

## CMS Inspection Checklist

In order to help better prepare you for your inspection we have provided you with a checklist of items you will need to look over prior to the inspection process.

- 1) **Copies of:** facility layout, resident list/room numbers & key personnel
- 2) Approved floor plans
- 3) Waivers/variances/exceptions and documentation of additional safety measures
- 4) Specification sheets: flooring, window, & wall coverings, door gaskets, cubicle curtains, furniture, mattresses, wall carpet, fire caulk/pillows, electric fireplaces
- 5) Flame retardants: specification sheet, policy and maintenance schedule
- 6) Fire Drills & copy of central station receiving log (5 quarters)
- 7) Fire alarm: annual, quarterly, semi-annual & annual ITM (2 years)
- 8) Smoke detectors: annual & sensitivity tests, nuisance log & ITM records (3 years)
- 9) Sprinkler: annual, quarterly, monthly & weekly ITM (3 years), 5-year obstruction test, recall
- 10) Fire pumps: weekly, monthly & annual testing (3 years)
- 11) Generator: specification sheet, weekly inspection & monthly testing & annual maintenance (12 months)
- 12) Emergency lighting: monthly & annual inspection & testing (12 months)
- 13) Exit signage: monthly & annual inspection & testing (12 months)
- 14) Elevator: maintenance & testing (12 months)
- 15) Medical Gas: inspection & testing of piping and equipment
- 16) Boiler: most current inspection
- 17) Range hood: semi-annual ITM & cleaning records (6 quarters)
- 18) Fire dampers: exercise & lubrication of fusible links (four years)
- 19) Rated ceiling assembly: UL design number, new & old tile specification sheets
- 20) Policies: oxygen trans-filling & training
- 21) Policies: power strips/extension cords, portable heaters & fireplaces
- 22) Policies: generator malfunction, refueling, admission of those requiring life support
- 23) Policies: Letter from gas company ensuring disaster will not interrupt service
- 24) Policies: fire watch, fire procedures disaster plan & evacuation plan
- 25) Copies of any fire watches conducted in the past year
- 26) Policies: smoking & resident evaluation procedure
- 27) Joint Commission Statement of Conditions & Policies for Laboratories
- 28) Humidity policy and procedure & monitoring logs
- 29) Non-patient care power tap UL1363; patient care power tap UL 1363A or UL 60601-1
- 30) Administrator's business card