

**ENTRANCE CONFERENCE CHECK LIST SNF SURVEY
FIRE/LIFE SAFETY**

FACILITY NAME: _____

SURVEY DATE: _____ TIME: _____ PROVIDER NUMBER: _____

ADMINISTRATOR: _____ PERSONNEL ASSISTING: _____

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

F A C I L I T Y D A T A

- BUILDING INFORMATION
 - UP-TO-DATE 8 ½" X 11" LIFE SAFETY CODE DRAWINGS **OR** CURRENT FLOORPLAN 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
- COMPLETE HARD COPY OF **ALL** EMERGENCY PREPAREDNESS PLAN, POLICIES AND PROCEDURES
- 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

I N S P E C T I O N R E P O R T S

- 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]

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