



Summer Fire & Life Safety Checklist

For Healthcare Facility Managers

TIER 1: COMPLETE BEFORE JUNE

Critical systems that carry the most risk heading into summer.

- Fire alarm system: full test of initiating devices and notification appliances (Confirm last test date; schedule if overdue)
- Sprinkler heads: inspect for paint, physical obstruction, or damage (Check for heads disturbed by winter/spring activity)
- Control valve positions and tamper switch function verified
- Emergency and exit lighting: battery backup test completed
- Fire extinguisher annual inspection and service tag current
- Fire panel batteries tested and replaced if needed
- Backflow prevention devices inspected

TIER 2: ADDRESS DURING JUNE–JULY

- Kitchen suppression system semi-annual inspection (*Required if facility has a commercial kitchen or cafeteria*)
- Generator load test completed
- Exterior pull stations and remote annunciators verified
- Fire door survey and high-traffic areas (*Check closers, latching hardware, and door condition*)
- Smoke detector sensitivity tested in high-HVAC-demand areas
- Medical gas shutoffs and labeling confirmed

TIER 3: MONITOR THROUGH AUGUST–SEPTEMBER

- Active construction areas: hot work permits current
- Temporary fire protection in renovation zones confirmed
- Deferred maintenance items from Q1/Q2 prioritized and scheduled
- Staffing coverage plan (facilities team knows system locations and protocols)
- Documentation audit: all spring inspection records filed and accessible

DOCUMENTATION CHECKLIST

Every inspection should produce records that include all of the following:

- Technician name and license number on all service records
- Specific components inspected or tested listed
- Deficiencies noted with severity classification (red / yellow / green)
- Remediation actions and completion dates documented
- Records stored and accessible for JCO or AHJ review