

BUILDING MAINTENANCE PROGRAM
MAINTENANCE

Effective date: 11/99
Revision date: 04/10
Review date : 08/12

Policy:

To ensure that an ongoing and effective building inspection program is in place to identify Life Safety Code deficiencies and correction of noted deficiencies.

Prevailing Codes and Standards:

NFPA 101, 12, 12A, 13, 17, 20 & 25 and TJC 03.01.70
LS.02.01.50, LS.03.01.10, LS.03.01.20

Procedure:

- I. **Inspections:** A monthly building inspection program will review the following questions:
 - A. Do 1.5-hour fire resistance rated assembly (FRRA) doors and 1-hour FRRA doors including occupancy separation [example - OPD (business occupancy) and hospital (health care occupancy)], stair doors, horizontal exit doors (example - fire doors between H & K Wings) and hazardous area room doors have:
 1. properly functioning positive latching devices?
 2. properly functioning self closing or automatic closing devices?
 3. less than 1/8" gaps between meeting edges of door pairs?
 4. less than 3/4" undercut?
 - B. Do linen chute inlet and outlet doors have properly functioning:
 1. positive latching devices?
 2. self-closing or automatic closing devices?
 - C. Do doors in smoke barriers:
 1. have properly functioning self-closing or automatic closing devices?
 2. maintained to prevent the spread of smoke?
 - D. Do corridor doors:
 1. have properly functioning latching devices (bathrooms excluded).
 2. maintained to prevent the spread of smoke?
 - E. Are smoke barrier wall penetrations properly sealed (floor to deck above, sheetrock both sides, joints taped and holes sealed)?
 - F. Are corridor wall penetrations properly sealed (floor to deck above sheet rocked one side, joints taped, holes sealed)?
 - G. Are rated fire walls properly sealed and maintained [floor to deck above, sheetrock both sides, joints taped and penetrations fire caulked?]

- H. Are exit signs properly functioning and means of egress illumination devices (corridor lights) on emergency power and properly functioning?
- I. Are sprinkler heads free of dust?
- J. Are smoke detectors clean?
- K. Are mechanical equipment rooms and electrical rooms clean and uncluttered?
- L. Are grease handling devices cleaned and maintained?
 - 1. Exhaust hoods
 - 2. Exhaust ducts
 - 3. Grease removal devices (exhaust filters)
- M. Are vertical penetrations properly sealed?
- N. Are means of egress maintained (when necessary) to be free from the accumulation of ice and snow?

II. Inspection Responsibility:

- A. Shop supervisors will be assigned to inspect hospital floors.
- B. The inspection will be performed monthly.
- C. Deficiencies will be noted, describing types of deficiency and location.
- D. The monthly inspection will be turned in to the Facility Manager by the end of each month and maintained on file in that office.
- E. Work Orders will be generated to correct deficiencies by Facility Manager.