

**Self-Inspection and Declaration Tool – Increase in Maximum Capacity  
55 Pa.Code Chapter 2390**

<b>Facility Name:</b>	<b>Current Maximum Capacity:</b>	<b>New Maximum Capacity:</b>
<b>Street Address:</b>		
<b>License Number OR Master Provider Index Number:</b>		
<b>Inspection Date(s):</b>	<b>Agency Inspectors:</b>	

<b>Regulation- 55 Pa.Code Ch. 2390</b>	<b>Violation and Corrective Action, if Applicable</b>	<b>Corrective Action Status, if Violation was Found (Select)</b>
<p><b>51</b> For facilities serving physically handicapped clients, accommodations such as ramping and wide doorways shall be made to ensure the maximum physical accessibility feasible for entrance to, movement within, and exit from the facility, based upon each client's physical characteristics.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>52(a)-(d)</b> There shall be at least 80 square feet of indoor floor space for each client while engaged in heavy assembly or heavy packaging work, heavy assembly or heavy packaging training, manufacturing, loading and shipping. There shall be at least 60 square feet of indoor floor space for each client while engaged in light assembly or light packaging work, light assembly or light packaging training, classroom training or non-vocational day programming. Indoor floor space shall be measured wall to wall, including space occupied by equipment, temporary storage and furnishings. Space occupied by bathrooms, dining areas, loading docks, kitchens, offices and first aid rooms may not be included unless it is documented that the space is used for work or work training for at least 50% of each program day. Hallways and permanent storage space may not be included. The indoor floor space square footage requirements specified in subsections (a) and (b) apply to each separate work, training and program area within the facility.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2390	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p><b>54</b> Combustible supplies and equipment shall be utilized safely, stored in a fire retardant cabinet or closet and stored away from heating sources.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>55(a)-(b)</b> Trash shall be removed from the premises at least once per week. There may be no visible evidence of infestation of insects or rodents in the facility.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>56</b> A facility shall have hot and cold running water that is suitable for drinking purposes, in bathrooms and kitchen areas.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>57</b> Indoor temperature may be no less than 65°F and no more than 90°F. Indoor temperature requirements do not apply to storage warehouses where the clients do not work and do not apply to loading docks.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>61</b> Floors, walls, ceilings and other surfaces shall be in good repair and free of visible hazards.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>62</b> Sanitary conditions shall be maintained in bathrooms, kitchens, dining areas and first aid areas.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2390	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p><b>63</b> Rooms, hallways, stairways, outside steps, porches and ramps shall be adequately lighted to assure client safety and avoid accidents.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>64</b> Stairways, outside steps, porches and ramps shall have well secured handrails.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>65</b> Interior stairs shall have a nonskid surface</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>66</b> Landings shall be provided beyond each interior and exterior door that opens onto a stairway.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>67</b> Safe and sanitary conditions shall be provided while handling supplies, packaging products and carrying out work functions.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>71(a)-(b)</b> Work areas, dining areas, kitchens and bathrooms shall be ventilated by operable windows or mechanical ventilation. Production that results in toxic fumes, excessive dust or odor shall be adequately ventilated by a mechanical exhaust system.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2390	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p><b>72(a)-(c)</b>            Passageways and work aisles shall be unobstructed at all times. Work aisles shall be at least 36 inches wide. Work aisles shall be marked with visible lines that are at least 2 inches wide. If visually handicapped clients are served, work aisles shall be marked with tactile guides.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>74(a)-(d)</b>            For facilities with physically handicapped clients, at least one lavatory for men and one lavatory for women shall be constructed so that physically handicapped clients have access and use. There shall be one toilet for every 30 clients served at one time. If the facility serves 10 or more clients at one time, there shall be separate lavatories for men and women. Each lavatory shall have a sink, wall mirror, soap, toilet paper and individual clean paper or cloth towels or air hand dryer.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>75(b)</b>            A facility shall have a dining area for lunches and breaks. The area shall be clean and have dining tables and chairs. The dining area shall be clean. The dining area shall have a sufficient number of tables and chairs to accommodate the maximum number of clients scheduled for lunch or break.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>81</b>            Stairways, hallways and exits from rooms and from the facility shall be unobstructed.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>83(a)</b>            There shall be an operable fire alarm that is audible throughout the facility.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2390	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p><b>84(a)-(g)</b>            There shall be at least one fire extinguisher with a minimum 10ABC rating for each floor including the basement. If there is more than 1,500 square feet of indoor floor area on any floor including the basement, there shall be an additional fire extinguisher with a minimum 10ABC rating for each additional 1,500 square feet of indoor floor area.            A fire extinguisher with a minimum 10ABC rating shall be located within 100 feet of any point in the work area.            A fire extinguisher with a minimum 10B rating shall be located in each kitchen.            Fire extinguishers weighing under 45 pounds shall be mounted on the wall so that the extinguishers are visible to staff and clients.            Fire extinguishers weighing over 45 pounds shall be on a wheeled unit and visible to staff and clients.            Fire extinguishers shall be easily accessible to staff and clients.            Fire extinguishers shall be inspected and approved annually by the local fire department or other fire safety authority. The date of the inspection shall be on the extinguisher.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p><b>86</b>            Signs bearing the word "EXIT" in plain legible letters shall be placed at exits. If the exit or way to reach the exit is not immediately visible to the clients, access to exits shall be marked with readily visible signs indicating the direction of travel. Exit sign letters shall be at least 6 inches in height with the principal strokes of letters not less than 3/4 inch wide. There shall be tactile exit markings if one or more visually impaired clients are served.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

**Declaration**

By signing below, I swear that the above information is true and correct, that the agency is responsible for compliance with all applicable statutes and regulations, including but not limited to Article X of the Public Welfare Code, 62 P.S. § 1001 et seq. and 55 Pa. Code § 20.1 et seq., and that knowingly providing inaccurate information may lead to enforcement action up to and including revocation of the agency's license to operate

Signature of Legal Entity Representative

Printed Name of Legal Entity Representative

Date Signed