Content Disclaimer

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Updated January 2019

The Joint Commission

Life Safety & Environment of Care Document List and Review Tool

The following pages present documentation required by the Hospital Accreditation Program Life Safety (LS), and Environment of Care (EOC) standards. The Life Safety Surveyor will begin review of these documents next after arrival for the initial survey.

Surveyors may review other EOC and LS documents, as needed, throughout the survey.

This list also includes some elements of performance that do not require documentation but appear as indicators to both organizations and surveyors of these expectations.

Organizations may want to consider using the box in their continuous compliance and survey readiness efforts.

Revisions to this document are identified by underlined text.

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Organization Guide, January 2019

Updated January 2019

Pages 104-118 of this book

Reflects many but not all CMS, Life Safety Code® & NFPA 99 documentation requirements

All Accreditation Programs
Survey Activity Guide
January 2019

David Stymiest, PE CHFM CHSP FASHE.
DStymiest@ssr-inc.com
### Detailed document review items

<table>
<thead>
<tr>
<th>STANDARD</th>
<th>EC02.20.05</th>
<th>Document / Requirement</th>
<th>Frequency</th>
<th>Q1 Semi</th>
<th>Q2 Semi</th>
<th>Q3 Semi</th>
<th>Q4 Annual</th>
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<td>EP 1</td>
<td>Supervisory Signals – including control valves, pressure, supervisory, fire, pressure supervisory for a city – including control valves, pressure, supervisory, fire, pressure supervisory, steam pressure, water level supervisory signal indicating device, water temperature supervisory, and mains temperature supervisory.</td>
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### March-Apr 2018 additions to list

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Sequence changed in January 2019

“... Reordered the tool contents by surveyor priority ...”

### 2018 sequence
1. LSA, LS Dwgs, AHJ LS Insp
2. ILSMs
3. Fire Response Plan
4. Fire Drills
5. FA/FP ITM
6. Med Equipment Risks
7. Med Equipment ITM
8. Utility Risks
9. Utility ITM
10. EPSS/EES ITM
11. Medgas MedVac MedAir IT

### 2019 sequence
1. FA/FP ITM
2. EPSS/EES ITM
3. Medgas MedVac MedAir IT
4. LSA, LS Dwgs, AHJ LS Insp
5. ILSMs
6. Fire Response Plan
7. Fire Drills
8. Med Equipment Risks
9. Med Equipment ITM
10. Utility Risks
11. Utility ITM

Inventories

- Where are your inventories?
- “ALL” is a really big number

- Items identified as
  - Critical Equipment (CMS) / High Risk (TJC) Operating Components (TJC) or not?
  - Infection control

- Identified as AEM when applicable
ASHE Book inventory aggregation

- Functional Units
- Environmental Units
- Grouping Concept

- … a very small portion of …
  “For low cost/low risk equipment, such as housekeeping cleaning equipment, it is acceptable for the inventory to indicate under one item the number of such pieces of equipment in the hospital, e.g., “15 vacuum cleaners for cleaning patient rooms and common areas.”

Utility operating component inventory

Consider this for your Utility Management Plan:

The utility system operating component inventory is split into several parts as listed below:
- Assets within CMMS database(s)
- Lists only within CMMS PMs
- Other databases, spreadsheets, drawings, lists
- Low risk equipment within Environmental Units
- Lists of components in service company reports
- C/R Project Record Document lists not yet entered
- Markups to lists identified above between updates
ILSM: Daily Inspection of Egress Routes

- From TJC’s EC LS document review list
- LS.01.02.01, EP 4
  “Daily inspection of routes of egress (See also 19.7.9.2 RE: daily inspections)”

NFPA 101-2012: 19.7.9.2 “The means of egress in any area undergoing construction, repair, or improvements shall be inspected daily for compliance with 7.1.10.1 and shall also comply with NFPA 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations.”

NFPA 241-2009
Detailed Document Tool review

MURPHY’S LAW
IF IT CAN GO WRONG, IT WILL!

Compliance

Sources

- https://www.jointcommission.org/tool_to_assist_organizations_schedule_andorganize_fire_drills/
- https://www.jointcommission.org/standards_information/jcffaq.aspx
- For ASHE Conference AEM white papers:
  Email DStymiest@ssr-inc.com

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Thank you

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