

We suggest using a spreadsheet to list bed capacity totals.

Please list rooms by floor/wing; include room type and number of beds in each room using code:

SD= Split Double D= Double P= Private S= Single M= Multiple

EXAMPLE:

**Name of Healthcare Facility**

Licensed Bed Capacity (NH)

Date

FIRST FLOOR					
NORTH			SOUTH		
ROOM#	TYPE	BED(S)	ROOM#	TYPE	BED(S)
100	P	1	120	P	1
101	P	1	121	P	1
102	S	1	122	P	1
103	P	1	123	D	2
104	P	1	124	P	1
105	P	1	125/126	SD	2
106	D	2	127	P	1
107	P	1	128	P	1
108/109	SD	2	129	P	1
110	P	1	130	D	2
111	P	1	131	P	1
112	P	1	132	M	3
113	P	1	133	P	1
TOTAL		15	TOTAL		18

LOCKED UNIT		
ROOM#	TYPE	BED(S)
141	D	2
142	D	2
143	D	2
151	P	1
TOTAL		7

SUMMARY	
1 <sup>st</sup> North Wing	15
1 <sup>st</sup> South Wing	18
2 <sup>nd</sup> North Wing	18
2 <sup>nd</sup> South Wing	16
Locked Unit	7
Total	74

SECOND FLOOR					
NORTH			SOUTH		
ROOM#	TYPE	BED(S)	ROOM#	TYPE	BED(S)
200	P	1	220	P	1
201	M	4	221	P	1
202	P	1	222	P	1
203	P	1	223	D	2
204	P	1	224	P	1
205	P	1	225/226	SD	2
206/207	SD	2	227	P	1
208	P	1	228	P	1
209	P	2	229	P	1
210	S	1	230	P	1
211	S	1	231/232	SD	2
212	P	1	233	P	1
213	P	1	234	P	1
TOTAL		18	TOTAL		16

SD=Split Double Room/2 beds separated by a wall but share a toilet room

D= Double Room/2 beds and own toilet room OR shared toilet room

S= Single Room/1 bed and shared toilet room with 1 or 2 other rooms

P= Private Room/1 bed and private toilet room

M= Multiple Room/3, 4 or more beds and own toilet room OR shared toilet room