



# Life Safety Documentation Requirements

Revision:10 7/14/18

Based on the 2012 edition of the Life Safety Code, for all Healthcare facilities Date Assessment: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Location: \_\_\_\_\_

Fire Alarm Test Report	Devices/Function	Frequency	NFPA Standard	Date of	Compliant?			Comment
				Most Recent	Yes	No	N/A	
Initiating Devices	Waterflow switches	Semi-annually	72-2010; 14.4.5					
	Smoke detectors	Annually	72-2010; 14.4.5					
	Heat detectors	Annually	72-2010; 14.4.5					
	Duct detectors	Annually	72-2010; 14.4.5					
	Manual pull stations	Annually	72-2010; 14.4.5					
Supervisory Signal Devices	Low air pressure switches	Quarterly	72-2010; 14.4.5					
	Low water level switches	Quarterly	72-2010; 14.4.5					
	Tamper switches	Semi-annually	72-2010; 14.4.5					
Notification Devices	Strobes	Annually	72-2010; 14.4.5					
	Horns	Annually	72-2010; 14.4.5					
	Bells	Annually	72-2010; 14.4.5					
	Chimes	Annually	72-2010; 14.4.5					
Interface relays and modules	Magnetic hold-open	Annually	72-2010; 14.4.5					
	Air handler shut-down	Annually	72-2010; 14.4.5					
	Kitchen hood suppression sys	Annually	72-2010; 14.4.5					
	Elevator recall	Annually	72-2010; 14.4.5					
	Magnetic locks / Electric strikes	Annually	72-2010; 14.4.5					
	Fire pump	Annually	72-2010; 14.4.5					
	Smoke dampers	Annually	72-2010; 14.4.5					
	CO2/Clean agent suppression	Annually	72-2010; 14.4.5					
	Sprinkler dry-pipe/pre-action	Annually	72-2010; 14.4.5					
Overhead rolling fire doors	Annually	72-2010; 14.4.5						
Control panel batteries	Charger test	Annually	72-2010; 14.4.5					
	Discharge test	Annually	72-2010; 14.4.5					
	Load voltage test	Semi-annually	72-2010; 14.4.5					
Smoke detector sensitivity test		2-Years*	72-2010; 14.4.5					
Off-premises monitoring transmission equipment		Annually	72-2010; 14.4.5					

## Fire Suppression System Test Report

Portable fire extinguishers	Inspection	Monthly	10-2010; 7.2.1.2					
	Maintenance	Annually	10-2010; 7.3.1.1.1					
Alternative suppression systems	Kitchen hood system – inspection	Monthly	17A-2009; 7.2.1					
	Kitchen hood system – test	Semi-annually	17A-2009; 7.3.3					
	Halon system – inspection & test	Semi-annually	12A-2009; 6.1.1					
	CO2 system – inspection	Monthly	12-2011 4.8.1					
	CO2 system – tank weigh	Semi-annually	12-2011; 4.8.3.5.1					
	CO2 system – test	Annually	12-2011; 4.8.3.2					
	Clean agent system – inspection	Semi-annually	2001-2012; 7.1.3					
Clean agent system – test	Annually	2001-2012; 7.1.1						

Fire Suppression (cont'd)	Devices/Function	Frequency	NFPA Standard	Date of	Compliant?			Comment
				Most Recent	Yes	No	N/A	
<b>Water-based suppression systems</b>	Fire pump churn test	Monthly	25-2011; 8.3.1					
	Control valve inspection	Monthly	25-2011; 13.3.2.1.1					
	Pressure Gauge Inspection	Monthly	25-2011; 13.2.7.1					
	Fire department connections	Quarterly	25-2011; 13.7.1					
	Fire hose valve – Inspection	Quarterly	25-2011; 13.5.6.1					
	Pre-action/Dry pipe valve priming water test	Quarterly	25-2011; 13.4.3.2.1					
	Sprinkler inspection	Annually	25-2011; 5.2.1					
	Piping & hanger inspection	Annually	25-2011; 5.2.2					
	Pre-action/Dry pipe valve trip test	Annually	25-2011; 13.4.3.2.2					
	Main drain test	Quarterly*	25-2011; 13.2.5.1					
		Annually	25-2011; 13.2.5					
	Control valve exercise	Annually	25-2011; 13.3.3.1					
	Backflow preventer	Annually	25-2011; 13.6.2					
	Anti-freeze test	Annually	25-2011; 5.3.4					
	Private service fire hydrants	Annually	25-2011; 7.3.2					
	2½ inch fire hose valve – test	Annually	25-2011; 13.5.6.2.1					
	Fire pump flow test	Annually	25-2011; 8.3.3					
	Occupant use fire hose – inspect	Annually	1962-2008; 4.3.4					
	1½ inch fire hose valve - test	3-Years	25-2011; 13.5.6.2.2					
	Occupant use fire hose – pressure test	5-Years, then every 3-Years	1962-2008; 4.3.2					
	Check valve inspection	5-Years	25-2011; 13.4.2.1					
	Pressure gauge calibration	5-Years	25-2011; 5.3.2					
	Standpipe waterflow test	5-Years	25-2011; 6.3.1					
	Private fire service mains	5-Years	25-2011; 7.3.1					
Internal inspection of piping	5-Years	25-2011; 14.2.1						
Dry Head sprinkler replacement	10-Years	25-2011; 5.3.1.1.1.6						
QR sprinkler head replacement	20-Years	25-2011; 5.3.1.1.1.3						
SR sprinkler head replacement	50-Years	25-2011; 5.3.1.1.1						
Spare Sprinkler List	One-Time	13-2010; 6.2.9.7						

### Additional Testing & Inspection Requirements

<b>Emergency power generators</b>	Inspection	Weekly	110-2010; 8.4.1				
	Battery electrolyte levels / Voltage	Monthly	110-2010; 8.3.7.1				
	Monthly load test	20 days to 40 days	110-2010; 8.4.2 and 99-2012; 6.4.4.1.1.4				
	Annual load test (if required)	Annually*	110-2010; 8.4.2.3				
	Annual Fuel Test	Annually	110-2010; 8.3.8				
	Replace lead-acid start batteries	24-30 Months	110-2010, A.5.6.4.5.1				
	3-Year 4-Hour load test	3-Years	110-2010; 8.4.9				
<b>Automatic Transfer Switches</b>	Inspection of ATS	Weekly	110-2010; 8.4.1				
	Monthly test with generator	20 days to 40 days	110-2010; 8.4.6 and 99-2012; 6.4.4.1.1.4				
<b>Medical gas and Vacuum sys</b>	Maintenance & testing	As per policy	99-2012; 5.1.14.4.5				
	Cross-contamination test	After breach	99-2012; 5.1.12.1.1				
	Purity and pressure test	After breach	99-2012; 5.1.12.1.1				
	Non-stationary booms w/flexible connectors leak tested	18-months	99-2012; 5.1.14.2.3.2				

	Devices/Function	Frequency	NFPA Standard	Date of	Compliant?			Comment
				Most Recent	Yes	No	N/A	
<b>Alternative Life Safety Measures</b>	Policy	Review policy	101-2012; 4.6.10.1					
	Implementation	As needed per policy	101-2012; 4.6.10.1					
	Fire Watch	Continuous	101-2012; 9.6.1.6 & 25-2011; 15.5.2					
<b>Fire/Smoke damper test</b>	Inside hospital facility	1-Year then 6-years	80-2010; 19.4 and 105-2010; 6.5.2					
	Outside hospital facility	1-Year then 4-years	80-2010; 19.4 and 105-2010; 6.5.2					
<b>Overhead rolling fire doors</b>	Drop test	Annually	80-2010; 5.2.1					
<b>Side-hinged fire doors</b>	Annual test/inspection	Annually	101-2012; 8.3.3.1					
<b>'Exit' signs</b>	Illumination inspection	Monthly	101-2012; 7.10.9.1					
<b>Elevator recall</b>	Test of all elevators equipped with Fire Fighter Service	Monthly	101-2012; 9.4.6.2					
<b>Kitchen hood cleaning</b>	Remove grease	Semi-annually	96- 2011; 11.4					
<b>Assessment of building systems for Risk Category</b>	Risk assessment to determine Category designation of systems	Annually	99-2012; 4.2					
<b>Ground Fault Circuit Interrupter</b>	Monthly test per manufacturer	Monthly	CMS §482.41(c)(2)					
<b>Emergency Shower</b>	Flow test – ANSI Z358.1-2014	Weekly	4.6.3					
	Inspection – ANSI Z358.1-2014	Annually	4.6.5					
<b>Emergency Eyewash</b>	Flow test – ANSI Z358.1-2014	Weekly	5.5.2					
	Inspection – ANSI Z358.1-2014	Annually	5.5.5					
<b>Battery Powered Emergency Light</b>	Monthly test	Monthly	101-7.9.3.1.1 (1)					
	Annual test	Annually	101-7.9.3.1.1 (3)					
<b>Fire Drills – Healthcare</b>	1 per shift per quarter	Quarterly	101-19.7.1.6					
<b>Fire Drills – Ambulatory</b>	1 per shift per quarter	Quarterly	101-21.7.1.6					
<b>Fire Drills - Business</b>	1 per shift per year	Periodically	101-7.2					

\*= If Required

### Testing & Inspection Time Defined

Weekly, or "every 7 days"	Anytime during a calendar week
Monthly or "every 30 days"	Anytime during a calendar month
Quarterly or "every 3 months"	3 months from the previous test/inspection, conducted during the 3 <sup>rd</sup> month
Semi-annually, or "every 6 months"	6 months from the previous test/inspection, conducted during the 6 <sup>th</sup> month
Annually or "every 12 months"	12 months from the previous test/inspection, conducted during the 12 <sup>th</sup> month
3-Years	36 months from the previous test/inspection, conducted during the 36 <sup>th</sup> month
5-Years	60 months from the previous test/inspection, conducted during the 60 <sup>th</sup> month
6-Years	72 months from the previous test/inspection, conducted during the 72 <sup>nd</sup> month

### Documentation Should Include the Following:

1. Name of individual performing the activity.
2. Affiliation of the individual performing the activity.
3. The signature of the individual performing the activity.
4. Activity name.
5. Date (month/day/year) that activity was performed.
6. The frequency that is required of the activity.
7. NFPA standard that requires the activity to be performed.
8. The results of the activity, such as "Pass" or "Fail".