



George G. Glenner Alzheimer's Family Centers, Inc.® (GGG AFC)

Policy and Procedure Manual

CHAPTER 3 - THE PHYSICAL PLANT

3.1 Design Features of the Corporate Offices and Centers

3.1.1 Corporate Office

Located at 2765 Main St. Ste. A Chula Vista, CA. The building entrance and main floor exit from the board/conference room are gated. The entry has a handicap/disabled ramp. There is an interior stairway to the second floor as well as a side exterior stairway off the parking lot. The main entry opens into a reception area which includes the Administrative Assistant's desk. The main floor has a large file and supply room, small kitchen, board/conference/classroom room, two restrooms, library, shared office space. On the second floor there are two restrooms, file room, small kitchenette, two conference rooms and office space.

3.1.2 The George G. Glenne Alzheimer's Family Centers, Inc.® - Hillcrest

Located at 3686 Fourth Ave., San Diego, CA, this program is licensed as an Adult Day Program (ADP) under the State of California, Department of Social Services Community Care licensing division. The facility is approximately 1100 square feet. There are two entries into the center. The main entry is ramped and immediately adjacent to the parking lot and patio. The entry is alarmed with a delayed egress device to assist in wandering prevention. The second entry is through the front door of the center. This entry has 4 cement steps and metal railings up to the front door. Inside, the center offers a spacious dining room and living room. Off the main dining area is a handicap accessible restroom and an additional restroom is located next to the kitchen. The center is equipped with a kitchen which is used for storage for snacks and emergency supplies, breakfast and lunch distribution. Office space for the activity director is located next to the dining room and toward the rear of the center is a dual-purpose room used for activity supply storage, break room for staff, quiet room for our participants and family conference room. Adjacent to the center is a two-story garage and office. This garage area is utilized by the center and the corporate offices for storage. The office space, located on the first level, is for the Program Director and Secretary. Additionally, this lower office has a resource area and small table area for family conferences. The weekly

support group meetings are held in the first-floor conference room at the corporate offices.

3.1.3 The George G. Glenne Alzheimer's Family Centers, Inc.® - Chula Vista

Located at 2765 Main St. Ste. A Chula Vista, CA, this program is licensed as a dual Adult Day Program (ADP) and Adult Day Health Care (ADHC) program under the ADHC license which is overseen by the California Department of Aging and the California Department of Healthcare Services. ADP and ADHC services are provided based on the participants' needs. The facility is 3,500 square feet with a covered patio at the back of the building, off the dining room. There are four restrooms in the building, with one designated as a staff restroom. The main activity room, large and small dining areas are shared by the ADP and ADHC participants, as well as two bathrooms. The large dining room also provides space for the weekly support group meetings. There is a kitchen, which is used for storage for snacks and emergency supplies, lunch and snack distribution. The building has shared office space for the Program Director/Social Worker and Secretary, a Registered Nurse's office, and an office for the Activity Coordinator. Within the registered nurse's office there is ample space for physical, occupational and speech therapy. There are two ramped entries which are immediately adjacent to the parking lot. In addition, the center has a small multi-purpose room equipped with a table and four chairs and a daybed for family meetings and a quiet area for participants or for participants who become ill.

3.1.4 The George G. Glenne Alzheimer's Family Centers, Inc.® - Encinitas

Located at 335 Saxony Road, Encinitas, CA, this program is licensed as an Adult Day Program (ADP) under the State of California, Department of Social Services Community Care licensing division and as an Community Based Adult Services/Adult Day Health Care (ADHC) through the California Department of Aging and California Department of Healthcare Services as a Medi-Cal provider. The facility is approximately 1,822 square feet and is located inside Silverado Senior Living on the first floor. The center has one main entrance that leads into the small activity room and kitchen area. There are two bathrooms located to the left of the entrance for the participants. Adjacent to the small activity room is a large multipurpose room with tables and chairs. From the large multipurpose room there is a secured back door exit that leads to a gated patio and gardening area. Meals are served in the Bistro, located just to the left of the Silverado Senior Living main entrance on the first floor. The Bistro is also used for the weekly support group meetings. From the Bistro, on the first floor and down the hall to the left is a large therapy room for Physical, Occupational and Speech Therapy services. The center also has a private office for the Program

Director/Social Worker and office space for the Activity Coordinator. The Activity Director's office is large enough to allow for workspace for center therapists. The nurse's office is located next to the Activity Coordinator's and allows for workspace, locked medicine storage and a rest area for participants. Restrooms for the staff are located outside the main entrance of the Glenner Center as well as next to the Activity Coordinator's office.

3.2 Facility Maintenance, Repair, and Janitorial Services

The GGAFC is maintained to provide an environment that is sanitary and safe for participants, personnel and visitors.

3.2.1 Facility Maintenance

Plant Maintenance System

The following items will be reviewed as indicated:

- Fire extinguishers are serviced annually
- The fire alarm system is tested annually
- The emergency lights are tested monthly
- Durable medical equipment is checked annually
- A general facility inspection is conducted periodically by the Program Director

Heating and Cooling

Temperatures are maintained between 68°F and 72°F year-round. Air filters are replaced or cleaned as necessary.

Hot Water Fixtures

The plumbing fixtures used by participants will have hot water temperatures not less than 40.5°C (105°F) and not more than 48.8°C (120°F). A monthly maintenance log will be kept which documents the hot water temperatures. The plumbing fixtures not accessible to participants, which delivers water at 51.6° C (125° F) or above, shall be prominently identified by warning signs in letters at least 5cm (2 inches) high.

Auxiliary Lighting

Flashlights for auxiliary lighting are available throughout the centers. Exit lights are battery operated and remain lit if the power goes off.

Infectious Waste System

The GGAFC follows Health and Safety Procedures on safe disposal of infectious waste. (Details outlined in Section 5.24).

Solid Waste Storage

Solid waste is stored in covered containers and is picked up by a contracted solid waste disposal company every 3 months.

3.3 Repairs

Facility repairs are reported to the corporate office to determine mode of repair, either via lease, contractor or maintenance personnel. Repairs are most often completed by contracted companies.

3.4 Janitorial Services

The GGG AFC is maintained and kept free of health hazards through scheduled maintenance provided by a staff housekeeper. Daily maintenance schedule includes:

- Floors are vacuumed, swept and mopped daily.
- Chairs are cleaned with disinfectant solution daily.
- Garbage receptacles are emptied throughout the day.
- Restrooms are cleaned and disinfected daily.
- Countertops are cleaned and disinfected daily.
- The use of Monofoil as indicated on all surfaces to provide protection from harmful bacteria.