

Training presentation for:  
AlaSHE May 2019 Conference

## Surviving the 2019 Document Review

*David Stymiest, CHFM, CHSP, FASHE, (P.E. in LA MS MA)*  
[DStymiest@ssr-inc.com](mailto:DStymiest@ssr-inc.com)

**SSR** Smith Seckman Reid, Inc.

### Content Disclaimer



- **Content Disclaimer**: These slides are only meant to be cue points, which were expounded upon verbally by the original presenter and are not meant to be comprehensive statements of requirements or best practices, nor represent all the content of the presentation. Thus, care should be exercised in interpreting content based solely on the content of these slides.
- The handouts do not contain photographs or copyrighted material.

**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 selected Environment of Care (EC) standards. The Life Safety surveyor will begin review of these documents soon after arrival for the onsite survey.


Surveyors may request other EC and LS documents, as needed, throughout the survey.

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

Organizations may want to consider using this tool in their continuous compliance and survey readiness efforts.

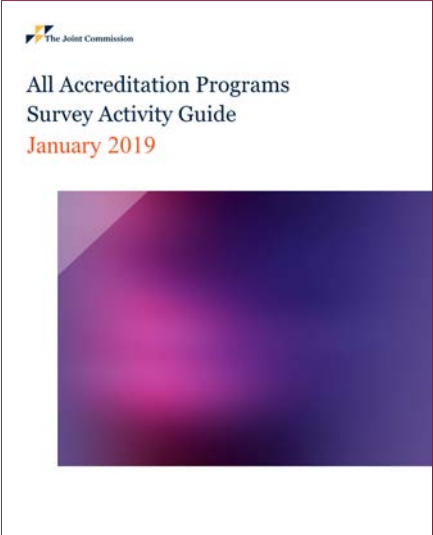
Revisions to this document are identified by underlined text.

Copyright: 2019 The Joint Commission      Organization Guide, January 2019      104

**Updated January 2019** 


Pages 104-118 of this book

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




Detailed document review items										
STANDARD - EPs	See Legend				Document / Requirement	Frequency	Q1 Semi	Q2	Q3 Semi	Q4 Annual
	C	NC	NA	TOU						
EC.02.03.05					<b>Fire Protection and Suppression Testing and Inspection</b>					
EP 1					Supervisory Signals-including: Control valves; pressure supervisory; pressure tank, pressure supervisory for a dry pipe (both high and low conditions); steam pressure; water level supervisory signal initiating device; water temperature supervisory; and room temperature supervisory.	Quarterly				
EP 2					Water flow devices	Semiannual				
					Tamper switches	Semiannual				
EP 3					Duct, heat, smoke detectors, and manual fire alarm boxes	Annually				
EP 4					Notification devices (audible & visual), and door-releasing devices	Annually				
EP 5					Emergency services notification transmission equipment	Annually				
EP 6					Electric motor-driven fire pumps tested under no-flow conditions	Monthly				
					Diesel-engine-driven fire pumps tested under no-flow conditions	Weekly				
EP 7					Water storage tank high and low level alarms	Semiannual				
EP 8					Water storage tank low water temp alarms (cold weather only)	Monthly				
EP 9					Sprinkler systems main drain tests on all risers	Annually				
EP 10					Fire department connections inspected (Fire hose connections N/A)	Quarterly				
EP 11					Fire pump(s) tested – under flow	Annually				
EP 12					Standpipe flow test every 5 years	5 years				

March-Apr 2018 additions to list									
Standard	Standard Topic	2018 & 2019 Change	EP	EP Topic	CMS Tags or CoPs <i>Not complete yet</i>	EP has R	EP has D	On TJC's 4/30/18 Rev (3/13/18) EC LS Doc Rvw List & Tool: '18-07 EC News	! TJC RFIs & CMS Top10
EC020305	FA FP IT (M)	New	27	Elev Firefighter Recall	K0345 A0724		D	List 2018-03-13	! Survey
EC020401	Med Equip Risks		2	Inventory	A0724		D	List 2018-03-13	
EC020401	Med Equip Risks		3	High Risk on Inventory	A0724		D	List 2018-03-13	
EC020401	Med Equip Risks	Rev	4	ITM, MfrRecs, AEMs	A0724 A1044	R	D	List 2018-03-13	
EC020403	Med Equip ITM		4	Sterilizers	A0537 A0724		D	List 2018-03-13	! Survey
EC020403	Med Equip ITM		2	ITM High risk	A0537 A0724	R	D	List 2018-03-13	
EC020403	Med Equip ITM		3	ITM Non-High Risk	A0537 A0724 A1044		D	List 2018-03-13	
EC020501	Utility Risks	EP #	3	Inventory	A0724	R	D	List 2018-03-13	! Survey
EC020501	Utility Risks	EP #	4	High Risk on Inventory	A0724		D	List 2018-03-13	! Survey
EC020501	Utility Risks		17	Distrib. Maps Util Syst	A0726		D	List 2018-03-13	Survey
EC020505	Utility ITM		5	ITM Infection Control	A0724 A0747	R	D	List 2018-03-13	! Survey
EC020505	Utility ITM	Rev	6	ITM Non-High Risk	A0724		D	List 2018-03-13	! Survey
EC020505	Utility ITM		4	ITM High risk	A0724	R	D	List 2018-03-13	! Survey

**Sequence changed in January 2019** 

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

<u>2018 sequence</u>	<u>2019 sequence</u>
1. LSA, LS Dwgs, AHJ LS Insp	1. <b>FA/FP ITM</b>
2. ILSMs	2. <b>EPSS/EES ITM</b>
3. Fire Response Plan	3. <b>Medgas MedVac MedAir IT</b>
4. Fire Drills	4. LSA, LS Dwgs, AHJ LS Insp
5. <b>FA/FP ITM</b>	5. ILSMs
6. <b>Med Equipment Risks</b>	6. Fire Response Plan
7. <b>Med Equipment ITM</b>	7. Fire Drills
8. Utility Risks	8. <b>Med Equipment Risks</b>
9. Utility ITM	9. <b>Med Equipment ITM</b>
10. <b>EPSS/EES ITM</b>	10. Utility Risks
11. <b>Medgas MedVac MedAir IT</b>	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 ...  
**CMS tag A-0724 (Dec. 2013 S&C Letter)**  
*“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




STANDARD - EPs	See Legend				Document / Requirement
	C	NC	NA	IOU	
<b>LS.01.02.01</b>					<b>Interim Life Safety Measures (ILSM)</b>
EP 1					ILSM policy identifying when and to what extent ILSM implemented
EP 2					Alarms out of service 4 or more hours in 24 hours or sprinklers out of service more than 10 hours in 24 hours in an occupied building - Fire watch / Fire Dept. notification
EP 3					Signs for alternate exits posted
EP 4					Daily inspection of routes of egress (See also 19.7.9.2 RE: daily inspections)
EP 5					Temporary but equivalent systems while system is impaired

- 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

## TJC Fire Drill Matrix Spreadsheet: 3-19-18



Hospital Name: _____ Score at EC.02.03.03 EP3												
Quarterly Hospital Fire Drills												
Day = M, Tu, W, Th, F, Sa, Su												
Time: 24 hour formatted												
Location/Building	Q1			Q2			Q3			Q4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1st Shift	Normal	Location/Building	Day	Date	Time							
1st Shift	ILSM	Location/Building	Day	Date	Time							
2nd Shift	Normal	Location/Building	Day	Date	Time							
2nd Shift	ILSM	Location/Building	Day	Date	Time							
3rd Shift	Normal	Location/Building	Day	Date	Time							
3rd Shift	ILSM	Location/Building	Day	Date	Time							
Previous and Current High Risk Fire Drills												
Location	Previous	Current	Location	Previous	Current	Location	Previous	Current	Location	Previous	Current	
Kitchen	3/15/18	3/15/18	Surgery			Cath/EP Lab			MRI		Plant	
Day	W	Th	Day			Day			Day			
Date	3/15/18	3/15/18	Date			Date			Date			
Time	0900	1200	Time			Time			Time			
Quarterly Ambulatory Fire Drills												
1st Shift	Location/Building	Q1	Q2	Q3	Q4	Location/Building	Q1	Q2	Q3	Q4		
	AST											
Day	Tu					Day						
Date	3/15/18					Date						
Time	1200					Time						
Annual Business Occupancy Fire Drills (2 Years)												
Building	Medical Office Building	Building	Building	Previous	Current	Building	Previous	Current	Building	Previous	Current	
Day	W	Th	Day			Day			Day			
Date	3/14/18	3/15/18	Date			Date			Date			
Time	0900	1300	Time			Time			Time			
below (e.g. 1st shift: 0700-1600, 2nd shift: 1600-2400, 3rd shift: 2400-0700)												
1st												
2nd												
3rd												


**Define shifts**


**Includes:**

- HC normal & ILSM FDs
- AHC
- BUS (2 years)


**High-Risk FDs (w/ 2 dates):**

- Kitchen
- Surgery
- Cath Lab
- EP Lab
- MRI
- Plant

**Detailed Document Tool review** 



The image contains two main visual elements. On the left is a white rectangular sign with a black border and the text "MURPHY'S LAW" in large, bold, black letters, followed by "IF IT CAN GO WRONG, IT WILL!" in smaller, bold, black letters. On the right is a black clipboard with a silver clip at the top, holding a white sheet of paper. The paper has the word "Compliance" written in red at the top, followed by a list of five red checkmarks. A red pen is positioned vertically to the right of the clipboard.

**Sources** 

- [https://www.jointcommission.org/2019\\_survey\\_activity\\_guides/](https://www.jointcommission.org/2019_survey_activity_guides/)
- [https://www.jointcommission.org/tool\\_to\\_assist\\_organizations\\_schedule\\_and\\_organize\\_fire\\_drills/](https://www.jointcommission.org/tool_to_assist_organizations_schedule_and_organize_fire_drills/)
- [https://www.jointcommission.org/standards\\_information/jcfaq.aspx](https://www.jointcommission.org/standards_information/jcfaq.aspx)
- For ASHE Conference AEM white papers:  
Email [DStymiest@ssr-inc.com](mailto:DStymiest@ssr-inc.com)

**Thank you**



David Stymiest, P.E., CHFM, CHSP, FASHE  
(P.E. in LA, MS, MA)  
Senior Consultant  
Smith Seckman Reid, Inc.  
DStymiest@ssr-inc.com  
[www.ssr-inc.com](http://www.ssr-inc.com)



<https://www.ssr-inc.com/blog/>