



Life Safety Documentation Requirements

Revision: 8; 11-4-16

Based on the 2012 edition of the Life Safety Code, for Critical Access 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	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						

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

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

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

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: _____
