

# Hospital/Critical Access Hospital Entrance Conference Checklist



- \_\_\_ 1. Building blueprints
  - \_\_\_ a. Date of initial facility construction
  - \_\_\_ b. Date of all subsequent additions
  - \_\_\_ c. Building construction type (i.e. type V(111), I(222) II(111))
- \_\_\_ 2. Provide a floor plan with location of smoke/fire barriers for facility tour
- \_\_\_ 3. Provide a copy of the current facility census by room number
- \_\_\_ 4. Required policies for Life Safety
  - \_\_\_ a. Fire response and evacuation plan/written fire safety plan
  - \_\_\_ b. Fire watch policy and procedure
  - \_\_\_ c. Smoking policy for staff and residents
  - \_\_\_ d. Portable space heater policy
  - \_\_\_ e. Oxygen transfilling policy with staff training
- \_\_\_ 5. Fire drills with fire alarm system activation and participation (once per shift per quarter)
- \_\_\_ 6. Inspection, testing, and maintenance of the Fire Sprinkler System
  - \_\_\_ a. Annual, Semi-Annual, and two Quarterly Sprinkler System inspections (total of four)
    - \_\_\_ b. Weekly (dry) and/or monthly (wet) inspections of the system gauges and valves
  - \_\_\_ c. Annual Sprinkler Backflow Preventer test, if applicable
  - \_\_\_ d. Five-year Internal Pipe inspection for metallic Sprinkler Piping
  - \_\_\_ e. Three-Year Dry System Trip Test and Air Leak Test, if applicable
  - \_\_\_ f. Results of Annual Antifreeze Test, if applicable
  - \_\_\_ g. Annual Private Hydrant Test and Inspection, if applicable
  - \_\_\_ h. Annual Fire Pump Inspection, if applicable
    - \_\_\_ (i.) Weekly (diesel) Fire Pump testing
    - \_\_\_ (ii.) Monthly (electric) Fire Pump testing
  - \_\_\_ i. Semi-Annual Clean Agent Suppression Inspection, if applicable
  - \_\_\_ j. Water Storage Inspections, if applicable
    - \_\_\_ (i.) Weekly water level checks if not monitored or Quarterly if monitored

- ☐ (ii.) Water Tank Inspection three years without or five years with corrosion protection
- ☐ (iii.) Tank temperature checks Weekly not monitored or Monthly monitored
- ☐ 7. Sprinkler Head Sampling or Replacement
  - ☐ a. Five years harsh environments
  - ☐ b. 10 years for dry barrel pendent sprinklers
  - ☐ c. 20 years for quick response sprinklers
  - ☐ d. 50 years for standard response sprinklers
- ☐ 8. Annual and Monthly Fire Extinguisher Inspection and six-year Maintenance
- ☐ 9. Inspection, Testing, and Maintenance of Fire Alarm System
  - ☐ a. Annual testing and inspection
  - ☐ b. Visual Semi-Annual inspection
  - ☐ c. Sensitivity Testing once every other year with factory range and results
  - ☐ d. Documentation if System is addressable and self-diagnostic (smart system)
- ☐ 10. Preventative Maintenance of Battery Operated or Hard-Wired Smoke Alarms
  - ☐ a. Weekly or Monthly Testing according to Manufacturer's Instructions
  - ☐ b. Monthly, Quarterly, or Annually Cleaning according to Manufacturer's Instructions
  - ☐ c. Manufacturer's date of the Smoke Alarms (cannot exceed 10 years)
  - ☐ d Battery replacement date 9-volt batteries
- ☐ 11. Kitchen Extinguishing System Semi-Annual Inspections
- ☐ 12. Kitchen Range Hood Exhaust Cleaning and Inspections
- ☐ 13. Fire/Smoke Damper Inspection (every six years)
- ☐ 14. Annual NFPA 80 Fire Door Inspection
  - ☐ a. Rolling Fire Door Assembly
  - ☐ b. Occupancy Separation two-hour Fire Barriers Doors
  - ☐ c. Horizontal Exit Fire Doors
  - ☐ d. Stairwell Fire Doors
  - ☐ e. Oxygen Storage Room Fire Door
  - ☐ f. Hazardous Areas Fire Door Inspections for New Construction (built after 2016)



- ☐ g. Linen and Trash Chute Fire Doors
- ☐ 15. Annual Patient Room Receptacle Testing or Initial Testing for Hospital Grade Outlets
- ☐ 16. Patient Care-Related Electrical Equipment (PCREE) testing
- ☐ 17. Annual Elevator Inspection and Monthly Firefighter Service Testing, if applicable
- ☐ 18. Two-year Boiler and/or Water Heater Inspection/Certificate
- ☐ 19. 90-Minute Annual and 30-Second Monthly Testing of all Battery Powered Emergency Lighting, if applicable
- ☐ 20. Inspection, Testing and Maintenance of Generators
  - ☐ a. Weekly Inspection (no-load)
  - ☐ b. Monthly Testing (under-load)
  - ☐ c. Level 1 and Level 2 Inspection Service including Battery Testing
  - ☐ d. Fuel Testing (diesel) or Reliability of Service (natural gas) Documentation
  - ☐ e. 1.5 Hour Annual Load Bank for Diesel Generators if load in less than 30%
  - ☐ f. Four-Hour run Under Load once every three years
- ☐ 21. Flame Spread Documentation
  - ☐ a. Wall Finishes, including wallpaper and paneling
  - ☐ b. Flooring
  - ☐ c. Flame Retardancy Documentation Drapery for Curtains, hanging fabrics
- ☐ 22. Documentation of all Firestop products/systems applied in, on, or through fire and smoke barriers
- ☐ 23. Annual Piped Medical Gas Inspection
- ☐ 24 Annual Oxygen Storage Tank Inspection
- ☐ 25. Operating Room Temperatures and Humidity Log
- ☐ 26 Operating Room Electrical Annual Line Isolation and/or GFCI Receptacle Testing
- ☐ 27. Operating Room Emergency Battery Operated 30-mMinute Annual Test
- ☐ 28. Operating Room Emergency Fire Safety Timeout Policy
- ☐ 29. Annual Medical/Chemical Hood Inspections
- ☐ 30 The Laboratory Fire Safety Plan
- ☐ 31 Laboratory Assessment of Hazardous Material and Storage Plan



- \_\_\_ 32. Provide all Documentation of Deficiency Repairs of any Failed Items of all Testing
- \_\_\_ 33. NFPA 99 Chapter 4 Risk Assessments

**Emergency Preparedness Program (EPP) - Please See State Operation Manual Appendix Z for Complete EPP Requirements**

- \_\_\_ 1. Provided a Complete Copy of the EPP
  - \_\_\_ a. Documentation Date of Annual (12 months) Review of the EPP Program
- \_\_\_ 2. Hazardous Vulnerability Assessment (HVA)/Risk Assessment
- \_\_\_ 3. Policies and Procedures Identified by the HVA
  - \_\_\_ a. Substances Needs policies (i.e. emergency food, water, sewer outage)
- \_\_\_ 4. All Components of Evacuations and Sheltering in Place
  - \_\_\_ a. Including Tracking of Residents/Staff, Medical Documentation, Volunteers, and Roles Under the 1135 Waiver
- \_\_\_ 5. All components of Communication Plan
  - \_\_\_ a. Emergency Contact numbers
  - \_\_\_ b Primary and Alternate Means of Communication
  - \_\_\_ c. Methods for Sharing Information and Occupancy Needs
  - \_\_\_ d. Sharing EPP Information with Family/Representatives
- \_\_\_ 6. Training and Testing Program
  - \_\_\_ a. EPP Training for all New and Existing Staff Annually with Demonstration of Knowledge
  - \_\_\_ b. Annual Community EPP Exercise, Facility-Based Exercise or Actual Emergency Event
    - \_\_\_ After Action Report
  - \_\_\_ c. Second EPP Drill of Choice
    - \_\_\_ After Action Report

