

# LIFE SAFETY CODE CHECK LIST

## **Mechanical rooms**

1. High/low ventilation and combustion ductwork
2. All ceiling and wall penetration sealed with fire rated caulking
3. Doors- self closing and latch automatically
4. Not used for storage
5. Ceiling installed completely
6. Fire dampers installed at duct penetrations of walls
7. No grills or vents in doors
8. Separated with one hour fire rated construction to roof deck

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## **Kitchen**

1. Doors- Self closing and latch automatically
2. Fusible links- on all doors held open

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## **Laundry**

1. Dryers enclosed
2. High/low ventilation and combustion ductwork behind dryers
3. Doors- Self closing and latch automatically

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## **Soiled linen rooms**

1. Doors- Self closing and latch automatically
2. Soiled linen receptacle capacity greater than 32 gallons-room shall be separated by one hour fire rated construction, self closing automatically latching door and sprinklered

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## **Oxygen storage**

1. Vented to outside
2. Storage greater than 3000 cu.ft.- room separated by one hour fire rated construction and self closing automatically latching door

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## **Storage rooms**

1. 50 to 100 sq.ft.- separated by one hour fire rated construction and self closing and automatically latching door
2. Greater than 100 sq.ft.- separated by one hour fire rated construction, self closing and automatically latching door and sprinklered

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## **Patient rooms**

1. Window or outside door
2. Window and cubicle curtains flame retardant
3. No furnishings and decorations of highly flammable character
4. Corridor door closes and latches without impediment, gaps and against jamb
5. No portable space heaters
6. Class A or B flame spread rating

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# LIFE SAFETY CODE CHECK LIST

## **Corridors and Exitways**

1. Class A or B rating- Walls and Ceiling ☐
2. Continuously maintained free of all obstructions or impediments ☐
3. Handrails secure and without damage ☐
4. No items on wall extending out beyond the handrail below seven feet ☐

## **Stairways**

1. One hour fire rated construction- up to three stories ☐  
Four stories or more- Two hour fire rated construction ☐
2. All penetrations sealed ☐
3. Self closing automatically latching doors ☐
4. No storage ☐

## **Exit Lights**

1. Illuminated ☐
2. Signs located to show direction to exit from any point in a corridor- two directions ☐
3. Illuminated by emergency power within ten seconds of loss of normal power ☐

## **Alcohol based hand rub**

1. The corridor is at least six feet wide ☐
2. The maximum individual fluid dispenser capacity shall be 1.2 liters ( 2 liters in suites of rooms ) ☐
3. The dispensers shall have a minimum spacing of four feet from each other ☐
4. Not more than ten gallons are used in a single smoke compartment outside a storage cabinet ☐
5. Dispensers are not installed over or adjacent to an ignition source ☐
6. If the floor is carpeted, the building is fully sprinklered ☐

## **Smoking regulations**

1. Smoking shall be prohibited in any room, ward or compartment where flammable liquids, combustible gases or oxygen is used or stored in any other hazardous location and such area shall be posted with signs that read NO SMOKING or shall be posted with the international symbol for no smoking ☐
2. Smoking by patients classified as not responsible shall be prohibited, except when under direct supervision ☐
3. Ashtrays of noncombustible material and safe design shall be provided in all areas where smoking is permitted ☐

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## Smoking regulations

4. Metal containers with self-closing cover devices into which ashtrays can be emptied shall be available to all areas where smoking is permitted

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## Electrical

1. All switch and outlet covers installed. None damaged
2. Panels installed on all electrical equipment
3. Three foot clearance on all four sides of main electrical panels
4. Circuit breaker panels labeled
5. Ground Fault Circuit Interrupters installed in all outlets- within six feet of any sink, bathrooms, garages, electrical vehicle charging systems, elevators, wet areas (utility rooms-outlets serving counter tops, janitor closets, dish washing rooms) kitchen (outlets serving counter tops), roof tops, and outdoor outlets
6. Bulbs installed in all lighting fixtures

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## Kitchen Range Hood Fire Suppression System

1. Inspected monthly- Grease buildup on nozzles and ductwork
2. Inspected annually- Licensed individual
3. Eight inch shield installed between fryer and stove on tallest appliance- not required if fryer is sixteen inches from stove

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## Fire Extinguishers

1. Inspect monthly- proper location, not obstructed, operating instructions on nameplate facing outward, safety seal not broken, unit is full, obvious physical damage, pressure gauge reading in operable range- Document inspections
2. Annual inspection by licensed individual

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## Fire Alarm System

1. Annual inspection by licensed individual - report available
2. Semi-annually- Visual inspection of fire alarm components

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## Single Station Smoke Detectors

1. Inspect and test according to manufacturer's instructions at least monthly
2. Replace batteries according to manufacturer's instructions
3. Document testing and maintenance

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## Sprinkler System

1. Annual inspection by a Licensed individual- report available
2. Test tamper and flow switches quarterly- Document

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## ***Sprinkler System***

- 3. Storage eighteen inches below sprinkler head deflector ☐
- 4. Sprinkler heads free of lint and corrosion, pipes not used for clothes hangers ☐
- 5. Sprinkler heads not obstructed ☐

## ***Emergency Generator***

- 1. Annual inspection by licensed individual- report available ☐
- 2. Maintenance schedule per manufacturer's requirement- keep log ☐
- 3. Monthly recordings of battery electrolyte specific gravity- lead acid batteries- all others weekly recording of battery voltage
- 4. Monthly load test (30%) for thirty minutes- record time and voltage ☐
- 5. Switch to emergency power within ten seconds ☐
- 6. Outlets connected to emergency power identified by distinctive color unless total building on generator ☐

## ***Fire Drills***

- 1. A drill for each shift during each quarter ☐
- 2. At unannounced times, not during shift change, not all on same day, 90% attendance ☐
- 3. Do not mix drills and inservices ☐
- 4. Document each drill with time, date, shift, procedures used, reactions of staff and signatures of staff participating ☐

## ***Corridor, Fire and Smoke Barrier walls***

- All penetrations sealed with fire rated caulking or foam. Check behind service personnel. Maximum half inch gap around penetrations. ☐

## ***Exits***

- 1. Doors open without impediment. ☐
- 2. Discharge path smooth hard surface. Maximum half inch elevation between surfaces. If higher, 20:1 ramp. ☐
- 3. Dual bulb outside light fixture. ☐

## ***In General***

- Facility shall be maintained according to all applicable codes.
- Any renovations or alterations to the facility shall be submitted to OLTC for approval.

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Sheet 4 of 4