

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH**  
**DIVISION OF LONG TERM CARE QUALITY ASSURANCE**  
**Final Certification Package**

The Illinois Department of Public Health will make one on-site review upon completion of construction unless a previously agreed upon phased renovation is necessary.

Before the Department will schedule an on-site review, specific certifications of compliance and completion as listed below must be received and found acceptable by the Department. When the Department's staff makes the on-site review, if the staff finds the condition of the facility not to be reflective of the certifications of compliance and completion or the project is otherwise determined not to be ready for occupancy due to violations, **the customary in-depth on-site review will be terminated** and only a cursory review, consisting of a review of major Life Safety Code and State licensure components (such as building construction, smoke separation, sprinkler protection, fire alarms, ventilation, emergency power, etc.) will be completed.

If it is necessary for the on-site review to be terminated, **an additional on-site review will not be scheduled for at least 30 days** and only after further (acceptable) certifications of compliance and completion are received for those items found to be in noncompliance.

As soon as the information is gathered and prior to the scheduling of the on-site review for the referenced project, the following information **as applicable** shall be submitted to this office for review and comment. After it has been reviewed and approved we will schedule the site visit.

1. A copy of the final payment request for all construction contracts.
2.
  - a. Certification by an independent testing laboratory of the flame spread rating and documentation by the installer of the location of all interior finishes for walls and ceilings.
  - b. Certification by an independent testing laboratory of the critical radiant flux with documentation for floor finishes including carpets, tile and sheet goods.
  - c. Certification by an independent testing laboratory of the inherent flame retardance or flame proofing with documentation for all drapes and cubicle curtains.
  - d. Documentation by the installer that all wastebaskets are manufactured from non-combustible material bearing such certification by an independent testing laboratory.
3. Certification by the installer that all fire alarm pull stations, all smoke and heat detectors, all magnetically held open doors, all smoke and fire dampers, all exit lights and emergency lighting including outside lights have been checked and are in proper operation.

4. Certification by the installer that the nurse call system has been checked and is in proper operation.
5. A copy of the evacuation plans and certification by the facility of the posting of the plans in prominent locations on all floors. These plans are to show the person's location within the facility and contain graphic indicators showing the directions to the nearest exits. It is recommended that locations of such items as fire extinguishers and manual pull stations be indicated on the posted plans.
6. Certification by the facility of the training and familiarization of the staff with the fire protection plan and evacuation plans.
7. A copy of the sprinkler installation contractor's material and test certificate for all aboveground piping (Similar to NFPA 13 Fig. 8-1 a).
8. A copy of the sprinkler installation contractor's material and test certificate for all underground piping (Similar to NFPA 13 Fig. 8-1 b).
9. Documentation by the installer that other fire extinguishment systems have been tested and checked for proper operation.
10. Verification by the installer that all fire extinguishers have been checked and that the inspection tags are dated and attached to each extinguisher.
11. Copy of the regulations to control smoking and verification of the posting of signs in prominent locations throughout the building by the facility.
12. Certification by the installer that the air conditioning and ventilation system is installed in accordance with NFPA 90A.
13. Certification by the installer that the air conditioning and ventilation system has been balanced and operates in accordance with the drawings and specifications, including a copy of the test and balance report. *(Please find attached a sample test and balance form, that our mechanical evaluator requests to be filled out and submitted with the test and balance report. This form will aid him to more quickly review your report and expedite your project.)*
14. Certification by the installer that the smoke control system (if installed) has been tested and operates as designed.
15. Certification by the installer that the range hood and duct system is installed and operates in accordance with NFPA 96.
16. Certification of the architect's observation and verification of the required ratings has been met for:
  - a) building construction type
  - b) doors
  - c) vertical shafts
  - d) corridor walls
  - e) hazardous area walls
  - f) ceiling-roof assembly
  - g) ceiling-floor assembly
  - h) smoke and/or fire walls

17. A copy of the list of uncompleted items from the architect's and engineer's punch list.
18. Provide a completed "Inspection and Testing Form" in accordance with National Fire Protection Association's NFPA 72 7-1.6 (National Fire Alarm Code, 1996 Edition). This form is shown in figure 7-5.2.2 of NFPA 72.
19. Certification by the installer that the emergency generator has been installed to meet the licensure standards and NFPA 76A Essential Electrical Systems for Health Care Facilities. The generator must be operational for the survey.
20. Certification from the local fire authority of their testing and acceptance of the operation of the fire alarm system and confirmation that the fire alarm's interconnection to the fire department has been tested and is operational.
21. Certification from the architect and engineer(s) that they have reviewed all of the above information and have verified it by inspection.
22. Certification letter by the installing contractor that the medical gas systems and storage of non-flammable gas will meet the Illinois licensure standards and NFPA 99 for Health Care Facilities.