



# Life Safety Documentation Requirements

Revision: 6; 11-14-16

Based on the 2012 edition of the Life Safety Code, for Acute Care Hospitals 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	13.02.02	72-2010; 14.4.5					
	Smoke detectors	Annually	13.02.02	72-2010; 14.4.5					
	Heat detectors	Annually	13.02.02	72-2010; 14.4.5					
	Duct detectors	Annually	13.02.02	72-2010; 14.4.5					
	Manual pull stations	Annually	13.02.02	72-2010; 14.4.5					
Supervisory Signal Devices	Low air pressure switches	Quarterly	13.02.02	72-2010; 14.4.5					
	Low water level switches	Quarterly	13.02.02	72-2010; 14.4.5					
	Tamper switches	Semi-annual	13.02.02	72-2010; 14.4.5					
Notification Devices	Strobes	Annually	13.02.02	72-2010; 14.4.5					
	Horns	Annually	13.02.02	72-2010; 14.4.5					
	Bells	Annually	13.02.02	72-2010; 14.4.5					
	Chimes	Annually	13.02.02	72-2010; 14.4.5					
Interface relays and modules	Magnetic hold-open	Annually	13.02.02	72-2010; 14.4.5					
	Air handler shut-down	Annually	13.02.02	72-2010; 14.4.5					
	Kitchen hood suppression sys	Annually	13.02.02	72-2010; 14.4.5					
	Elevator recall	Annually	13.02.02	72-2010; 14.4.5					
	Magnetic locks / Electric strikes	Annually	13.02.02	72-2010; 14.4.5					
	Fire pump	Annually	13.02.02	72-2010; 14.4.5					
	Smoke dampers	Annually	13.02.02	72-2010; 14.4.5					
	CO2/Clean agent suppression	Annually	13.02.02	72-2010; 14.4.5					
	Sprinkler dry-pipe/pre-action	Annually	13.02.02	72-2010; 14.4.5					
Overhead rolling fire doors	Annually	13.02.02	72-2010; 14.4.5						
Control panel batteries	Charger test	Annually	13.02.02	72-2010; 14.4.5					
	Discharge test	Annually	13.02.02	72-2010; 14.4.5					
	Load voltage test	Semi-annual	13.02.02	72-2010; 14.4.5					
Smoke detector sensitivity test		2-Years	13.02.02	72-2010; 14.4.5					
Off-premises monitoring transmission equipment		Annually	13.02.03	72-2010; 14.4.5					

## Fire Suppression System Test Report

Portable fire extinguishers	Inspection	Monthly	13.03.09	10-2010; 7.2.1.2					
	Maintenance	Annually	13.03.09	10-2010; 7.3.1.1.1					
Alternative suppression systems	Kitchen hood sys– inspection	Monthly	13.03.12	17A-2009; 7.2.1					
	Kitchen hood sys – test	Semi-annual	13.03.12	17A-2009; 7.3.3					
	Halon system – inspection & test	Semi-annual	13.03.06	12A-2009; 7.1.1					
	CO2 system – inspection	Monthly	13.03.06	12-2011 4.8.1					
	CO2 system – tank weigh	Semi-annual	13.03.06	12-2011; 4.8.3.5.1					
	CO2 system – test	Annually	13.03.06	12-2011; 4.8.3.2					
	Clean agent system – inspection	Semi-annual	13.03.06	2001-2012; 7.1.3					
Clean agent system – test	Annually	13.03.06	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	13.04.04	25-2011; 8.3.1					
	Control valve inspection	Monthly	13.03.02	25-2011; 13.3.2.1.1					
	Pressure gauge inspection	Monthly	13.03.02	25-2011; 13.2.7.1					
	Fire department connections	Quarterly	13.03.08	25-2011; 13.7.1					
	Fire hose valve – Inspection	Quarterly	13.03.10	25-2011; 13.5.6.1					
	Preaction/Dry pipe priming water	Quarterly	13.03.02	25-2011; 13.4.3.2.1					
	Sprinkler inspection	Annually	13.03.02	25-2011; 5.2.1					
	Piping & hanger inspection	Annually	13.03.03	25-2011; 5.2.2					
	Preaction/Dry pipe valve trip test	Annually	13.03.02	25-2011; 13.4.3.2.2					
	Main drain test	Quarterly	13.03.02	25-2011; 13.2.5.1					
		Annually	13.03.02	25-2011; 13.2.5					
	Control valve exercise	Annually	13.03.02	25-2011; 13.3.3.1					
	Backflow preventer	Annually	13.03.02	25-2011; 13.6.2					
	Anti-freeze test	Annually	13.03.02	25-2011; 5.3.4					
	Private service fire hydrants	Annually	13.03.02	25-2011; 7.3.2					
	2½ inch fire hose valve - test	Annually	13.03.10	25-2011; 13.5.6.2.1					
	Fire pump flow test	Annually	13.03.05	25-2011; 8.3.3					
	Occupant fire hose – inspect	Annually	13.03.07	1962-2008; 4.3.4					
	1½ inch fire hose valve - test	3-Years	13.03.10	25-2011; 13.5.6.2.2					
	Occupant fire hose – test	5-Yrs / 3-Yrs	13.03.07	1962-2008; 4.3.2					
	Check valve inspection	5-Years	13.03.02	25-2011; 13.4.2.1					
	Pressure gauge calibration	5-Years	13.03.02	25-2011; 5.3.2					
	Standpipe waterflow test	5-Years	13.03.07	25-2011; 6.3.1					
Private fire service mains	5-Years	13.03.02	25-2011; 7.3.1						
Internal inspection of piping	5-Years	13.03.11	25-2011; 14.2.1						
Dry Head sprinkler replacement	10-Years	13.03.02	25-2011; 5.3.1.1.1.6						
QR sprinkler head replacement	20-Years	13.03.02	25-2011; 5.3.1.1.1.3						
SR sprinkler head replacement	50-Years	13.03.02	25-2011; 5.3.1.1.1						

### Additional Testing & Inspection Requirements

Emergency power generators	Inspection	Weekly	13.05.04	110-2010; 8.4.1				
	Battery electrolyte level/volt.	Weekly	13.05.04	110-2010; 8.3.7.1				
	Monthly load test	20 to 40 days	13.05.05	110-2010; 8.4.2 and 99-2012; 6.4.4.1.1.4				
	Annual load test (if required)	Annually	13.05.05	110-2010; 8.4.2.3				
	Annual fuel test	Annually	13.05.04	110-2010; 8.3.8				
	3-Year 4-Hour load test	3-Years	13.05.06	110-2010; 8.4.9				
Automatic Transfer Switches	Monthly test with generator	20 to 40 days	13.05.07	110-2010; 8.4.6 and 99-2012; 6.4.4.1.1.4				
Medical gas and Vacuum sys	Maintenance & testing	As per policy	13.05.10	99-2012; 5.1.14.4.5				
	Cross-contamination test	After breach sys	13.05.10	99-2012; 5.1.12.1.1				
	Purity and pressure test	After breach sys	13.05.10	99-2012; 5.1.12.1.1				
Alternative Life Safety Measures	Policy	Review policy	13.00.02	101-2012; 4.6.10.1				
	Implementation	Per policy	13.00.03	101-2012; 4.6.10.1				
	Fire Watch	Continuous	13.00.09	25-2011; 15.5.2				

	Devices/Function	Frequency	HFAP Standard	NFPA Standard	Date of Most Recent	Compliant?			Comment
						Yes	No	N/A	
<b>Fire/Smoke damper test</b>	Inside hospital facility	1-year then every 6 years	13.04.03	80-2010; 19.4 and 105-2010; 6.5.2					
	Outside hospital facility	1-year then every 4 years	13.04.03	80-2010; 19.4 and 105-2010; 6.5.2					
<b>Overhead rolling fire doors</b>	Drop test	Annually	13.04.04	80-2010; 5.2.1					
<b>Side-hinged, swinging fire doors</b>	Annual test/inspection	Annually	13.04.07	101-2012; 7.2.1.15.2					
<b>'Exit' signs</b>	Illumination inspection	Monthly	13.01.05	101-2012; 7.10.9.1					
<b>Elevator recall</b>	Elevators equipped with Fire Fighter Service	Monthly	13.05.02	101-2012; 9.4.6.2					
<b>Kitchen Hood Cleaning</b>	Remove grease	Semi-annual	13.05.11	96- 2011; 11.4					
<b>Assessment of building systems for Category designation</b>	Risk assessment to determine Category designation of systems	Annually via the FDR	13.00.05	99-2012; 4.2					

**Testing & Inspection Time Defined 13.00.06**

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

**Information Required on Testing/Inspection Documentation 13.00.07**

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_