[Date]

Dear:

Congratulations on [state name’s] adoption of the 2018 edition of the *Guidelines for Design and Construction of Hospitals* *[*and/or *Guidelines for Design and Construction of Outpatient Facilitie*s, and the *Guidelines for Design and Construction of Residential Health, Care, and Support Facilities]*. The 2018 edition is one in the 75-year history of the *Guidelines* document and the eighth to be revised through a multidisciplinary consensus process supported by public input and review. As the industry’s most widely recognized guidance for planning and design of health and residential care facilities, adopting the 2018 FGI *Guidelines* documents ensures facilities in [state] meet the minimum program, space, risk assessment, infection prevention, architectural detail, surface, built-in furnishing, and building system requirements.

To ease the transition process, FGI is pleased to provide you with an adoption toolkit. The information provided is intended to help adopting authorities, architects, engineers, facility managers, and other health care stakeholders quickly and easily get up to speed on the 2018 edition of the *Guidelines* *for Design and Construction*. Included in this toolkit you’ll find the following resources:

* Sample adoption letter that can be adapted and shared with key stakeholders
* PowerPoint slide that can be adapted and inserted into an email or newsletter to announce adoption
* Low-resolution images of the covers of the 2018 Hospital, Outpatient, and Residential *Guidelines*
* The 2018 edition benefit-cost analysis report (Hospital and Outpatient only)
* A list of FGI resources available online, such as:
  + Access to FGI’s e-commerce site and digital licensing platform
  + *Guidelines* errata, interpretations, application guidance
  + FGI webinars on the 2018 edition
  + *Guidelines* adoption map
  + *FGI Bulletin* newsletter

We hope you find these resources beneficial and look forward to helping you in any way we can.

Regards,

Douglas S. Erickson, FASHE, CHFM, HFDP, CHC

Chief Executive Officer