

Please provide the following for review, if applicable:

- 1) **Copies of:** facility layout, resident list/room numbers & key personnel
- 2) Approved floor plans
- 3) Waivers/variances/exceptions and documentation of additional safety measures
- 4) Specification sheets: window, door gaskets, cubicle curtains, wall carpet, fire caulk, electric fireplaces
- 5) Flame retardants: specification sheet, policy and maintenance schedule
- 6) Fire Drills (**6 quarters**) (**See Matrix**)
- 7) Fire Response and Smoke Zone Evacuation In service records
- 8) Copy of central station receiving log (**6 quarters**)
- 9) Fire alarm: annual, quarterly, semi-annual & annual ITM (**2 years**)
- 10) Smoke detectors: annual & sensitivity tests, nuisance log & ITM records (**3 years**)
- 11) Sprinkler: annual, quarterly, monthly & weekly ITM (**3 years**), 5-year obstruction test, recall
- 12) Fire pumps: weekly, monthly & annual testing (**3 years**)
- 13) Fire Doors: annual ITM
- 14) Training: oxygen handling training
- 15) Main and circuit breaker ITM; Receptacle ITM
- 16) Generator: specification sheet, weekly inspection & monthly testing , PM and load bank (**12 months**)
- 17) Generator: fuel quality test
- 18) Emergency lighting: monthly & annual inspection & testing (**12 months**)
- 19) Exit signage: monthly & annual inspection & testing (**12 months**)
- 20) Elevator: maintenance & testing (**12 months**)
- 21) Medical Gas: inspection & testing of piping and equipment
- 22) Boiler: most current inspection
- 23) Range hood: semi-annual ITM (**6 quarters**)
- 24) Range hood: cleaning records (**6 quarters**)
- 25) Fire dampers: exercise & lubrication of fusible links (**four years**)
- 26) Rated ceiling assembly: UL design number, new & old tile specification sheets
- 27) Policies: oxygen trans-filling & training
- 28) Policies: power strips/extension cords, portable heaters & fireplaces
- 29) Policies: generator malfunction, refueling,
- 30) Policies: Admission of those requiring life support,
- 31) Policies: Letter from gas company ensuring disaster will not interrupt service
- 32) Policies: fire watch, fire procedures, disaster plan & evacuation plan
- 33) Copies of any fire watches conducted in the past year
- 34) Policies: smoking & resident evaluation procedure
- 35) Joint Commission Statement of Conditions & Policies for Laboratories
- 36) Administrator's business card **in file folder**