to ensure the safety of these user groups and the uninterrupted proper functioning of the various building life safety structures and systems. Please reference **Appendix 12** for general guidance in ensuring life safety.

5. Office of Fire and Life Safety

5.1. Purpose of the Office

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5.1.1. Fire and Life Safety Inspections - The Office of Fire and Life Safety (FLS), a section of the Division of Health Facilities Construction, conducts periodic fire and life safety surveys of existing facilities to insure continued compliance with appropriate codes, standards and regulations. These inspections are coordinated with the BHFL to minimize inspection fees charged to facilities. However, when a facility has to be re-inspected due to a deficiency, DHFC assesses a **$125.00** fee for each required re-inspection until compliance is attained.

5.1.2. Education – The mission of this office is through oversight, inspection, and education to help reduce fire related emergencies and prevent the loss of life and property at healthcare facilities.

5.2. Fire Watch - It is required to notify FLS fire officials, and local fire officials, anytime fire detection, alarm and extinguishing systems are in a non-operative condition.

5.2.1. IFC Section 901.7 - Systems Out of Service - Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

5.2.2. Where utilized, fire watches shall be provided with at least one approved means for notification of the fire department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

5.2.3. Fire Watch Notification to FLS Procedure – Send an email notification to firewatch@dhec.sc.gov. On the subject line type provide the information in the following format **"Fire Watch – Facility Name - County."** The email shall contain a complete description of the purpose of the fire watch and the name and position title of the person sending the email.

5.3. Fire Incident – It is required to notify FLS fire officials immediately via email after calling 911**.**

5.3.1. Fire Incident Notification Procedure - Send an email notification to firewatch@dhec.sc.gov. On the subject line type provide the information in the following format **"Fire Incident – Facility Name - County."** The email shall contain a complete description of the fire incident and the name and position title of the person sending the email.

6. Appendices – These documents are enclosed immediately following this page**.**

6.1. Appendix 1 – Construction Project Information Form (CPIF)
6.2. Appendix 2 - When a Project Must Undergo the DHFC Review Process
6.3. Appendix 3 - List of Building Codes and Standards
6.4. Appendix 4 – Design Professionals
6.5. Appendix 5 - Schematic Design (SD) Plan Review Session Minimum Documents
6.6. Appendix 6 - Design Development (DD) Plan Review Session Minimum Documents

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6.7. Appendix 7 - Final Construction Document (CD) Plan Review Session Minimum Documents

6.8. Appendix 8 – Required Format of Fire and Life Safety Plan and Documentation of Building Code Information

6.9. Appendix 9 – Documents Required for Final Plan Acceptance

6.10. Appendix 10 – Construction Phase Inspections

6.11. Appendix 11 – Documents Required for Final Project Acceptance

6.12. Appendix 11A - Sample Sign/Countersign Worksheet for Inspection Documentation

6.13. Appendix 12 – Guidelines for Fire and Life Safety During Construction

6.14. Appendix 13 **-** Request for Exception to Licensing Standard Division of Health Licensing Form

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Appendix 1 – Construction Project Information Form – Images of the form are included on the following three pages. The fillable form can be obtained at http://www.scdhec.gov/Health/FHPF/HealthFacilityRegulationsLicensing/HealthcareFacilityConstruction/OverviewOfHealthcareFacilityConstructionSafety/.

The remainder of this page is left blank intentionally.

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D H F C
PROMOTE PROTECT PROSPER
South Carolina Department of Health and Environmental Control

CONSTRUCTION PROJECT INFORMATION FORM

DIVISION OF HEALTH FACILITIES CONSTRUCTION (DHFC)
301 GERVAIS STREET, COLUMBIA, SC, 29201
(803) 545-4215 OFFICE (803) FAX (803) 545-4212

This section is to be completed by the Department | DHFC Project #: | Final Plan Review Date:

Is the facility or service currently licensed with the Department? Yes ☐ No ☐ If yes, what is the license number? _____

If no, have you filed an Initial License Application with the Bureau of Health Facilities Licensing? Yes ☐ No ☐ N/A ☐

Facility/Service Type: | Client Project #:

CONSTRUCTION SITE ADDRESS

Licensed Facility/Service Name:

Physical Address:

City: | State: SC | Zip Code: | County:

BILLING ADDRESS

Business Name:

Attention:

Address:

City: State: Zip Code:

ESTIMATED COST OF PROJECT

Design $: _____ | Construction $: _____ | Equipment $: _____

Other Applicable Costs: $_____ | TOTAL ESTIMATED COST OF PROJECT: $_____

PROJECT INFORMATION

Project Name: (100 characters or less):

If Applicable, Please Attach a Copy of Your Certificate of Need (CON) CON#: CON Date:

Will the facility have a sprinkler system: No ☐ Yes ☐ Type of Sprinkler: Projected Number of Beds:

Gross Square Footage of Project: Gross Square Footage of Building:

Construction Start Date: | Estimated Finish Date: | Part of Larger Project Yes ☐ No ☐

Project Description:

FACILITY OWNER CONTACT INFORMATION

Name: Email Address:

Address: Phone #: Fax #:

City: State: Zip Code:

DESIGN PROFESSIONAL CONTACT INFORMATION

Name: Email Address:

Address: Phone #: Fax #:

City: State: Zip Code:

Person Completing Form: Contact Number: Date Completed:

DHEC Form 0275 (03/2014) [Records Retention 16327]

INSTRUCTIONS: DHEC FORM 0275
DIVISION OF HEALTH FACILITIES CONSTRUCTION (DHFC)
CONSTRUCTION PROJECT INFORMATION FORM

PURPOSE: This form is used to gather construction project information for facilities seeking to be licensed or by facilities that are currently licensed and seeking to expand or renovate. It will be used to generate invoices for Construction Plan Review Fees. When completed, the form is submitted to the SCDHEC, Division of Health Facilities Construction (DHFC), 301 Gervais St, Columbia, SC, 29201 or via fax at (803) 545-4212.

EXPLANATION: Appointments for plan approvals will be scheduled once all of the following have been successfully submitted: (1) an Initial License Application to the Bureau of Health Facilities Licensing (BHFL); (2) Construction Project Information Form to the Division of Health Facilities Construction (DHFC); (3) Payment of the Construction Plan Review Fee (based on the total estimated cost of project that is reported on the Construction Project Information Form). All payments made to the Department are nonrefundable. Invoices will be sent to the owner and design professional.

Item by Item Instructions:

1. Is the facility or service licensed with the Department? Check "Yes" if you have been issued a license by the Bureau of Health Facilities Licensing (BHFL) and the project is an addition, modification, or a standalone building in support of the licensed facility/service. Next, enter your license number in the space provided.

Check "No" if the facility/service has never been licensed by BHFL. If you check "No", you must complete and submit an Initial License Application for a new facility or service with BHFL prior to scheduling an appointment for a Plan Review. The Construction Project Information Form, Initial License Application and the Construction Plan Review fee may all be submitted simultaneously to the same address.

2. Facility/Service Type: From the drop down menu, select the type of facility or service that applies to this project (i.e. Hospital, Nursing Home, Community Retirement Care Facility and etc.)

3. Client Project #: Enter your project number if applicable for referencing our invoice.

4. Construction Site Address: Enter the physical address of the project. If the street number has not yet been established, please enter information that identifies the location.

5. County Location: Enter the appropriate county in which the project is located.

6. Billing Address Information: Enter the address where the owner prefers for the invoice to be sent. Both the owner and designed professional will receive copies of the invoices for payment via email. Both are encouraged to coordinate payment to avoid duplicate payments.

7. Total Estimated Cost of Project: Enter the estimated costs for the design, construction, equipment and all other applicable costs. Then enter the total estimated cost of the project which should equal the total of the estimated costs of the design, construction, equipment and all other applicable costs.

The cost of the Construction Plan Review Fee is based on the total estimated cost of the project. Total construction cost is defined as the total amount the owner pays for a finished project/building. Costs included but are not limited to: professional fees, consulting fees, management fees, furnishings/equipment, insurance, utilities, exterior and site work, labor, materials, overhead and profit, tap and impact fees, changes in scope of work, and all other costs accrued for a finished project/building. The following items shall not be considered in any fee calculation: local plan review fees, purchase of land, purchase of existing buildings, project financing fees, attorney fees, and bank fees.

CONSTRUCTION PLAN REVIEW FEES	
Total Construction Cost:	Fee:
Less than 10,000	$750
Between $10,001 – $100,000	$1,500
Between $100,001 - $500,000	$2,000
Greater than $500,000	$2,500 plus $100 for each additional one hundred thousand dollars

Upon completion of the construction project, the owner shall submit a certified final cost of the project within 90 days to DHFC. An adjusted invoice for payment (or reimbursement for the negative variance) will be generated by the Department.

DHEC Form 0275 (03/2014) [Records Retention 16327]

8. Project Information: Please be advised that construction work shall not begin until approval of the final drawings or written permission has been received from DHFC. Any construction deviations from the approved documents shall be approved by DHFC.

   a. Project Name: In 100 characters or less, provide a name to identify the project.
   b. If applicable, attach a copy of the Certificate of Need (CON). Enter the CON number and date of the CON.
   c. Sprinkler System: Will or does the facility have a sprinkler system? Mark either "Yes" or "No". If yes, select the type of sprinkler system from the drop down menu.
   d. Project Beds: Enter the projected number of beds related to this project.
   e. Gross Square Footage of Project: Enter the total Gross Square Footage (GSF) of project.
   f. Gross Square Footage of Building: Enter the total Gross Square Footage (GSF) of the building.
   g. Construction Start Date: Enter the project start date for when construction will begin.
   h. Estimated Finish Date: Enter the projected completion date for when construction will end.
   i. Part of Larger Project: Select "Yes" if this project is part of a larger project. Check "No" if it is not.

9. Project Description: Provide details to describe the purpose of the construction project.

10. Facility Owner Contact Information: Enter the owner's name, email address, address, phone number, fax number. Communication from DHFC will primarily be via e-mail.

11. Design Professional contact Information: Enter the design professional's name, email address, address, phone number, fax number. Communication from DHFC will primarily be via e-mail.

12. Name of Person Completing Form: Enter the name of the person completing the form, their contact number, and the date the form was completed.

OFFICE MECHANICS AND FILING: Kept in accordance with records retention schedule 16327 – retain at Agency for 4 years then to State Records Center for 6 years, and then destroy.

Appendix 2 – When a Project Must Undergo the DHFC Review Process

1. Projects that Require Review and Acceptance by DHFC – Cost has no bearing on whether or not a review and acceptance is required. Projects that are licensed for the first time or whose license has lapsed shall submit signed and sealed documents prepared by a design professional that indicate compliance of the facility with the current DHEC Regulation and all adopted building codes and standards whether construction is required or not. Projects that include any modification to the physical plant of a licensed facility that affects any of the following require review.
   A. the function, use, or accessibility of an area
   B. the structural integrity of the building or area
   C. the active and passive fire safety systems (including kitchen equipment such as exhaust hoods or changes to the equipment required to be under a hood)
   D. all door, wall or ceiling system assemblies
   E. all modifications that involve penetrating, altering, or replacing a fire-resistant rated or smoke wall/element, partition, horizontal assembly, or opening protective in the rated element/assembly
   F. exits, exit access corridors, or exit passageways
   G. roofing replacements, mechanical, electrical and plumbing systems (except simple fixture changes and low voltage systems)
   H. projects pertaining to any life safety system (such as fire detection and notifications, fire sprinkler system, nurse call system, and emergency generators)

2. Projects that do not Require Review and Acceptance by DHFC - The DHFC does not require a review of general facility maintenance items, defined as the act of keeping property or equipment in good condition by making repairs, correcting problems, etc. If you are unclear if a project is considered maintenance or construction, please contact our office for guidance. The following are examples of work that are considered routine maintenance and do not require review and acceptance by DHFC.
   A. Painting - a CPIF is not required for this work, but the facility is required to comply with current building codes and applicable standards for correct type and application of all the material.
   B. Window treatments - a CPIF is not required for this work, but the facility is required to comply with current building codes applicable standards for correct type and application of all the material.
   C. General Finishes – a CPIF is not required for this work, but the facility is required to comply with current building codes and applicable standards for correct type and application of all the material. The facility shall also ensure that any finishes containing hazardous materials are removed/encapsulated appropriately. General finishes may include, but is not limited to; acoustical ceiling panels only, moldings, wallcoverings, corner and wall guards, wall base, and flooring materials such as vinyl, carpet, and sheet flooring materials. Removing hardwood or ceramic flooring and replacing these materials are not in this category and are required to be reviewed by DHFC.
   D. Replacement of Base and Wall Cabinets and Countertops – a CPIF is not required for a simple replacement of existing base and wall cabinets that does not alter the size or configuration of the cabinets or require any modification or penetration of existing walls/ceilings.
   E. Repairing leaks - a CPIF is not required for this work, but the facility is required to comply with current building code applicable standards for correct type and application of all the material. If the leak has

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damaged the facility due to mold growth, or any other reason, and requires any wall assembly replacement, please contact our office for direction.

3. If any type of work, maintenance or otherwise, is performed to a standard inconsistent with codes or regulations, the work will require repair and or complete replacement. In this instance, your facility may also be cited for failure to comply with the pertinent codes or regulations.

Projects of Limited Scope – All projects will fall within one of the two categories above. Due to the nature of the ongoing renovation process in many facilities, it is prudent to meet and consult with the DHFC staff architect/engineer assigned to their facility on a quarterly basis (every three months) to review upcoming projects and assess the classification of each project as to whether they require the review of DHFC and the exact document submittal requirements for each project. This process will prevent misclassifications of projects and facilitate the review and approval processes for the facility.

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Appendix 3 – List of Building Codes and Standards

The following building codes and standards are applicable unless noted otherwise in the applicable governing regulation. Alternatively, in accordance with S.C. Code Section 1-34-40, a facility may comply with the latest published edition of a nationally recognized code referenced by the applicable regulation. In such case, the facility must still comply with any specific design and construction requirements enumerated in the regulation itself.

Building Codes - The following building codes are used by DHFC in the review of all projects. These codes have been adopted by the SCLLR and the South Carolina Building Code Council.

1. 2015 International Building Code (IBC)
2. 2015 International Fire Code (IFC)
3. 2015 International Existing Building Code (IEBC)
4. 2015 International Mechanical Code (IMC)
5. 2015 International Plumbing Code (IPC)
6. 2015 International Fuel Gas Code (IGC)
7. 2009 International Energy Code (IEC)

Building Standards – The following building standards are used by DHFC in the review of all projects. These standards are enforced when specifically referenced from the IBC and other building codes. This list is not exhaustive since other standards may apply when referenced from the adopted codes.

1. 2009 ICC A117.1 Accessibility Standard
2. 2013 NFPA 10 - Standard for Portable Fire Extinguishers
3. 2013 NFPA 13 - Standard for the Installation of Sprinkler Systems
4. 2013 NFPA 13R - Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies
5. 2013 NFPA 13D - Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes
6. 2014 NFPA 70 – National Electrical Code
7. 2013 NFPA 72 - National Fire Alarm and Signaling Code
8. 2015 NFPA 99 - Health Care Facilities Code
9. 2012 NFPA 101 - Life Safety Code
10. 2013 NFPA 110 - Standard for Emergency and Standby Power Systems

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Appendix 4 – Design Professionals

Design Professionals – SCDHEC Regulations require that all facilities licensed by the Department have a design professional registered in the State of South Carolina prepare signed and sealed design documents for all newly constructed facilities, newly licensed facilities, renovations and additions to existing facilities, and for a change of occupancy to an existing facility whether construction is required or not. Should the scope of work for the project be limited, the design professional may be an engineer, but normally the design professional will be an architect.

Professional Seals – All documents prepared by design professionals shall bear their signed seal(s) as required by the SCLLR professional licensing boards. The requirements can be obtained from the website below:

http://www.llr.state.sc.us/

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Appendix 5 – Schematic Design (SD) Plan Review Session Minimum Documents

1. **Request a Plan Review** - Request inspections by e-mail to DHFCadmin@dhec.sc.gov with a subject line as follows: plan review request – project name – county.

2. **Required Documents for SD Review** – Bring **one (1) full size complete set** of drawings as identified below for review by DHFC. These documents will be redlined by the plan reviewer during the plan review session and returned to the design professional for incorporation of the comments into the design documents. The review documents shall be retained by the design professional until final plan approval.

   The following documents shall establish a minimum for a Schematic Design Plan Review with DHFC.

   1. **Building Program**
      a. List of functions and spaces provided in the proposed construction.
      b. A schedule indicating the total number of patient beds categorized by new or existing and the number of beds in each bedroom.

   2. **Schematic Drawings**
      a. Site Plan – Indicating the proposed site improvements including, but not limited to; roads, walks, parking, service and entrance courts, and the building(s).
      b. Fire and Life Safety Plan – ***This plan is CENTRAL to our review of your project and it is ESSENTIAL for the plan to completely delineate the fire and life-safety issues of the project to a Schematic Design level (see Appendix 8).*** The plan shall indicate building square footage(s), occupancy group(s), the type of construction per the IBC, fire-rated walls, smoke compartments, and other pertinent items to allow a schematic level review of the life safety issues of the proposed project. If the building is an addition or is otherwise related to other buildings on the same site, indicate the fire-resistance ratings of the existing building elements and the type construction of the existing building(s).
      c. Floor Plans – Floor Plans of each floor delineating the relationships of the various spaces, the plan arrangements of each room including furniture in bedrooms and assembly areas, room names, and room dimensions.

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Appendix 5A – Plan Review Comment Documentation Form – A copy of an Excel worksheet file of this form can be obtained from the regional staff architects. Either this form fully excecuted or a similar one must be used to document all DHFC plan review sessions and shall be included on the final CD at Plan Acceptance.

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DHFC Plan Review Documentation

Project Name: _____
DHFC Project Number: _____
Plan Review Date: _____
Design Firm: _____

Plan Review Stage (SD, DD, CD): _____
People Present: _____
_____

Item Number	Drawing Sht/Detail	DHFC Comment	Design Professional Comment/Action	DHFC Follow-up Comment/Comment Resolved?	Further Action

Appendix 6 – Design Development (DD) Plan Review Session Minimum Documents

1. **Request a Plan Review** - Request inspections by e-mail to DHFCadmin@dhec.sc.gov with a subject line as follows: plan review request – project name – county.

2. **Required Documents for DD Review** – Bring **one (1) full size complete set** of drawings as identified below for review by DHFC. These documents will be redlined by the plan reviewer during the plan review session and returned to the design professional for incorporation of the comments into the design documents. The review documents shall be retained by the design professional until final plan approval.

   The following documents shall establish a minimum for a Design Development Plan Review with DHFC.

   1. Civil Drawings – Civil drawings shall indicate existing grade structure and proposed improvements. Provide a vicinity map and building locator guide. Indicate location of existing and proposed fire hydrants, fire lines, and external sprinkler system components.
   2. Fire and Life Safety Plan – Provide a single sheet overall floor plan showing fire and smoke compartments, all means of egress and all exit markings. Dimension smoke compartments, calculate areas of smoke compartments and draft stop compartments (if any); and calculate and tabulate exit units required per IBC Chapter 10. See **Appendix 8** for the ***required format*** for the presentation of this information.
   3. Architectural Drawings –
      a. Floor Plans - Provide floor plans (overall, 1/8" scale, and enlarged) indicating all walls, room designations, doors and door swings, windows, cabinet work, fixed equipment, plumbing fixtures, and accessible clear floor space requirements around plumbing fixtures and other building elements required to be accessible.
      b. Enlarged Plans - Provide enlarged plans of typical new bedrooms with tabulations of net square footage of each room (interior room dimension minus areas referenced in DHEC regulations).
      c. Building Elevations - Provide all exterior building elevations.
      d. Building Section and Wall Sections – Provide typical building sections, typical large scale wall sections, and interior partition sections.
   4. Mechanical Drawings - Provide single-line diagrams of the ventilation system with the relative pressures of each space. Provide, at least in outline form, a description of the operation of the system and either a description or drawings of any anticipated emergency smoke control systems correlated with the Fire and Life Safety Plan.
   5. Electrical Drawings – single-line diagram of essential, normal, and alternate power circuiting systems, service entrance(s), switchboards, transfer switches, distribution panel boards, and the description of building loads. Show fire alarm zones, correlated with the Fire and Life Safety Plan.
   6. Outline Specifications – Provide a general description of the construction, including construction classification and rating of components, U.L. assemblies, interior finishes, general types and

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locations of acoustical material, floor coverings, hardware groups, electrical equipment, ventilating equipment, and plumbing fixtures.

7. Existing Facility Layout - Whenever an addition, alteration, renovation or remodeling to an existing facility is proposed, the general layout of spaces of the existing facility along with any existing sprinklered areas with the designation of the type of system shall be included with the Design Development Plan Review Documents.

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Appendix 7 – Final Construction Document (CD) Plan Review Session Minimum Documents

1. **Request a Plan Review** - Request inspections by e-mail to DHFCadmin@dhec.sc.gov with a subject line as follows: plan review request – project name – county.

2. **Required Documents for CD Review** – Bring **one (1) full size complete set** of drawings and the project manual as identified below for review by DHFC. These documents will be redlined by the plan reviewer during the plan review session and returned to the design professional for incorporation of the comments into the design documents. The review documents shall be retained by the design professional until final plan approval.

   Documentation Form for Final Plan Acceptance – Provide this Form as a cover with all the information indicated. The form is **Appendix 9** of this Guidelines Manual.

   Fire Department Letter – This letter shall indicate the local fire department has the equipment or arrangements to fight a fire in that type of facility. (Not required if a fire hydrant is within or will be within four hundred (400) feet from any portion of the building for unsprinklered buildings or six hundred (600) feet for sprinklered buildings).

   The following documents shall establish a minimum for a Construction Document Plan Review with DHFC.

   1. Organization of Documents - Prepare all documents in a neat, appropriately ordered, and organized package.
   2. Appropriately Professionally Sealed and Signed – Professionally seal and sign each sheet of the final construction drawings and the pages of the project manual as required by the professional licensing boards.
   3. Drawings – All construction documents required to completely delineate the total scope of the project consisting of work related to, but not limited to, civil engineering, architectural, structural engineering, mechanical engineering, plumbing engineering, electrical engineering, and any other required disciplines shall be 100% complete and ready to issue for construction purposes.
   4. Commerical Kitchen Drawings – The drawings shall include a floor plan of the kitchen indicating all the equipment, a full equipment list and all equipment specification sheets.
   5. Project Manual – The project manual consisting of all construction bidding, contractual, and performance requirements and all technical specification sections shall be 100% complete and ready to issue for construction purposes.
   6. Inter-discipline Building Fire Component Coordination - All architectural and engineering discipline floor plan drawings (mechanical, plumbing, electrical, etc.) shall contain room names and numbers and shall coincide with the location of all rated building elements including, but not limited to, fire-rated wall assemblies (fire walls, fire barriers, and fire partitions, and smoke barriers), smoke partitions, horizontal exits, and exit passageways as indicated on the Fire and Life Safety Plan. **All wall rating designations shall appear on all architectural and engineering floor plans**. This is to

ensure that all components which penetrate, or otherwise relate to, rated walls do so according to code requirements.

7. Schedules - Provide a hardware, door, window, and finish schedules.
8. Fire and Life Safety Plan and Building Code Information - See **Appendix 8** for the ***required format*** for the presentation of this information.

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Appendix 8 – Required Format of Fire and Life Safety Plan and Documentation of Building Code Information

All sets of plans shall contain a Fire and Life Safety Plan that conforms to the minimum requirements of this Appendix beginning with Schematic Design. All Fire and Life Safety information shall be displayed in the set of drawings in the following format.

1. Fire and Life Safety Plan(s) – This drawing shall be at an appropriate scale to include the whole building footprint on a single sheet and shall indicate the following:
   a. Fire areas and smoke compartments, indicating the length, width, configuration, and square footage of each compartment.
   b. Calculations and area designations (each side of smoke compartments) for all refuge areas in I-2 and I-1 Use Condition 2 projects.
   c. All fire-resistant rated walls, smoke barriers, and smoke partitions with designations as to type per IBC Section 706 – 710. These walls shall be color coded on the plan.
   d. All means of egress and exit signs and directional arrows, and interior exit lighting, and exit discharge exterior lighting.
   e. Provide for each exit door the actual clear exit width, the calculated exit capacity, and the actual calculated number of persons using the exit based on the proposed exiting strategy.
   f. Location of all fire extinguishers, color coded in green.
   g. Locations of smoke detectors, CO detectors, and other fire alarm components.
   h. Indications of fire sprinklered areas with hazard classifications.
   i. Delineate and calculate exit access travel distances and commons paths of egress travel.

2. Documentation of Building Code Information – Provide in tabular format complete building code summary information as required to completely document conformance of the design of the project. This includes, but is not limited to, listing the occupancy group(s); strategy for treatment of mixed occupancies; special requirements based on occupancy/use; building height and area allowed/actual with all allowed increases; construction type; fire-resistance rating requirements for building elements, exterior wall rating requirements based on FSD; smoke and fire protection requirements including fire alarm system, standpipes, and sprinkler system and sprinkler system type(s); etc.
   a. Locate this documentation in close proximity to the Fire and Life Safety Plan in the set of construction drawings.
   b. As a component of this documentation, provide a list of the building codes, the building standards, and the regulations used in the design of the facility.

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Appendix 9 – Documents Required for Final Plan Acceptance – This sheet shall be the Cover for the submission of the required documents.

All of the documents listed below are not applicable to every project. The design professional shall provide all that are applicable to the subject project:

Project Name: _____
Name of Facility: _____
BHFL Number: _____
DHFC Project Number: _____
Design Professional: _____

Document Name	Date of Document
DHEC BHFL Licensing Application	
CON – Part B	
Permits	
Sewer	
Water	
Storm Water	
Zoning	
DHEC Radiation Health Equipment Log	
Letter of Fire Department – Stating the local fire department has the equipment or arrangement to fight a fire in the subject facility. *	
SC State Fire Marshal Sprinkler Specification Sheet	
Kitchen Layout & Equipment Lists	
Final Construction Documents (sealed & signed)	
Review Comments from Each Plan Review Session See Appendix 5A	

Submission Format - Following the final construction document review session, provide DHFC a compact disk in a hard case containing all the required information in PDF format. Receipt of this compact disk by DHFC is required prior to final project acceptance to proceed with construction. Identify the project name and licensing number on the hard case. Provide a copy of the architect contact's business card inside the hard case.

***** The letter is not required if a fire hydrant is within 400 feet from any portion of a building if non-sprinklered or 600 feet if the facility is sprinklered.

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Appendix 10 – Construction Phase Inspections

1. **Required Inspections** – Request inspections by e-mail to DHFCadmin@dhec.sc.gov with a subject line as follows: inspection request – project name – county.

   A. Initial Inspection (50%) – This inspection shall be scheduled when the construction is approximately 50% complete. This is considered a generalized inspection with the intent of all interested parties meeting and addressing all initial project concerns.

   B. Second Inspection (80%) – This inspection is often referred to as an above ceiling inspection. The inspection shall be scheduled when all drywall and above ceiling work is complete but prior to the installation of suspended ceiling panels, gypsum ceilings, and soffit finishes. All above ceiling items shall be visible for inspection. We are most efficient inspecting from floor level. Ceiling tile and soffit finishes will delay our inspection. Only suspended ceiling panels required to complete the installation of a ceiling device shall be allowed to be installed. Border pieces and all other suspended ceiling panels shall not be installed until after the inspection and acceptance of the work by DHFC.

   Above ceiling and Final Project Acceptance Inspections have generally one rule "everything shall be complete at the time of inspection". This shall include Owner provided items. The above ceiling inspection shall include but not be limited to the inspection of all wall systems, ceilings, seismic requirements, installation of all wiring, mechanical, electrical, plumbing, fire protection and all low voltage systems.

   The DHFC inspector shall determine at the close of the inspection if a follow-up inspection is required after any identified deficiencies have been corrected.

   C. Third Inspection (100%) – This is the 100% Final Project Acceptance Inspection. Prior to scheduling this inspection, the design professionals shall ensure that all punch list items have been 100% completed and that all systems have been suitably tested and are performing as intended; ***all*** work must be complete to a point where the project can be immediately occupied by patients/residents/participants and staff. This shall include, but not be limited to, all fixed items, building finishes, window shades, and shower curtains. If an individual cannot easily pick up and remove the item, it needs to be installed for the Final Project Acceptance Inspection. Furnishings such as non-fixed tables, chairs, desks, beds, etc. do not need to be installed for the DHFC Final Project Acceptance Inspection.

2. **Final Project Acceptance Inspection Requirements**

   A. Testing of Life Safety Systems - At the Final Project Acceptance Inspection, DHFC will check all items and test all major building life safety systems including, but not limited to, the sprinkler system, the fire alarm system, nurse call systems, and emergency power systems. However, the DHFC Final Project Acceptance Inspection is not to be used as a substitute for the Design Professional / General

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Contractor systems testing and "punch list" development. If, at the Final Project Acceptance Inspection, it is obvious that this has happened, the Final Project Acceptance Inspection will be terminated.

B. Ready for Occupancy - Upon our arrival, the building shall be **finished,** including the Owner installed items. The building shall be clean, and ready to occupy by the Owner.

C. Documentation for Final Construction Inspection – At the Final Project Acceptance Inspection the Design Professional shall make this binder available for review by DHFC. The contents and format for documentation of the required information is outlined in **Appendix 10**. An NOC will not be issued until the required final project documentation is received and reviewed.

D. Notice of Completion - Upon satisfactory completion of the construction inspection, a Notice of Completion (NOC) document will be issued to BHFL indicating that the project construction is accepted as ready for occupancy. The BHFL will contact the Owner to arrange for a visit by the BHFL prior to occupancy. Licensing will not visit until the DHFC has indicated acceptance of construction.

E. Inspection by the Division of Health Facilities Licensing – Prior to Owner occupancy of the project and following the NOC issuance by DHFC, BHFL must inspect the project prior to occupancy. When BHFL makes their inspection, if all is acceptable, the building or area can be occupied and placed into service immediately. DHFC has limited authority to grant permission to occupy an area or building. If the area or building is occupied by the Owner before approval from licensing, significant action and fines may be imposed.

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Appendix 11 – Documents Required for Final Project Acceptance – This sheet shall be the Table of Contents for the submission of the required documents.

All of the documents listed below are not applicable to every project. The design professional shall provide all that are applicable to the subject project:

Project Name: _____
Name of Facility: _____
BHFL Number: _____
DHFC Project Number: _____
Design Professional: _____

Document Name	Date of Document
Contact Information for all Design Professionals	
Certification Letter from the Architect and the P/M/E Consultants that the project was ***constructed and tested*** per the approved Construction Documents with any approved changes.*	
Bacteriological Test	
Flame Spread Documentation for Interior Finishes	
Local Certificate of Occupancy	
Local Building Permit	
Fire Alarm System Certification*	
Kitchen Hood Extinguishing Certification*	
SC State Fire Marshal Sprinkler Plan Approval	
Elevator Certification *	
Nurse Call Certification*	
Emergency Generator Certification*	
HVAC Air Balance Report	
Backflow Preventer*	
Medical Gas Certification*	
Dialysis Water Certification*	
Sprinkler Contractor Certification (above and below ground)*	
Radiation Shielding Approvals	
DHFC Punch Lists (Sign/Countersign) See Appendix 11A	
DHFC Fire and Life Safety Inspection	
Most Current Application and Certification for Payment fully executed	
"As-Built" CD to Facility	

* The Letters of Certification must indicate that the systems "have been tested and found to be operating properly and as designed." It is not acceptable that they just say that the systems have been installed according to code.

Additional Information as Applicable

1. Documentation from the Bureau of Air Quality Control, South Carolina Department of Health and Environmental Control if project involves their requirements.
2. Documentation of approval of the Division of Water Supply, South Carolina Department of Health and Environmental Control on applicable requirements for permits and approvals.
3. Documentation of approval of the Division of Domestic Wastewater, South Carolina Department of Health and Environmental Control on applicable requirements for permits and approvals.

Submission Format - Assemble all the required documents into a three-ring binder. On the form, place the dates of the "Letters of Certification". The binder shall be brought to the Final Project Acceptance Inspection at which time it will be reviewed by DHFC and provided to the Owner.

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Appendix 11A – Inspection Sign/Countersign Document – A copy of an Excel worksheet file of this form can be obtained from the regional staff architects. Either this form or a similar one must be used to document all DHFC inspections and shall be included in the Project Closeout Manual.

DHFC Inspection Sign/Countersign Document

Project Name: _____
DHFC Project Number: _____
Inspection Date: _____

Inspection Type: _____
Initial Inspection (yes) (no)
Reinspection Number: _____

Number	Item Description	Corrected By (signature)	Verified By (signature)	Date	Remarks

Appendix 12 – Guidelines for Fire and Life Safety During Construction – Demolition and renovation of areas within an existing facility must be carried out in a manner that considers all factors affecting patient, staff and public safety; and does not present hazardous conditions to the patients.

1. Planning for Patient, Staff, and Visitor Safety - Life safety during construction within a facility is the responsibility of the facility. It may be necessary that sections of the facility or building be temporarily closed to patients and staff until such time that the area can be used under safe conditions.

2. Coordination of Life Safety Measures and Systems - During renovations, a higher than normal degree of awareness of fire and safety hazards must be maintained by the facility staff and construction personnel.
   A. Temporary adjustments must be made in the fire evacuation plans and housekeeping procedures until the facility is restored to a condition of normalcy (i.e. all life and safety systems and safeguards are operational or complete).
   B. Close coordination with all fire officials is necessary prior to, and during renovations, to receive their professional safety input and to satisfy particular requirements they may need to impose for patient and building safety.
   C. Fire and Life Safety Systems which may require temporary shut-downs shall remain in a "down" condition for as short a time as possible. Prior to temporary shut-down of fire alarm, smoke detection, and sprinkler systems, coordinate with DHFC and all local fire officials. These temporary shutdowns of life safety systems must be as brief as possible. Alternate safety provisions must be considered during the shutdowns such as a fire watch.
   D. The integrity of fire- resistance rated barriers / partitions in occupied areas must be maintained.
   E. Provide additional fire extinguishers as may be required throughout the area under renovation, but specifically in areas where hazardous activities are undertaken such as welding.
   F. Appropriate egress as required by codes is to be provided during the renovation process. Exits must be marked and maintained in a clear an unobstructed manner to a safe point outside the building. Temporary exit signs may be necessary.
   G. In essence, renovation phases must be planned to promote fire and life safety during this time of "higher than normal" hazard to the occupants.

3. Progress Cleaning - During construction, occupied portions of the facility must be kept neat and clean.
   A. The facility staff and construction personnel shall insure that dust and construction debris is not distributed through the portions of the health care facility remaining in operation.
   B. Areas under renovation are recommended to be sealed off from portions of the facility in use with appropriate noncombustible materials. Seal off corridors, ductwork and other areas where dust may penetrate.
   C. Provide negative pressure machines to ensure the renovated space is not contaminating the occupied surrounded areas. All negative pressure machines shall be vented to the exterior.

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Appendix 13 – Request for Exception to Licensing Standard Division of Health Licensing Form – The form is located on the following pages.

The remainder of this page is left blank intentionally.

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D H E C
PROMOTE PROTECT PROSPER
South Carolina Department of Health and Environmental Control

Request for Exception to Licensing Standard
Division of Health Licensing

Licensees and prospective licensees must comply with all requirements of statutes, codes, and regulations. The Department, however, may grant exceptions (to regulatory standards only) if the service of the licensed/proposed facility is needed and if the exception will not have a negative impact on the safety, health, or well being of the current/future clients or occupants of the licensed/proposed facility. A facility requesting an exception to a licensing standard must complete items 1 - 7 of this form and return it to: **SCDHEC, Division of Health Licensing, 2600 Bull Street, Columbia, SC, 29201**. In order to avoid having to request additional information from you, please complete the form entirely and attach any additional data and/or pages that may assist us in making an appropriate decision. If you have any questions regarding the completion of this form, please call our office at (803) 545-4370; our fax number is (803) 545-4212. A team composed of Departmental staff will review the request and make a recommendation to the approving authority. After a determination is made to approve or disapprove, you will be notified in writing of the decision.

1. Please check one: ☐ Existing licensed _____ facility ☐ Proposed _____ facility

Facility name _____ Phone number _____

Street address _____ City _____ Zip _____

Mailing address _____ City _____ Zip _____

2. Printed name and title of administrator: _____

Signature _____ Date signed _____

3. Standard to which exception is requested: Regulation # 61-____, Section _____ , as quoted:

4. The specific requirement for which exception is requested:

5. This exception is being requested because:

6. The protection afforded by the existing standard will be provided in the following manner should this exception be granted:

DHEC 0226 (07/07) [Records Retention Schedule #SBH-F&S-17]

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7. If a committee within your organization has reviewed this request for exception, please attach a copy of committee meeting minutes.

For Department Use Only:

Recommendation		**Rationale**	
Grant	**Deny**	Health Licensing - Exception Request Review Team Team Facilitator:_____	Date: _____
		Fire and Life Safety (as applicable) Manager:_____	Date: _____
		Health Facilities Construction (as applicable) Director:_____	Date: _____
		Health Licensing Director:_____	Date: _____
		Health Facilities Regulation Director:_____	Date: _____
		Health Regulation Asst. Deputy Commissioner:_____	Date: _____

Return to Health Licensing for action.
Letter to facility/proposed facility prepared on _____, Mailed _____ .

Note: Insert N/A if recommendation signature does not apply.

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR EXCEPTION TO LICENSING STANDARD (DHEC FORM 226)

PURPOSE:

This form is to be used by facilities licensed through Health Licensing when requesting an exception to the licensing standards contained within applicable Departmental Regulations.

EXPLANATION AND DEFINITION:

Sections 1 through 7 are to be completed by the licensed or proposed facility requesting the exception. Once completed the facility will forward the request to Health Licensing.

After having reviewed the information provided, applicable Department staff will make their recommends to approve or deny the request for the exception, and include any necessary comments. The Assistant Deputy Commissioner is the final approving/denying authority. When a final decision is made, the Department will notify the applicant in writing of the result. Approval will require the letter to be signed by the applicant and a copy of the signed letter returned to the Department.

When the exception is granted or denied to the facility or the proposed facility by the Department, it shall be the responsibility of the facility to maintain a copy of the approval or denial for future reference. The Department reserves the right to withdraw approval of the exception at anytime when it is in the best interest of the public health.

OFFICE MECHANICS AND FILING:

The original letter with supporting documentation shall be placed in the Master File of the facility in Health Licensing and maintained there for as long as the exception is in effect.

If the exception is no longer in effect, then it shall be maintained in accordance with the most restrictive retention scheduled assigned to this document or other documents contained in the file. The most restrictive retention schedule in all of our Master Files requires documents to be kept for 6 years within Health Licensing. Records are then forwarded to the Consolidated Storage Center within DHEC for retention of not less than twenty-four years before destroying.

DHEC 0226 (07/04) [Records Retention Schedule #SBH-F&S-17]

Appendix 14 – Under Development

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