



Life Safety Documentation Requirements

Revision: 2; 7-28-17

Based on the 2012 edition of the Life Safety Code, for Ambulatory Surgical Centers Date Assessment: _____

| Fire Alarm Test Report | Devices/Function | Frequency | HFAP Standard | NFPA Standard | Date of Most Recent | Compliant? | | | Comment |
|--|-----------------------------------|-------------|-----------------|-----------------|---------------------|------------|----|-----|---------|
| | | | | | | Yes | No | N/A | |
| Initiating Devices | Waterflow switches | Semi-annual | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Smoke detectors | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Heat detectors | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Duct detectors | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Manual pull stations | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Supervisory Signal Devices | Low air pressure switches | Quarterly | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Low water level switches | Quarterly | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Tamper switches | Semi-annual | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Notification Devices | Strobes | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Horns | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Bells | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Chimes | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Interface relays and modules | Magnetic hold-open | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Air handler shut-down | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Kitchen hood suppression sys | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Elevator recall | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Magnetic locks / Electric strikes | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Fire pump | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Smoke dampers | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | CO2/Clean agent suppression | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Sprinkler dry-pipe/pre-action | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Overhead rolling fire doors | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | | |
| Control panel batteries | Charger test | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Discharge test | Annually | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| | Load voltage test | Semi-annual | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Smoke detector sensitivity test | | 2-Years | 14.02.02 | 72-2010; 14.4.5 | | | | | |
| Off-premises monitoring transmission equipment | | Annually | 14.02.03 | 72-2010; 14.4.5 | | | | | |

Fire Suppression System Test Report

| | | | | | | | | |
|---------------------------------|----------------------------------|-------------|----------|--------------------|--|--|--|--|
| Portable fire extinguishers | Inspection | Monthly | 14.03.09 | 10-2010; 7.2.1.2 | | | | |
| | Maintenance | Annually | 14.03.09 | 10-2010; 7.3.1.1.1 | | | | |
| Alternative suppression systems | Kitchen hood sys– inspection | Monthly | 14.03.12 | 17A-2009; 7.2.1 | | | | |
| | Kitchen hood sys – test | Semi-annual | 14.03.12 | 17A-2009; 7.3.3 | | | | |
| | Halon system – inspection & test | Semi-annual | 14.03.06 | 12A-2009; 7.1.1 | | | | |
| | CO2 system – inspection | Monthly | 14.03.06 | 12-2011 4.8.1 | | | | |
| | CO2 system – tank weigh | Semi-annual | 14.03.06 | 12-2011; 4.8.3.5.1 | | | | |
| | CO2 system – test | Annually | 14.03.06 | 12-2011; 4.8.3.2 | | | | |
| | Clean agent system – inspection | Semi-annual | 14.03.06 | 2001-2012; 7.1.3 | | | | |

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|--|---------------------------|----------|----------|------------------|--|--|--|--|--|
| | Clean agent system – test | Annually | 14.03.06 | 2001-2012; 7.1.1 | | | | | |
|--|---------------------------|----------|----------|------------------|--|--|--|--|--|

| Fire Suppression (cont'd) | Devices/Function | Frequency | HFAP Standard | NFPA Standard | Date of Most Recent | Compliant? | | | Comment |
|---------------------------------|------------------------------------|---------------|----------------------|---------------------|---------------------|------------|----|-----|---------|
| | | | | | | Yes | No | N/A | |
| Water-based suppression systems | Fire pump churn test | Monthly | 14.04.04 | 25-2011; 8.3.1 | | | | | |
| | Control valve inspection | Monthly | 14.03.02 | 25-2011; 13.3.2.1.1 | | | | | |
| | Pressure gauge inspections | Monthly | 14.03.02 | 25-2011; 13.2.7.1 | | | | | |
| | Fire department connections | Quarterly | 14.03.08 | 25-2011; 13.7.1 | | | | | |
| | Fire hose valve – Inspection | Quarterly | 14.03.10 | 25-2011; 13.5.6.1 | | | | | |
| | Preaction/Dry pipe priming water | Quarterly | 14.03.02 | 25-2011; 13.4.3.2.1 | | | | | |
| | Sprinkler inspection | Annually | 14.03.02 | 25-2011; 5.2.1 | | | | | |
| | Piping & hanger inspection | Annually | 14.03.03 | 25-2011; 5.2.2 | | | | | |
| | Preaction/Dry pipe valve trip test | Annually | 14.03.02 | 25-2011; 13.4.3.2.2 | | | | | |
| | Main drain test | Quarterly | 14.03.02 | 25-2011; 13.2.5.1 | | | | | |
| | | Annually | 14.03.02 | 25-2011; 13.2.5 | | | | | |
| | Control valve exercise | Annually | 14.03.02 | 25-2011; 13.3.3.1 | | | | | |
| | Backflow preventer | Annually | 14.03.02 | 25-2011; 13.6.2 | | | | | |
| | Anti-freeze test | Annually | 14.03.02 | 25-2011; 5.3.4 | | | | | |
| | Private service fire hydrants | Annually | 14.03.02 | 25-2011; 7.3.2 | | | | | |
| | 2½ inch fire hose valve - test | Annually | 14.03.10 | 25-2011; 13.5.6.2.1 | | | | | |
| | Fire pump flow test | Annually | 14.03.05 | 25-2011; 8.3.3 | | | | | |
| | Occupant fire hose – inspect | Annually | 14.03.07 | 1962-2008; 4.3.4 | | | | | |
| | 1½ inch fire hose valve - test | 3-Years | 14.03.10 | 25-2011; 13.5.6.2.2 | | | | | |
| | Occupant fire hose – test | 5-Yrs / 3-Yrs | 14.03.07 | 1962-2008; 4.3.2 | | | | | |
| | Check valve inspection | 5-Years | 14.03.02 | 25-2011; 13.4.2.1 | | | | | |
| | Pressure gauge calibration | 5-Years | 14.03.02 | 25-2011; 5.3.2 | | | | | |
| | Standpipe waterflow test | 5-Years | 14.03.07 | 25-2011; 6.3.1 | | | | | |
| Private fire service mains | 5-Years | 14.03.02 | 25-2011; 7.3.1 | | | | | | |
| Internal inspection of piping | 5-Years | 14.03.11 | 25-2011; 14.2.1 | | | | | | |
| Dry Head sprinkler replacement | 10-Years | 14.03.02 | 25-2011; 5.3.1.1.1.6 | | | | | | |
| QR sprinkler head replacement | 20-Years | 14.03.02 | 25-2011; 5.3.1.1.1.3 | | | | | | |
| SR sprinkler head replacement | 50-Years | 14.03.02 | 25-2011; 5.3.1.1.1 | | | | | | |

Additional Testing & Inspection Requirements

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|----------------------------------|---------------------------------|------------------|-----------------|--|--|--|--|--|
| Emergency power generators | Inspection | Weekly | 14.05.04 | 110-2010; 8.4.1 | | | | |
| | Battery electrolyte level/volt. | Weekly | 14.05.04 | 110-2010; 8.3.7.1 | | | | |
| | Monthly load test | 20 to 40 days | 14.05.05 | 110-2010; 8.4.2 and 99-2012; 6.4.4.1.1.4 | | | | |
| | Annual load test (if required) | Annually | 14.05.05 | 110-2010; 8.4.2.3 | | | | |
| | Annual fuel test | Annually | 14.05.04 | 110-2010; 8.3.8 | | | | |
| 3-Year 4-Hour load test | 3-Years | 14.05.06 | 110-2010; 8.4.9 | | | | | |
| Automatic Transfer Switches | Monthly test with generator | 20 to 40 days | 14.05.07 | 110-2010; 8.4.6 and 99-2012; 6.4.4.1.1.4 | | | | |
| Medical gas and Vacuum sys | Maintenance & testing | As per policy | 14.05.10 | 99-2012; 5.1.14.4.5 | | | | |
| | Cross-contamination test | After breach sys | 14.05.10 | 99-2012; 5.1.12.1.1 | | | | |
| | Purity and pressure test | After breach sys | 14.05.10 | 99-2012; 5.1.12.1.1 | | | | |
| Alternative Life Safety Measures | Policy | Review policy | 14.00.02 | 101-2012; 4.6.10.1 | | | | |
| | Implementation | Per policy | 14.00.03 | 101-2012; 4.6.10.1 | | | | |
| | Fire Watch | Continuous | 14.00.09 | 25-2011; 15.5.2 | | | | |

| | Devices/Function | Frequency | HFAP Standard | NFPA Standard | Date of Most Recent | Compliant? | | | Comment |
|--|--|---------------------------|---------------|-----------------------------------|---------------------|------------|----|-----|---------|
| | | | | | | Yes | No | N/A | |
| Fire/Smoke damper test | Inside hospital facility | 1-year then every 6 years | 14.04.03 | 80-2010; 19.4 and 105-2010; 6.5.2 | | | | | |
| | Outside hospital facility | 1-year then every 4 years | 14.04.03 | 80-2010; 19.4 and 105-2010; 6.5.2 | | | | | |
| Overhead rolling fire doors | Drop test | Annually | 14.04.04 | 80-2010; 5.2.1 | | | | | |
| Side-hinged, swinging fire doors | Annual test/inspection | Annually | 14.04.07 | 101-2012; 7.2.1.15.2 | | | | | |
| 'Exit' signs | Illumination inspection | Monthly | 14.01.05 | 101-2012; 7.10.9.1 | | | | | |
| Elevator recall | Elevators equipped with Fire Fighter Service | Monthly | 14.05.02 | 101-2012; 9.4.6.2 | | | | | |
| Kitchen Hood Cleaning | Remove grease | Semi-annual | 14.05.11 | 96- 2011; 11.4 | | | | | |
| Assessment of building systems for Category designation | Risk assessment to determine Category designation of systems | Annually via the FDR | 14.00.05 | 99-2012; 4.2 | | | | | |

Testing & Inspection Time Defined 14.00.06

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|------------------------------------|--|
| 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 rd month |
| Semi-annually, or "every 6 months" | 6 months from the previous test/inspection, conducted during the 6 th month |
| Annually or "every 12 months" | 12 months from the previous test/inspection, conducted during the 12 th month |
| 3-Years | 36 months from the previous test/inspection, conducted during the 36 th month |
| 5-Years | 60 months from the previous test/inspection, conducted during the 60 th month |
| 6-Years | 72 months from the previous test/inspection, conducted during the 72 nd month |

Information Required on Testing/Inspection Documentation 14.00.07

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| 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(s) in month/day/year format activity was performed. |
| 6. The frequency that is required of the activity. |
| 7. The NFPA code or standard that requires the activity to be performed, which edition. |
| 8. The results of the activity, such as 'Pass' or 'Fail'. |

Additional comments: _____
