

## Department of Aging

### Older Adult Daily Living Centers Relocation Checklist

The following list includes the minimum information that will be reviewed during a licensing inspection. Gather the requested materials **prior** to the Department's arrival. Immediate availability of the requested materials will expedite the inspection process. Certain information not provided or available during the inspection may lead to a regulatory citation(s).

*These items need to be submitted prior to inspection:*

- Application for License (AGL 02)** at least 60 days in advance of the change per §11.270
- Current Occupancy Permit** for the new location
- Fire Safety Inspection** by a fire safety authority
- Policies and Procedures**, especially any that have changed due to the relocation. Procedures that commonly need to be updated for relocation include §11.21, §11.82, §11.90, §11.91, and §11.191.
- Floor Plans or Diagram** including dimensions of each program space
- Written Sanitation Approval** for centers not connected to public sewer
- Written Certification of Water Tests** for centers not connected to public water
- Valid Elevator Certification** if applicable

*These items will be verified during the inspection:*

- Application Fee** made payable to the Commonwealth of Pennsylvania. The capacity will be determined during the inspection. Fee amounts are cited in §11.252.
- Postings** – §11.9 – Client Rights, §11.62 – Phone Numbers, §11.82 – Evacuation Procedures.
- Physical Site** – §11.51 – Special Accommodation, §11.52(a) – Separate Identifiable Space, §11.53 – Poisons, §11.54 – Sources of Heat, §11.55 – Sanitation, §11.56 – Ventilation (includes oven hood if applicable), §11.57 – Lighting, §11.58 – Surfaces, §11.59 Running Water, §11.60 – Indoor Temperature, §11.61 – Telephone, §11.63 – Screen, Windows and Doors, §11.64 – Handrails and Railings, §11.65 – Nonskid Surfaces, §11.66 – Landings, §11.67 – Furniture and Equipment, §11.68 – Storage of Personal Belongings, §11.69, Bathrooms, §11.70 – First Aid, §11.72 – Exterior Conditions, §11.81 – Unobstructed Egress, §11.84 – Flammable and Combustible Materials, §11.86 – Operable Fire Alarm System, §11.87 – Fire Extinguishers, §11.89 – Exit Signs, §11.123(4) – Monthly Calendar and Group Daily Activities

**IMPORTANT: This checklist is a guideline. The Department may ask for additional information at the time of the inspection.**