

## Life Safety & Environment of Care Checklist for Business Occupancies

**Life Safety Floor Plans** – Ensure they are up to date, show exits, hazardous storage areas, sprinklered areas, and smoke/fire walls.

**Storage Rooms** – Over 50 square feet is considered hazardous, requires closure on door and latching, 45-minute UL fire rating if not sprinklered. Supplies not stored on the floor, cardboard shipping boxes removed after items placed on shelves in patient area.

**Means of Egress Focus** – Keep exits clear of wheelchairs, do not lock exit doors during office hours, and have battery powered Exit signs and exit discharge lighting (if there is no emergency generator).

**Battery Powered Lights** – Monthly testing for 30 seconds and annual testing for 90 minutes. Document replacement of batteries that fail the test. Note: Consider replacing with new LED nickel cadmium batteries, they are reasonable in price and brighter.

**Corridors** – 44-inch minimum width, Keep clear of storage, wall obstruction 6-inch limit.

**Ceiling and Above** – Are cables/wiring on sprinkler lines? Are ceiling tiles in good condition (no water damage or cracked tiles)? Are sprinkler heads clear of dust accumulation, escutcheon rings in place on sprinkler heads, and penetrations sealed (as above smoke and fire walls)?

**Electric Outlets** – Waiting rooms and exam rooms with children have protective covers in place or are special pediatric designed outlets.

**Electrical Panels** – Locked, if accessible to the public. Breakers identified, spare(s) in the off position.

**Safety Data Sheets** – Inventory of hazardous chemicals, SDS available (on-line is acceptable, but be sure staff demonstrate they can locate the SDS)

**Security/Access** – Locked entrance to exam area from waiting room, calling 911 or hospital security when needed for disruptive patients, protecting PHI (Private Health Information)

### Fire Extinguishers

- Mounted so the handle is less than 5 feet from the floor
- Visible location, have monthly inspection tag in place
- Special type if MRI, Kitchen, or Surgery
- Maximum travel distance to fire extinguisher 75 feet (K type 30 feet to grill)

**Fire & Emergency Drills** – Documented fire drills 1 per shift per quarter, emergency drills 1 per year.

**Biohazardous/Pharmaceutical Waste** – PPE, proper storage, and disposal

**Eye wash stations** – no faucet adapters, dedicated units with single action and mixing valves. Weekly testing policy should include running until water is clear and cleaning nozzles of sediment.

**Alcohol Based Hand Rub dispensers** – Corridor mounting must not exceed 6 inches from wall, do not mount within 1 inch of light switch or electrical outlet. If floor is carpeted in the corridor, then the area must be sprinklered. Minimum 4 feet spacing from dispensers mounted on wall. Maximum size of liquid dispenser .32 gallon in corridor and .53 in room separated from corridor, aerosol max size 18 ounces, 5-gallon limit of storage.

**Medical Equipment** – Tagged and inspected, cleaned after use, checked for recalls

**Oxygen Cylinder Storage** – Secured, full and empty identified and segregated, storage requirements if over 12 size E

**Fire Alarm Equipment and Sprinkler Testing Documentation** – If your building has these, be sure documentation is like the hospital, current, and repairs made when deficiencies identified.

Note: The following items are not Life Safety, but focus areas of nurse or physician surveyor.

**High Level Disinfection** – Documented training of staff, following manufacturer guidelines on chemical disinfection, PPE to protect staff, spill kit in area.

**Compounding medication requirements** – see latest USP requirements