Acute Care Checklist

This checklist covers the Environment of Care and Life Safety chapters of
The Joint Commission accreditation standards for Acute Care facilities.

Daily

Safety And Security

- [ ] EC.02.01.01.9 — Daily Security Log

Weekly

Fire Equipment

- [ ] EC.02.03.05.6 — Diesel Fire Pump Weekly Test Log

Utility Systems

- [ ] EC.02.05.07.4 — Weekly EPSS Tests

Monthly

Fire Equipment

- [ ] EC.02.03.05.6 — Electric Fire Pump Monthly Test Log
- [ ] EC.02.03.05.15 — Monthly Fire Extinguisher Inspections Reports
- [ ] EC.02.03.05.27 — Monthly Elevator Emergency Operations Tests

Utility Systems

- [ ] EC.02.05.07.1 — Monthly Battery Egress And Task Lights, And Exit Sign Inspections
- [ ] EC.02.05.07.3 — Monthly Level One SEPSS Tests
- [ ] EC.02.05.07.5 — Monthly Generator Tests
- [ ] EC.02.05.07.7 — Monthly Automatic Transfer Switch Tests

Medical Equipment & Utility Components

- [ ] EC.02.05.05.7 — Monthly Line Isolation Monitor (LIM) Tests

Environment of Care

- [ ] LS.01.02.01.12 — ILSM Temporary Systems Monthly Test Reports

Quarterly

Fire Equipment

- [ ] EC.02.03.05.1 — Quarterly Supervisory Signal Tests
- [ ] EC.02.03.05.10 — Quarterly Fire Department Supply Connections Tests
- [ ] NFPA 25-2011 — Quarterly Dry Systems Tests

Utility Systems

- [ ] EC.02.05.07.3 — Quarterly Level Two SEPSS Tests

Fire Drill Reports

- [ ] EC.02.03.03.1 — Fire Drills Reports - Healthcare Occupancy And Ambulatory Healthcare Occupancy

Annually

Life Safety

- [ ] LS.01.01.01.1 — Individual Assigned To Life Safety Code Letter
- [ ] LS.01.01.01.2 — Building Assessment To Determine Compliance With The Life Safety Codes
- [ ] LS.01.01.01.3 — Current And Accurate Drawings
- [ ] LS.01.01.01.7 — Basic Building Information (BBI) Within The Statement Of Conditions (SOC)
- [ ] EC.02.01.01.17 — Annual Workplace Violence Prevention Program Analysis

Fire Equipment

- [ ] EC.02.03.01.9 — Written Fire Response Plan
- [ ] EC.02.03.05.3 — Annual Duct Detector, Heat Detector, Manual Fire Alarm Box And Smoke Detector Tests
- [ ] EC.02.03.05.4 — Annual Audible, Visual Notification Devices And Electromechanical Releasing Devices Tests

Annually Continued

☐	EC.02.03.05.5	Annual Off-Site Responder Notifications Tests
☐	EC.02.03.05.9	Annual Main Drain Performance Tests
☐	EC.02.03.05.11	Annual Fire Pump Flow Performance Comparisons
☐	EC.02.03.05.14	Annual Carbon Dioxide Extinguishing Systems Tests
☐	EC.02.03.05.16	Annual Fire Extinguisher Maintenance Reports
☐	EC.02.03.05.19	Annual Air-Handling Smoke-Detection Shutdown Equipment Tests
☐	EC.02.03.05.20	Annual Sliding / Rolling Fire Door Closure Tests
☐	EC.02.03.05.25	Annual Fire Door Inspections And Tests
☐	EC.02.03.05.28	Fire System Device Inventory And Tests
☐	NFPA 72-2010	Annual Control Panel Batteries Charger Test And Discharge Test

Utility Systems

☐	EC.02.05.07.2	Annual Battery Powered Exit And Task Light Inspections
☐	EC.02.05.07.3	Annual 60% SEPSS Tests
☐	EC.02.05.07.6	Annual Generator Load Tests
☐	EC.02.05.07.8	Annual Fuel Quality Tests
☐	EC.02.05.09.7	Medical Gas Component Tests
☐	EC.02.05.09.10	Medical Gas Systems Tests
☐	EC.02.05.09.12	Medical Gas Cylinder Policy

Fire Drill Reports

☐	EC.02.03.03.2	Fire Drills Reports - Business Occupancy
☐	EC.02.03.03.3	Fire Drill Matrix
☐	EC.02.03.03.7	Annual Fire Drill - Operating Rooms/Surgical Suites
☐	EC.02.03.03.8	Annual Fire Drill - Hyperbaric Facilities

Safe and Functional Environment

☐	EC.02.05.01.15	Critical Care Area Ventilation System Reports (Pressure Relationships, Air Exchange Rates, Filtration, Temperature And Humidity)
☐	EC.02.05.01.15	Annual Room Exchange Test Reports
☐	EC.02.05.01.15	Annual Pharmacy Hood Tests
☐	EC.02.05.01.15	Annual Laboratory Hood Tests

☐	EC.02.05.01.15	Annual Trace Gas Analysis Tests
☐	EC.02.05.01.15	Annual Hazardous Gas Vapor Tests

Medical Equipment & Utility Components

☐	EC.02.04.01.2	Medical Equipment Inventory
☐	EC.02.04.01.3	High-Risk Equipment
☐	EC.02.04.01.4-7	Medical Equipment Testing
☐	EC.02.04.03.2	High-Risk Equipment Testing Reports
☐	EC.02.04.03.3	Non-High-Risk Equipment Testing Reports
☐	EC.02.04.03.4	Sterilizer Testing And Maintenance Reports
☐	EC.02.04.03.10	Hyperbaric Facilities Documentation

Environment of Care

☐	EC.02.01.01.1	Safety Risk Assessment
☐	EC.02.01.01.1	Security Risk Assessment
☐	EC.02.01.01.3	Business Occupancy Risk Assessment Form
☐	EC.01.01.01.4	Safety Management Plan
☐	EC.01.01.01.5	Security Management Plan
☐	EC.01.01.01.6	Hazardous Materials And Waste Management Plan
☐	EC.01.01.01.7	Fire Safety Management Plan
☐	EC.01.01.01.8	Medical Equipment Management Plan
☐	EC.01.01.01.9	Utility Systems Management Plan
☐	EC.04.01.01.15	Annual Evaluation Of Environment Of Care Management Plans
☐	LS.01.02.01.1	Interim Life Safety Measures (ILSM) Policy
☐	EC.02.01.03.1	Smoking Policy
☐	EC.02.04.01.9	Medical Equipment Fail Procedures
☐	EC.02.05.01.10	Written Procedures For Responding To Utility Systems Disruption
☐	EC.02.05.01.5	Activities And Frequencies For Inspecting, Testing, Maintaining Operating Components Of Utility Systems
☐	EC.02.05.01.6	Deemed Status: Activities, Frequencies For Inspecting, Testing, Maintaining Equipment Subject To Conditions Of Participation

Annually Continued

☐	EC.02.05.01.7	Deemed Status: Written Criteria To Support Equipment In Alternative Equipment Maintenance (AEM) Program
☐	EC.02.05.01.8	Identification Of Operating Components Included In Alternative Equipment Maintenance (AEM) Program
☐	EC.02.05.03.14	Policy For Provision Of Emergency Backup For Essential Medication Dispensing Equipment
☐	EC.02.05.03.15	Policy For Provision Of Emergency Backup For Refrigeration Of Essential Medications Identified By The Hospital

Hazardous Materials

☐	EC.02.02.01.1	Hazardous Materials And Waste Inventory
☐	EC.02.02.01.3	Written Procedure For Hazardous Materials And Waste Spills Or Exposures
☐	EC.02.02.01.11	Hazardous Materials And Waste Permits, Licenses, Manifests, Safety Data Sheets

Safety And Security

☐	EC.02.01.01.9	Security Incident Procedure

Emergency Management

☐	EM.09.01.01.1,2, 4	Comprehensive All-Hazards Emergency Management Program
☐	EM.11.01.01.1-2	Hazard Vulnerability Analysis (HVA)
☐	EM.11.01.01.3	HVA Priorities
☐	EM.12.01.01.1-5	Emergency Operations Plan
☐	EM.12.01.01.9	Procedure for 1135 Waiver
☐	EM.12.02.01.1-6	Emergency Communications Plan
☐	EM.12.02.03.1-6	Emergency Staffing Plan
☐	EM.12.02.05.1-2	Emergency Patient Care and Clinical Support Plan
☐	EM.12.02.07.1	Emergency Safety and Security Plan
☐	EM.12.02.07.2	Emergency Staff Location Tracking
☐	EM.12.02.09.1-3	Emergency Resources and Assets Plan
☐	EM.12.02.11.1-4	Emergency Essential and Critical Utilities Plan
☐	EM.13.01.01.1-4	Continuity of Operations Plan
☐	EM.14.01.01.1-2	Disaster Recovery Plan
☐	EM.15.01.01.1-4	Emergency Management Education and Training Program

Water Management Program

☐	EC.02.05.02.1	Water Management Program Team Roster
☐	EC.02.05.02.2	Water Management Plan
☐	EC.02.05.02.2	Water System Description (Text)
☐	EC.02.05.02.2	Water System Flow Diagram
☐	EC.02.05.02.2	Control Point Inventories
☐	EC.02.05.02.4	Annual Review of the Water Management Plan

Additional Documents

☐		Emergency Eyewash And Shower Equipment Risk Assessment, Inventory And Weekly Inspections
☐	EC.02.04.03.16	Annual Reports Of Inspection, Testing And Calibration Of Nuclear Medicine Equipment
☐	EC.02.04.03.20	Annual Reports Of Measurement And Verification Of Radiation Dosing For CT Services
☐	EC.02.04.03.21	Annual Reports Of Results and Corrective Actions Identified In CT Performance Evaluation
☐	EC.02.04.03.22	Annual Reports Of Results and Corrective Actions Identified In MRI Performance Evaluation
☐	EC.02.04.03.23	Annual Reports Of Results and Corrective Actions Identified In NM Scanner Performance Evaluation
☐	EC.02.04.03.24	Annual Reports Of Results and Corrective Actions Identified In PET Imaging Equipment Performance Evaluation
☐	EC.02.04.03.34	Annual Reports Of Results and Corrective Actions Identified In Fluoroscopic Imaging Equipment Performance Evaluation
☐	EC.02.04.03.5	Hemodialysis Equipment Maintenance, Chemical And Biological Water Test Reports
☐	EC.02.05.01.17	Utility Systems Maps
☐	EC.02.05.01.20	Operating Room Isolated Power Risk Assessment
☐	EC.02.05.01.23	Relocatable Power Strips Inventory
☐	EC.02.05.01.3	Utility Systems Operating Components Inventory
☐	EC.02.05.01.4	Utility Systems High-Risk Operating Components Identification

Annually Continued

Permits, Licenses, Plant Operations

☐ Hospital Operating License	☐ Backflow Preventer Permits
☐ FCC Radio Frequency License(s)	☐ Elevator Permits
☐ Heliport License Or Permit	☐ EPA Emissions Reports
☐ Underground Storage Tank Permits And Testing	☐ EPA Tier II Reports
☐ Boiler And Pressure Vessel Permits	☐ Plant Operations Policies And Procedures

Other Frequencies

Life Safety

			Frequency
☐	LS.01.01.01.5	Deemed Status: Documentation Of Inspections By AHJ's	Per Occurrence

Fire Equipment

☐	EC.02.03.05.2	Semi-Annual Water Flow Devices And Valve Tamper Switch Tests	Semiannually
☐	EC.02.03.05.12	5-Year Hydrostatic And Water-Flow Standpipe Systems Tests	Quinquennial
☐	EC.02.03.05.13	Semi-Annual Kitchen Hood Suppression System Tests	Semiannually
☐	EC.02.03.05.14	Semi-Annual Halon Systems Tests	Semiannually
☐	EC.02.03.05.17	Hydrostatic Standpipe Hose Tests, 5 & 3 Year	Quinquennial
☐	EC.02.03.05.18	Fire And Smoke Damper Tests, First and Every 6 Years	Sexennial
☐	NFPA 72-2010	Semi-Annual Control Panel Batteries Load Voltage Tests	Semiannually
☐	NFPA 25-2011	Internal Inspection Of Sprinkler Piping, Every 5 Years	Quinquennial

Utility Systems

☐	EC.02.05.07.3	Semi-Annual Non-SEPSS Tests	Semiannually
☐	EC.02.05.07.9,10	3-Year 4-Hour Generator Load Tests And Exhaust Gas Temperature Tests	Triennial

Fire Drill Reports

☐	EC.02.03.03.5	Fire Drill Critiques	Per Occurrence

Medical Equipment & Utility Components

			Frequency
☐	EC.02.05.05.4	Utility System Component Tests - High-Risk Components Inspections, Tests	Per Policy
☐	EC.02.05.05.5	Utility System Component Tests - Infection Control Inspections, Tests	Per Policy
☐	EC.02.05.05.6	Utility System Component Tests - Non-High-Risk Components	Per Policy

Environment of Care

☐	LS.01.02.01.2	Interim Life Safety Measures (ILSM) Assessments/Fire Watch Documents	Per Occurrence
☐		EOC Committee Meeting Minutes	Per Occurrence

Other Frequencies Continued

Safety And Security

☐	EC.02.01.01.9	Security Incident Reports	Per Occurrence
☐	EC.02.01.01.9	Infant Security System Tests - Frequency As Defined By Policy	Per Occurrence
☐	EC.02.01.01.9	Infant Pediatric Abduction Critique	Per Occurrence
☐	EC.02.01.01.9	Infant Pediatric Abduction Drill Corrective Action Plan	Per Occurrence

Emergency Management

☐	EM.16.01.01.1-3	Emergency Exercises	Semiannually
☐	EM.17.01.01.1,3	Emergency Operations Plan Evaluations	Per Occurrence

Construction Projects

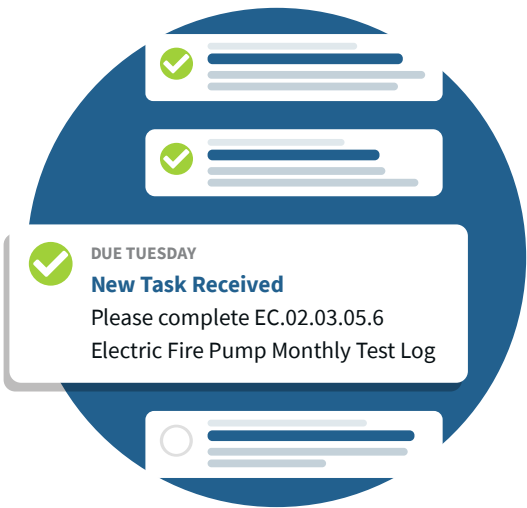|			
☐	EC.02.06.05.2	Preconstruction Risk Assessments	Per Occurrence
☐	EC.02.06.05.2	Construction Impact On Facility Assessments	Per Occurrence
☐	EC.02.06.05.2	Construction Noise And Vibration Assessments	Per Occurrence
☐	EC.02.06.05.2	Planned Utility Interruption Requests	Per Occurrence
☐	EC.02.06.05.2	Infection Control Risk Assessment (ICRA)	Per Occurrence

Water Management Program

☐	EC.02.05.02.1	Water Management Program Team Meeting Minutes	Per Occurrence
☐	EC.02.05.02.2	Maintenance Procedures	Per Occurrence
☐	EC.02.05.02.3	Contingency Responses	Per Occurrence
☐	EC.02.05.02.3	Water Quality Test Results	Per Occurrence
☐	EC.02.05.02.3	Corrective Action Plans	Per Occurrence

Additional Documents

☐		Security Training Certificates	Per Occurrence
☐	EC.02.01.01.5	Grounds And Equipment Maintenance And Inspections	Per Occurrence
☐	EC.02.05.05.2	Utility System Component Tests - Initial Use / Following Major Repairs Or Upgrades	Per Occurrence

Permits, Licenses, Plant Operations

☐		Training	Per Occurrence