



Ambulatory Surgical Center (ASC) & End Stage Renal Disease (ESRD) Entrance Conference Documentation Checklist

Indiana State Department of Health-Division of Long Term Care

1. Floor Plan of the Facility
2. Interior Finish Flame Spread Rating for Wallpaper, Paneling etc.
3. Drapery, Curtain, Hanging Fabric, Flame Retardancy Documentation
4. Fire Drills and Evidence of Activation of the Fire Alarm System
5. Annual Fire alarm Testing and Maintenance
6. Smoke Detector Sensitivity Testing
7. Automatic Sprinkler System - Annual, Quarterly and Monthly Inspections
 - 5 Year Internal Pipe Inspection
 - Annual Backflow Preventer Test
 - Annual Private Hydrant Testing
 - Sprinkler Head Testing
8. Weekly Generator Inspection & Monthly Generator Load Test (Annual Log Bank)
9. Battery Operated Emergency Lighting Monthly & Annual Inspection & Testing
10. Fire Extinguisher Annual, Monthly & 6 year Maintenance & Inspection
11. Fire Damper Testing
12. Boiler/Water Heater Inspections
13. Smoking Policy
14. Fire & Disaster Plan Policy & Procedures
15. Relative Humidity Documentation for Anesthetizing Locations
16. Medical Gas Certifications
17. Emergency Backup Battery Testing (for Facilities without an emergency generator)