Life Safety Documentation List

1. Current building floor plan

2. Emergency fire evacuation plan
   Reviewed within last 2 years
   (1) Use of alarms
   (2) Transmission of alarms to fire department
   (3) Emergency phone call to fire department
   (4) Response to alarms
   (5) Isolation of fire
   (6) Evacuation of immediate area
   (7) Evacuation of smoke compartment
   (8) Preparation of floors and building for evacuation
   (9) Extinguishment of fire

3. Smoking regulations/policy
   Reviewed within last 2 years

4. Fire drill records
   Quarterly on each shift
   Drills held at varying times/ If NH & Hosp
   For example are connected drills must
   Be held separately

5. Out-of-service policies
   Fire Alarm out of Service 4 hours
   Fire Sprinkler put of Service 10 hours
   Correct contact information

6. Fire alarm system
   Monthly D.A.C.T Tests Annual Inspection
   Report/NFPA 72 Form/Equal
   Semi-Annual Visual Inspection

7. Smoke detector sensitivity testing
   Must show the sensitivity range, and the actual tested sensitivity for each smoke detector, and test date(s).

8. Resident room smoke detectors
   Tested weekly/monthly per manufacturer recommendations (If battery operated)

9. Fire sprinkler system
   Quarterly test (in house/vendor)
   Annual vendor test date
   NFPA 25 form(s)
   5 year Obstruction/Internal Piping/gauge replacement
   Water supply source
   Fire Pump testing- weekly/annual

10. Range hood system inspection
    Semi-annual inspection dates
    System activates fire alarm system

11. Fire Extinguisher
    Monthly in-house inspection date
    Annual vendor service date
    6 yr. maintenance date
    12 yr. hydrostatic test date
    Inventory log

12. Generator
    Weekly visual
    Monthly 30 minute load test
    Documented 5 minute Cool down
    Annual Load Bank if Diesel
    Letter of Reliability if Natural Gas

13. Battery emergency light testing
    Monthly 30 second test
    Annual 90 minute test

14. Smoke Damper Testing
    Every 4 Years Nursing Home
    Every 6 Years Hospital

15. Flame spread documentation
    Wall, ceiling & floor finishes Drapes, cubicle curtains decorations

16. Upholstered furniture flammability-
    California Tech. Bulletin 133 or 117 NFPA 266, Upholstered Furniture Note:
    Documentation for numbers 15 & 16 must be kept on file for the life of the items or material. All other documentation shall be kept at least two years, or longer when 4, 6, & 12 year intervals apply.

17. Door Inspections
    13 point inspection documented on all Fire doors-Annually

18. Med Gas Training
    All personnel in contact with med gas will have continuing education on handling and storage of med gas

19. Risk Assessment Documentation
    Per NFPA 99 Any changes to facility will require an update
    NFPA 99 Chapter 5, 6, 9, 10 &11

20. Space Heater Policy
    If you allow them you MUST have a policy That states NOT in patient care areas.

21. Lab Procedures/Incidents

22. Electrical Receptacle Testing
    Completed Annually