

PARTIAL OCCUPANCY REQUEST

This partial occupancy policy was developed in order to enable the staff and residents to occupy limited areas of newly completed construction in the facility prior to overall final completion of the project. In order to receive permission for partial occupancy by the Illinois Department of Public Health, the following certifications from the owner and architect must be received and found acceptable:

1. All necessary communication and fire protection systems and other items affecting the health and safety of the occupants are substantially complete and fully operational.
2. The mechanical and electrical systems are functioning properly.
3. The air balancing is completed and clean filters are installed in the air handling units.
4. All exits and exit ways are completed and usable.
5. The entire project is completed in a manner that will not constitute a health, safety, or nuisance hazard to the occupants in a partially completed project.
6. An occupancy schedule must be developed and all areas to be occupied must be identified.

Please provide a narrative of which space(s) you are requesting temporary occupancy for and the reason why you are requesting temporary occupancy.

Please send the above requested information to this office at the following address:

Illinois Department of Public Health
Division of Long Term Care Quality Assurance
525 West Jefferson Street, 5th Floor
Springfield, Illinois 62761