



Hospital/Critical Access Hospital (CAH) ENTRANCE CONFERENCE DOCUMENTATION CHECKLIST

Indiana State Department of Health-Division of Long Term Care

- 1. Floor Plan of the Facility
- 2. Interior Finish Flame Spread Rating for Wallpaper, Paneling etc.
- 3. Drapery, Curtain, Hanging Fabric, Flame Retardancy Documentation
- 4. Fire Drills and Evidence of Activation of the Fire Alarm System
- 5. Annual Fire alarm Testing and Maintenance - Smoke Detector Sensitivity Testing
- 6. Automatic Sprinkler System - Annual, Quarterly and Monthly Inspections
 - 5 Year Internal Pipe Inspection
 - Annual Backflow Preventer Test
 - Annual Private Hydrant Testing
 - Sprinkler Head Testing
- 7. Kitchen Extinguishing System Inspection
- 8. Kitchen Range Hood Exhaust Cleaning & Inspection
- 9. Weekly Generator Inspection & Monthly Generator Load Test (Annual Log Bank)
- 10. Battery Operated Emergency Lighting Monthly & Annual Inspection & Testing
- 11. Fire Extinguisher Annual, Monthly & 6 year Maintenance & Inspection
- 12. Annual Fire Door Assembly Inspection
- 13. Annual Rolling Fire Door Test and Inspection
- 14. Fire/Smoke Damper Testing
- 15. Boiler/Water Heater Inspections
- 16. Smoking Policy
- 17. Fire & Disaster Plan Policy & Procedures
- 18. Fire Watch Policy & Procedure
- 19. Relative Humidity Documentation for Anesthetizing Locations
- 20. Medical Gas Certifications