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

**Facility Data**

- Building Information
  - Up-to-date 8 1/2” x 11” life safety code drawings or current floor plan of all levels of the building with correct room numbers and identifiers
  - Documentation of original construction and any remodels, renovations or additions
  - Construction type(s) of the original building and subsequent additions

- Resident roster with room numbers

- List of key personnel, names, location phone number; roster of current on-duty staff


- Employee Fire/Life Safety In-Service training and records including (2) full scale tests of emergency plan

- Fire Safety Plan with included nine (9) elements

- Fire drill records for 12 months prior including full or partial evacuation records

- Water system management documentation/infection control policies for waterborne pathogens

- Fire watch (system out of service) program procedures and documentation

- Smoking policy

**Inspection Reports**

- Annual Fire Alarm System Maintenance (including smoke detector sensitivity testing for addressable and non-addressable systems)

- Quarterly and Annual Fire Sprinkler System Maintenance (including 5 year internal piping inspection) Dry System Full trip (each three years) Dry, pre-action or deluge weekly gauge inspection(s)

- Semi-Annual Kitchen Hood Suppression System Inspection

- Semi-Annual Kitchen Hood Inspection/Cleaning

- Occupancy rated assembly maintenance and testing

- Monthly and Annual Portable Fire Extinguisher Maintenance (6 year & 12 year if applicable)

- Battery powered emergency lighting testing Log: 30 seconds monthly, 90 minutes annual

- Annual testing of electrical outlets in patient and/or resident bed locations

- Generator Maintenance Logs: Weekly inspection, Monthly Load Test, Fuel test for diesel

- Interior finishes flame spread documentation

- ABHR documentation for refilling both manual and automatic dispensers following standard

- Damper testing report (4 years/6 year hospital)

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