Building Tour Guidance Document – Hospital and Critical Access Hospital

MAIN Fire Alarm Control Panels	
a. If panel is not working/in trouble without staff knowledge	PE.04.01.01 EP 2
b. Installed in properly protected area	PE.03.01.01 EP 3
MAIN Piped Medical Gas Panels	
a. Working condition of main medical gas alarm panels (i.e., trouble indications)	PE.04.01.01 EP 2
b. Not at a continuously attended location (e.g., PBX, ED, etc.)	PE.04.01.01 EP 1
Bulk Oxygen/Medical Gas Tank Farm or Main Medical Gas Storage Area	
a. Condition of equipment – status, open valves, piping, tanks flexible attached connections	PE.04.01.01 EP 2
b. Storage configuration and labeling (i.e., cylinder, precautionary room/are signage, full/empty)	PE.04.01.01 EP 1
c. Outdoor storage (weather protection for outside cylinders)	PE.04.01.01 EP 1
d. Proper labeling and accessibility of main control and source valves	PE.04.01.01 EP 1
e. Testing piped medical gas and vacuum systems and oxygen supply connection	PE.04.01.01 EP 1, EP 2
OR Suite - Done early in the survey to allow the organization time to correct while on site. The review of corrective action must include documentation that other areas supplied by same air handler were not negatively impacted by corrective work	
a. Pressure relationships (check during survey), air exchange rates (balance reports)	PE.04.01.01 EP 1 (Critical) PE.04.01.01, EP 3 (Non-Critical)
b. Temperature/humidity levels	PE.04.01.01 EP 1
c. Surgical fire prevention activities	PE.04.01.01 EP 1
MAIN Engineering Locations – boilers, chillers, electrical distribution hub	
a. Equipment - leaks, general maintenance issues, equipment out of service (ask about risk to patients)	PE.04.01.01 EP 2
b. Room - rated wall separation, penetrations, opening protection, fireproofing damage	PE.03.01.01 EP 3
c. Minimal storage in Air Handling Control rooms (i.e., only AHU filters)	PE.03.01.01, EP3
d. Eye wash station (and shower if required)	PE.02.01.01, EP 4
e. Open J-boxes	PE.04.01.01 EP 2
All Generators	
a. Overall condition/readiness of the generators - is it on auto start? Oil and coolant leaks, clearances, check how batteries are maintained, amount of fuel on hand, cold weather protection	PE.04.01.03 EP 3
b. Battery powered task lighting lacking	PE.04.01.01 EP 3
c. Room – rated wall separations, sealed penetrations, opening protection, fireproofing damage	PE.03.01.01 EP 3
d. Sprinkler/heat detectors (if required)	PE.03.01.01 EP 3
e. Open J-boxes	PE.04.01.01 EP 2
f. Remote annunciator alarm panel - continuously attended location (e.g., PBX, ED)	PE.04.01.01 EP 3
Automatic Transfer Switches	
a. Explore ATS's (inventory circuit diagrams, interview)	PE.04.01.01 EP 1 PE.03.01.01 EP 3
Fire Pump(s)	
a. Equipment overall condition/readiness of the fire pump – status, valves supervised/secure, leaks	PE.04.01.01 EP 2

b. Room condition – rated separation, opening protective	PE.03.01.01 EP 3
Kitchen	
a. Sprinkler head clearance over high storage	PE.03.01.01 EP 3
b. "K" extinguisher distance with signage; staff knowledge on proper use	PE.03.01.01 EP 3
c. Range hood extinguishing system – direction of nozzles, cleanliness, proper placement of filters	PE.03.01.01 EP 3
d. Ansul Systems activates fire alarm system	PE.03.01.01 EP 3
e. Fuel source disconnects upon activation of the Ansul system	PE.03.01.01 EP 3
f. Storage configurations – separate storage rooms or open to kitchen if allowed by code exceptions	PE.03.01.01 EP 3
g. Sprinkler heads – condition, in refrigerators/freezers (if required)	PE.03.01.01 EP 3
Main Entries/Lobby	
a. No smoking signs lacking	PE.03.01.01 EP 3
b. Canopy sprinkler coverage	PE.03.01.01 EP 3
c. Exit doors acceptable locking arrangements, emergency break open features	PE.03.01.01 EP 3
Construction Areas	
a. Verify implementation of ILSMs at demolition, construction and renovation locations within the facility	PE.03.02.01 EP1
Loading Dock and Receiving Dept.	
a. Proper safety features on compactor	PE.01.01.01 EP 1
b. Sprinkler head clearance over high storage	PE.03.01.01 EP 3
Roof	
a. Water ponding under air intakes; clogged bird screens on air intakes	PE.04.01.01 EP 2
Empty Patient Rooms	
a. Call lights, blocked doors/damages, damaged medical gas outlets, oxygen tanks not in stands	PE.04.01.01 EP 2 PE.01.01.01 EP 1
b. Areas clean, excessive wall/ceiling damage	PE.01.01.01 EP 1, 3
c. Furniture safe and in good repair	PE.01.01.01 EP 2
Exit Stairs, Rated Exit Passageways, Exterior Discharge Areas	
a. Proper construction – walls/decks and opening protective	PE.03.01.01 EP 3
b. Proper door labeling; operation	PE.03.01.01 EP 3
c. Clearances/obstructions	PE.03.01.01 EP 3
d. Interior exit lighting and signage	PE.03.01.01 EP 3
e. Locking configurations	PE.03.01.01 EP 3
f. Stair not used as a chase for utilities serving other areas	PE.03.01.01 EP 3
g. Exterior public discharge surfaces and two sources lighting	PE.03.01.01 EP 3
Smoke Barriers	
a. Above-the-ceiling – smoke dampers, type and condition of penetration sealant; fireproofing damage; no support from fire sprinkler pipes; no open junction boxes	PE.03.01.01 EP 3
b. Below-the-ceiling – Automatic door closers, door coordinators, door clearances/undercuts	PE.03.01.01 EP 3
Two-hour Rated Barriers	
a. Above-the-ceiling – fire dampers, type and condition of penetration sealant; fireproofing damage; no support from fire sprinkler pipes; no open junction boxes	PE.03.01.01 EP 3
b. Below-the-ceiling – door latching, door rating labels, protective plate heights, door undercuts	PE.03.01.01 EP 3
Hazardous Areas	
a. Above-the-ceiling (if not sprinklered) - walls, penetrations; fireproofing damage; no support from sprinkler piping; no open junction boxes	PE.03.01.01 EP 3
b. Below-the-ceiling - sprinkler head clearances, door latching, door rating labels, protective plate heights (non-sprinkler), door undercuts, storage limitations	PE.03.01.01 EP 3
c. As applicable, check for proper eye wash units	PE.02.01.01, EP 4
Corridors	

a. Above-the-ceiling (non-sprinkler): Corridor walls to underside of deck above a, penetrations sealed; no fireproofing damage; no support from sprinkler pipes; no open junction boxes	PE.04.01.01 EP 1 PE.03.01.01 EP 3
b. Below-ceiling: Corridor door latching, door undercuts: maximum 6 inches projections, corridor clutter; exit lighting and signage	PE.03.01.01 EP 3
c. Medical gas shut-offs zone valves (labeling, access, signage)	PE.04.01.01 EP 1
Electrical Closets	
a. Storage blocking panels	PE.04.01.01 EP 2
b. Properly sealed floor, ceiling penetrations if not a shaft properly sealed wall penetrations if a shaft	PE.03.01.01 EP 3
c. Check sub-electrical panel schedules to see if they correct	PE.04.01.01 EP 1
d. Open junction boxes	PE.04.01.01 EP 2
Various Indoor Air Quality Locations Areas	
a. Sterile supply, endoscopy, bronchoscopy, cath labs	PE.04.01.01 EP 1
b. Isolation rooms	PE.04.01.01 EP 1
c. Special storage spaces with hazardous materials	PE.04.01.01 EP 1