COLUMBIA COUNTY
OFFICE FOR THE AGING
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NINA BENVENUTO
DIRECTOR

New Congregate Site Opening Checklist

Administrative Requirements

☐ NYSOFA Program Change Form
☐ Valid Fire Inspection Date: _____
☐ Posted Evacuation Plan
☐ Department of Health Operating Certificate or Permit
☐ Certificates of Occupancy

Utilities and Facilities

☐ Water Sample (if not on a municipal water source)
☐ Space for a Locked Storage Cabinet
☐ Access to Garbage Removal
☐ Pest Control
☐ Snow Removal Policy
☐ ADA Compliant Facility

Equipment and Supplies

☐ Refrigerator or Designated Space for Food Storage
☐ Refrigerator Thermometer
☐ Utility Cart
☐ Coffee Maker
☐ Tables
☐ Chairs
☐ Bulletin Board

Safety and Communication

☐ "Right to Know" Binder
☐ Keys to Building and Closets
☐ Emergency Contact for Building/Premises
☐ Land line phone # (if cell service is unavailable)

Contract

☐ Draft agreements between provider and sites, must address:

a. Utility/rent payment agreement
b. Defined specific areas and square footage
c. Hours opened, days opened, days closed, and seasonal variations
d. Responsibility for care and maintenance of the facility and equipment
e. Fire inspection responsibilities
f. Health Department permits acquisition
g. Insurance coverage for provider-owned items
h. Personnel liability insurance
i. Compliance with all federal, state, and local laws
j. Security for site equipment and food
k. Equipment replacement responsibility
l. Certificates of Occupancy

Additional Considerations

☐ Is this location potential for Grab & Go or HDM meal distribution/bag return site?

Notes

Location: _____

Date: _____