**Section 300.2850 Administration and Public Areas**

a) Facilities for the physically handicapped (public, staff and residents) shall be provided in administration and public areas as well as in resident areas.

b) Lobby shall include a reception and information counter or desk, waiting space, and public telephones. See Illinois Plumbing Code for drinking fountains and toilet facilities requirements for staff and visitors.

c) General or Individual Office shall have sufficient space to accommodate the following functions: Administrative, Business/Financial Transactions, Professional Staff (Director of Nursing, Food Service Supervisor, Activity Director, Social Service Director), and Professional Consultants (Medical Director, Pharmacist, Dietitian, Social Worker).

d) Multipurpose room shall be provided for conferences, meetings, interviews, and educational purposes.

e) Provide adequate space for recording, reviewing and storing resident records.

(Source: Amended at 13 Ill. Reg. 4684, effective March 24, 1989)