

Life Safety Code Documentation Checklist for SNFs

FACILITY NAME: _____

PROVIDER #: _____ DATE: _____ CENSUS: _____

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
AM Fire Drills												
PM Fire Drills												
NOC Fire Drills												
Generator Mo. Load Test												
Generator Weekly Visual												

- Fire Safety Plan (NFPA 101, 18/19.7.2.2)
 - Fire Watch P&P
 - FAS – 4 hour (NFPA 101, 9.6.1.6)
 - Sprinkler – 10 hour (NFPA 25, 15.5.2)
 - Smoking Policy (NFPA 101, 18/19.7.4)
- Risk Assessment (NFPA 99, 4.1 and 4.2)
- Fire Drills [record in table above] (NFPA 101, 18/19.7.1)

Fire Extinguishers (NFPA 10, 7.2.1.2, 7.2.2, 7.3.1.1.1)

- Monthly Visual
- Annual Service/Inspection _____

Semi-Annual Kitchen Hood Fire Suppression System (NFPA 96, 11.2.1)

Kitchen Hood/Exhaust Cleaning (NFPA 96, 11.4 and 11.6)

4-Year Fire/Smoke Damper Test/Insp/Maint [6-year for Hospitals] (NFPA 80, 19.4.1.1 and NFPA 105, 6.5.2)

Piped Medical Gas and Vacuum System Maintenance (NFPA 99, 5.1.15, 5.2.14, and 5.3.13.4)

Monthly Test of Elevators with Fire Fighter Emergency Operations (NFPA 101, 18/19.5.3 and 9.4.6.2)

All Exit Signs – Monthly Visual Inspection (NFPA 101, 7.10.9.1)

Emergency Power Supply System (Generator)

Nameplate Rating (kW) _____

Primary Fuel Source _____

Alternate Fuel Source (NFPA 110, 5.1.1) _____

Weekly Visual Inspection [record in table above] (NFPA 110, 8.4)

Weekly Battery Inspection (NFPA 110, 8.3.7)

Monthly 30 min. Load Test [record in table above] (NFPA 110, 8.4)

Monthly Battery Electrolyte Specific Gravity Testing [or Conductance Test where applicable] (NFPA 110, 8.3.7.1)

Annual Fuel Quality Test (NFPA 110, 8.3.8)

Annual 1.5 Hour (90 min) Load Bank Test [if applicable] (not less than 50% for 30 min and not less than 75% for final hour) (NFPA 110, 8.4.2.3)

3-Year 4-Hour Load Bank Test for Level 1 EPSS [if applicable] (not less than 30% for first 3 hours and not less than 75% for final hour) (NFPA 110, 8.4.9)

Electrical Receptacle Tension & Polarity Test – for receptacles at patient bed locations and locations where sedation/anesthesia is administered [N/A for hospital grade receptacles] (NFPA 99, 6.3.3.2, 6.3.4.1.3, and 6.3.4.2)

Battery Powered Emergency Lighting Units (NFPA 101, 7.9.3)

30 Seconds Monthly

90 Minutes Annually

Battery Powered Exit Signs (NFPA 101, 7.10.9.2)

30 Seconds Monthly

90 Minutes Annually

Fire Alarm System

(NFPA 72, Table 14.3.1 and Table 14.4.5)

FACP Batteries:

- Lead-Acid (Replace as needed)
 - Monthly Visual Inspection
 - Semi-Annual 30 min Discharge Test
 - Semi-Annual Load Voltage Test
 - Semi-Annual Specific Gravity Test
 - Annual Charger Test
- Nickel-Cadmium (Replace as needed)
 - Semi-Annual Visual Inspection
 - Semi-Annual Load Voltage Test
 - Annual Charger Test
 - Annual 30 min Discharge Test
- Primary (Dry Cell)
 - Monthly Visual Inspection
 - Monthly Age Test
- Sealed Lead-Acid (Replace within 5 years or sooner if necessary)
 - Semi-Annual Visual Inspection
 - Semi-Annual Load Voltage Test
 - Annual Charger Test
 - Annual 30 min Discharge Test

Semi-Annual FAS Inspections: _____

- FACP Trouble Signals
- Remote Annunciators
- Duct Detectors
- Heat Detectors
- Manual Fire Alarm Boxes
- Smoke Detectors
- Audible and Visual Notification Devices
- Supervising Station Alarm System Transmitters

Annual FAS Tests/Inspections:

- Control Equipment Test/Visual Inspection
- FACP Trouble Signal Test
- Remote Annunciator Test
- Initiating Device Tests
 - Duct Detectors
 - Heat Detectors (see NFPA 72 14.4.5.5)
 - Manual Fire Alarm Boxes
 - Functional Test of Smoke Detectors and Smoke Alarms
- Audible and Visual Alarm Notification Devices (Test)
- Supervising Station Alarm System Transmitters (Test)

Smoke Detector Sensitivity Test (NFPA 72, 14.4.5.3)

Automatic Sprinkler System

(NFPA 72, Table 14.3.1, Table 14.4.5, and NFPA 25, Table 5.1.1.2, Table 13.1.1.2)

- Fire Pump Insp/Testing/Maint. refer to NFPA 25 Ch. 8

Monthly Sprinkler Visual Inspections:

- Gauges (NFPA 25, 5.2.4.1)
- Control Valves/Tamper Switches (NFPA 25, 13.3.2.1.1)
- OS&Y Valves Open (NFPA 25, 13.6.1.1.1 and 13.6.1.2.1)
- Exterior Alarm Valves (NFPA 25, 13.4.1)

Quarterly Sprinkler Tests/Inspections: _____

- Waterflow Alarm and Valve Supervisory Devices [except switches] (NFPA 25, 5.2.5)
- Hydraulic Nameplate (NFPA 25, 5.2.6)
- Fire Department Connections (NFPA 25, 13.7)
- Main Drain [Test] [if sole water supply through a backflow preventer, otherwise annually] (NFPA 25, 13.2.5.1)
- Mechanical Alarm Devices [Test] (if applicable) (NFPA 25, 5.3.3.1)

Semi-Annual Sprinkler Tests: _____

- Waterflow Alarm Devices [Test] for Vane and Pressure Switch Type Devices (NFPA 25, 5.3.3.2)
- Supervisory Signal Devices [Test] (NFPA 25, 13.3.3.5.1)

Annual Sprinkler Tests/Inspections:

- Annual Visual Inspections (NFPA 25, 5.2)
 - Hangers/Seismic Bracing
 - Pipes and Fittings
 - Sprinklers (and Spares)
 - Signs
- Main Drain [Test] (NFPA 25, 13.2.5)
- Control Valves [Position and Operation Test] (NFPA 25, 13.3.3.1)
 - Operating Stems of OS&Y Valves Lubricated (NFPA 25, 13.3.4.1)
- Backflow Prevention Assemblies (NFPA 25, 13.6.2)

5-Year Sprinkler Tests/Inspections:

- Internal Inspection of Piping (NFPA 25, 14.2)
 - Obstruction Investigation [if applicable] (NFPA 25, 14.3)
- Gauges [Replaced or Tested with Calibrated Gauge] (NFPA 25, 5.3.2)
- Inspection of Interior Alarm Valves, Strainers, Filters, Restriction Orifices, and Check Valves (NFPA 25, 13.4.1.2 and 13.4.2)