

**RALF ENTRANCE CONFERENCE CHECK LIST  
FIRE LIFE SAFETY SURVEY**

FACILITY NAME: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_ PERSONNEL ASSISTING: \_\_\_\_\_

LICENSED BEDS: \_\_\_\_\_ SECURED BEDS \_\_\_\_\_ RESIDENT CENSUS \_\_\_\_\_

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*The surveyor/survey team will need to review the following documentation:*

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**FACILITY DATA**

- MAP OF FACILITY
- RESIDENT ROSTER
- DISASTER PLAN INCLUDING PROCEDURES & TWO (2) SEPARATE EVACUATION LOCATIONS
- EMERGENCY ACTION PLAN PROCEDURES
- FIRE DRILLS
- FIRE WATCH (SYSTEM OUT OF SERVICE) PROGRAM PROCEDURES AND DOCUMENTATION
- SMOKING POLICY
- FURNISHINGS/DECORATIONS DOCUMENTATION

**INSPECTION REPORTS**

- FIRE ALARM SYSTEM INSPECTION, TESTING, AND MAINTENANCE
  - SMOKE DETECTOR SENSITIVITY TESTING
- FIRE SPRINKLER SYSTEM INSPECTION, TESTING, AND MAINTENANCE
  - QUARTERLY      -ANNUAL      -5 YEAR ASSESSMENT INTERNAL PIPING CONDITIONS
  - DRY SYSTEM FULL TRIP (3 YEARS)
- SEMI-ANNUAL KITCHEN HOOD SUPPRESSION SYSTEM INSPECTION (IF APPLICABLE)
- SEMI-ANNUAL KITCHEN HOOD CLEANING/INSPECTION (IF APPLICABLE)
- DOOR INSPECTION/TESTING
- MONTHLY/ANNUAL PORTABLE FIRE EXTINGUISHER MAINTENANCE
- EMERGENCY LIGHTING  30 SECONDS MONTHLY  90 MINUTES ANNUAL
- GENERATOR (IF APPLICABLE)  WEEKLY INSPECTION  MONTHLY LOAD TEST  FUEL TEST FOR DIESEL
- ABHR DOCUMENTATION FOR REFILLING BOTH MANUAL AND AUTOMATIC DISPENSERS
- DAMPER TESTING REPORT [4 YEARS] (IF APPLICABLE)
- PRIVATE WATER SUPPLY RECORDS AND LABORATORY REPORTS (IF APPLICABLE)
- FUEL FIRED HEATING SYSTEM INSPECTION REPORTS (IF APPLICABLE)

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*This document is not all inclusive. Additional information may be requested*

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