Healthcare Fire Book

One of the easiest things a facility can do to help ensure their KSFM survey goes smoothly, is to have a complete, well-organized fire book containing the documentation that our surveyor is required to review as part of your survey. This will contain policies, training information, and inspection, testing and maintenance records. Keeping this information in one easily accessible place will help getting through the survey process. Whether your documentation is kept virtually or is in a binder or notebook, it must be presented to the surveyor for review. Since surveys are unannounced, it is imperative that this information is continually updated throughout the year.

During a survey, we are looking at the documentation back to your previous survey. Typically this will be around 15 months. You should maintain your documentation for a minimum of 3 years, keeping in mind that there are some maintenance intervals that will exceed this, so you will need to make sure that when purging records, you are retaining these specific items. This does not include your required emergency preparedness policy requirements. This is only for the book kept by facility maintenance with inspection, testing and maintenance records. Remember, if there is no documentation, it didn't happen!

This document is intended to help you to better organize your fire book. This is not a mandatory requirement, KSFM is only providing guidance to help you in your survey process. The example provided is assuming the use of a large 3-ring binder with tabs. You can adapt this to a virtual fire book, or use individual binders for each system type. Please note, this is only for the Life Safety portion of your survey. Items marked with an asterisk (*) are ones that occur at longer than 3 year intervals. File reports chronologically, beginning with the most recent.

1. Facility Information
   a. Facility map or copy of code footprint
   b. Capacity and census data
   c. Current waivers, variances, exceptions, or FSES information
2. Specification Review
   a. Wall or floor coverings, door gaskets, curtains, furniture & mattresses, roof coverings, ceiling tile UL information, fire retardant treated wood (these records may not be complete, especially in existing facilities)
   b. Information on fire stopping products used in the facility. Product information sheets, assembly information
   c. Holiday or other decorations: manufacturer flammability information, or product information for application of flame-retardant products
3. Fire Drills
   a. Completed fire drill logs including staff signature sheet, alarm receiving log
4. Central Station Receiving Log (request reports from your alarm monitoring company monthly or quarterly for nuisance alarm review purposes)
5. Fire Extinguisher
   a. Monthly inspections (this may be documented on the individual extinguisher tags)
   b. Documentation of annual service
   c. *Documentation of 6-year teardown inspections and hydrostatic testing

6. Fire Alarm System
    a. Annual inspection report w/inspector credentials listed
    b. Semi-annual inspection report w/inspector credentials listed
    c. Smoke detector sensitivity test report (every 2 years)
7. Single Station Smoke Alarms (if present)
    a. Monthly testing documentation
    b. *Installation dates
8. Sprinkler System
    a. Annual inspection report
    b. Quarterly inspection reports
    c. Weekly (dry system) and/or monthly (wet system) visual inspection records (these may be located at the riser)
    d. *3-year full trip test w/times & air leak test w/pressure records (dry system)
    e. *5 year internal pipe inspection records
    f. *5 year gauge replacement or recalibration records
9. Fire Pumps (if present)
    a. Annual inspection report
    b. Churn test records (diesel – 10 min/weekly; electric – 30 min/monthly)
10. Generator
    a. Annual service report with transfer time listed
    b. Annual diesel fuel quality test report
    c. Weekly visual inspection records
    d. Monthly run test under load records
    e. Annual main & feeder circuit breaker testing
    f. Annual load bank test (if you are not achieving 30% of the nameplate rating during monthly run tests)
    g. *36-month 4-hour load records
11. Doors
    a. Annual fire door inspection
    b. NFPA 80 certificate (if doing fire door inspections in-house)
    c. Any other door testing documentation (room doors, locking mechanisms, etc.)
12. Emergency Lights/Exit Signs (Battery Powered)
    a. Monthly 30 second testing documentation
    b. Annual 90 minute testing documentation
13. Elevator
    a. Annual service report
    b. Monthly firefighter recall testing documentation
14. Medical Gas
    a. Annual inspection report
15. Kitchen Hood System
    a. Semi-annual suppression system inspection report
    b. Cleaning records (both in-house and professional)
16. Fusible Link Fire Dampers
    a. *Inspection and testing report (4 years – LTC, 6 years – hospital)

17. Policies
    a. Fire watch
    b. Fire plan
    c. Smoking
    d. Housekeeping/laundry
    e. Clinical needs for locking devices
18. Staff Training
    a. Fire response
    b. Oxygen use
19. Power Strips
    a. Annual assessment records
20. Receptacles
    a. Annual testing of resident room receptacle records
21. Building System Category Assessment

***For any failures or deficiencies cited on a vendor inspection report (doors, fire alarm, sprinkler system, med gas, generator, etc.) you must have documentation of the correction. This can be service tickets, revised inspection reports, or other applicable documentation. This should be filed with the report that identified the issue.