LIFE SAFETY CODE SURVEY CHECKLIST


As part of the Life Safety Code Survey, the Administrator and/or Maintenance Director/Engineer will be asked to provide written documentation of certain Life Safety Code requirements, as well as documentation of code compliance with codes referenced in the Life Safety Code (ie: NFPA 13: Sprinkler Systems, NFPA 72: Fire Alarms, NFPA 99: Standards for Health Care Facilities, NFPA 90A/B: Heating and Cooling Systems, etc.). Deficient Life Safety Code practices will be cited as “K-Tags” and the standard scope and severity grid will be utilized.

Facilities are strongly encouraged to have the following documentation on file at all times in the facility. Filing all this documentation in one place will provide for a more efficient and organized survey.

- Written facility emergency plan (K048)
- Documentation that staff are properly trained in emergency procedures (K050)
- Written smoking regulations for the facility (K066)
- Policy/Plan for out-of-service sprinkler system (K154)
- Policy/Plan for out-of-service fire alarm system (K155)
- Documentation of fire drills conducted quarterly on each shift (K050)
- Documentation that the fire alarm system is tested annually (K052)
- Documentation that room smoke detectors are tested monthly (K054)
- Documentation that smoke detector sensitivity testing is performed (every other year, unless calibration is accurate, then every 5 years) (K054)
- Documentation that the facility’s Digital Alarm Communicator Transmitter (DACT) is tested monthly (K052)
- Documentation that the sprinkler system is maintained (K062):
  - Documentation that weekly sprinkler inspections are performed (valves are sealed, sprinkler heads in good condition, 18” clearance is maintained, pressure readings are acceptable) (K062)
  - Documentation that monthly sprinkler inspections are performed (confirm valves are open, inspect alarm valves, confirm appropriate position of trim valves, confirm a supply of 2 spare sprinkler heads for each sprinkler type and dedicated sprinkler wrench, check for physical damage and that electrical connections are secure, record pressure readings) (K062)
- Documentation that quarterly sprinkler tests and inspections are performed (inspect: nozzles – piping – hangers - and gauges, main drain test, fire department connections, wet pipe system flow alarm test, dry pipe priming level, dry pipe system low-air-pressure alarm test, dry pipe system flow alarm, quick opening device test, alarm bypass valve test, deluge system flow alarm test, control valve tests, verify the hydraulic nameplate is legible)(K062)

- Documentation that semi-annual sprinkler tests and inspections are performed (verify status of cold-weather valves, dry pipe systems – test quick opening devices and accelerators and low point drains, test deluge systems, test preaction system)(K062)

- Documentation that annual sprinkler tests and inspections are performed (general system inspection, verify any freezing risks, test antifreeze solution, exercise every valve and lubricate, clean strainers, Dry Pipe Systems: trip test the dry pipe valve - internally inspect dry pipe valve - test air pressure maintenance device – test the low-temperature alarm, Preaction Systems: trip test the preaction system - internally inspect the preaction valve - test automatic air pressure maintenance device - inspect low-temperature alarm, Deluge Sprinkler Systems: trip test the deluge system – record time from activation until water is discharged - record water pressure at the most remote sprinkler - record water pressure at the deluge valve - internally inspect the deluge valve - inspect low-temperature alarm – replace cooking equipment sprinklers with fusible links) (K062)

- Documentation that the every 3-year sprinkler system test was performed (dry pipe valve full flow trip test) (K062)

- Documentation that the every 5-year sprinkler system tests were performed (internal inspection of alarm valve and internal inspection of check valve) (K062)

- Documentation that the kitchen hood systems are serviced every 6 months (K069)

- Documentation that the elevator cylinders are inspected and hydrostatically tested as required (K069)

- Documentation relating to the facility’s portable fire extinguishers (K064)
  - Visually inspected monthly
  - Maintained annually
  - 6-year maintenance performed
  - Hydrostatically tested as required

- Documentation that the emergency generator is inspected weekly (K144)

- Documentation that the emergency generator is run under load for 30 minutes monthly (K144)

- Documentation that all battery operated emergency lights are tested/inspected monthly (K046)
Documentation that all battery operated emergency lights tested are annually for at least 90 minutes (K046)

Documentation that all drapes and curtains are flame-resistant (K074)

Documentation that all interior wall, ceiling, and floor finishes meet requirements (K014, K015, K016)

Proof that all facility decorations are flame resistant (K073)

Proof that all newly introduced furniture meets state and federal requirements (K074)

Documentation that all fire/smoke dampers are inspected every 4 years (K067)

If the facility has a laboratory, documentation that all laboratory policies and procedures are reviewed annually (K131, K136) and documentation that all laboratory incidents are reviewed monthly (K1342)