

Long Term Care Entrance Conference Checklist



February 5, 2026

- 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 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
- 6. Inspection, Testing, and Maintenance of the Fire Sprinkler System
 - a. Annual, Semi-Annual, and Quarterly Sprinkler System Inspections
 - b. Weekly (Dry) and/or Monthly (Wet) Inspections of the System Gauges and Valves
 - c. Annual Sprinkler Backflow Preventer Test, if applicable
 - d. 5 Year Internal Pipe Inspection for Metallic Sprinkler Piping
 - e. 3 Year Dry System Trip Test and Air Leak Test, if applicable
 - f. Results of the 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 Tank Inspections, if applicable
 - (i.) Weekly Water Level Checks if not Monitored or Quarterly if Monitored
 - (ii.) Water Tank Inspection 3yrs without or 5yrs with Corrosion Protection
 - (iii.) Tank Temperature Checks Weekly not Monitored or Monthly Monitored

- 7. Sprinkler Head Sampling or Replacement
 - a. 5 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 & Monthly Fire Extinguisher Inspection and 6 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 4 years)
- 14. Annual NFPA 80 Fire Door Inspection
 - a. Rolling Fire Door Assembly
 - b. Occupancy Separation 2-Hour Fire Barriers Doors
 - c. Horizontal Exit Fire Doors
 - d. Stairwell Fire Doors
 - e. Oxygen Transfilling Room Fire Door
 - f. Hazardous Areas Fire Door Inspections for New Construction (built after 2016)
 - g. Linen and Trash Chute Fire Doors
- 15. Annual Resident 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. 2-year Boiler and/or Water Heater Inspection/Certificate
- 19. 90-Minute Annual & 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 (for new construction)
 - 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. Provide all Documentation of Deficiency Repairs of any Failed Items of all Testing.
- 24. Medical Gas Certifications
- 25. Chapter 4 Risk Assessment

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 Rolls Under the 1135 Waver
- 5. All Components of the 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

