

<b>POLICIES AND PROCEDURES</b>  <b>SAMPLE MEDICAL CENTER</b>	Approved
	Number:
Department: All Departments	Page 1 of 2
Subject: Fire Prevention and Life Safety Title: Building Maintenance Program for Life Safety	
Revision Dates:  Review Dates:	Original Policy Date:

**Purpose:**

To provide for the routine maintenance of structural and other features of Sample Medical Center that directly support the ability to egress from and compartmentalize the facility for the purpose of Life Safety.

**Policy:**

- A. The Plant Operations Department will maintain a program of support for all components of the Building Maintenance Program (BMP) that includes routine maintenance of included equipment and systems on a scheduled basis. The Plant Operations Department preventive maintenance scheduling and record keeping software (SiteFM™) will be used to schedule and document all BMP related services.
- B. Included in the program will be:
  - 1. Components of the structure that compartmentalize the building(s) including:
    - a. Smoke and Fire Walls/Barriers and the sealing of penetrations therein
    - b. Walls surrounding Hazardous Locations
    - c. Related Doors and Latching Mechanisms
    - d. Linen and Trash Chutes
    - e. Doors and latching mechanisms on egress stairwells
    - f. Corridor walls were required
    - g. Egress Corridor doors
  - 2. Components and Equipment that support the ability to egress including:
    - a. Unobstructed Exits (accessible and free of ice and snow)
    - b. Properly Operating Exit Lighting
    - c. Properly Operating Egress Lighting
    - d. Stairwell walls and Rated Shaft Walls
  - 3. Components that reduce the risk of fire:
    - a. Grease Producing and Removal Devices.
- C. Plant Operations will conduct scheduled inspections at a frequency determined by the performance of the program. Inspection frequencies will be adjusted whenever two consecutive inspections of the same component type in the same area result in less than a 95% compliance score. (See Performance Monitoring, below)

**D. Procedures**

- A. Plant Operations staff will maintain the fire and smoke walls, including those surrounding hazardous areas, to be free of penetrations greater than 1/8" through a comprehensive inspection and repair program. Such a program will be used continually when it is known that work is done involving a smoke barrier penetration and subsequent to such work in affected areas.
- B. Where new construction is completed in the healthcare occupancy, UL Rated barrier walls will be maintained through proper training of staff, and correct use of appropriate materials.
- C. The existence of significant penetrations in smoke barriers that cannot be corrected within 72 hours due to on-going construction or other activities will be cause to assess the area for potential implementation of Interim Life Safety Measures.
- D. Clear paths to fire exits, properly operating exit lighting and egress lighting will be inspected routinely as a part of the Security Officer's rounds and will be repaired within the same shift of the discovery that they are inoperative.
- E. Grease producing and removal devices will be maintained as follows: Grease removal devices – weekly by Food and Nutrition Services personnel, Exhaust Hoods and duct systems – as appropriate for conditions found during inspections.

**F. Performance Monitoring:**

In order to assure and track the achievement of the 95 to 99% performance levels required of this program, the following measurements will be used:

- A. Inspection Points; Inspection points are used to represent the action of removing a ceiling tile or opening an access panel for the purpose of an above ceiling inspection. For below ceiling inspections, this may be a vantage point that permits the viewing of the wall surface. Each inspection point is counted as one unit. This concept is applied to smoke, fire and corridor walls for the purpose of inspecting and repairing such structures. The count of inspection points assumes that a technician may reach two feet in either direction of an inspection point. Therefore, there will be one inspection point for every six linear feet of wall surface to be inspected.
- B. Item count; Items counts are used for all other items being inspected in the BMP. These include Exit lights, Egress light fixtures, rated, non-rated and corridor doors, and exits.
- C. Calculating compliance percentages is done by dividing the number of deficiencies found by the total number of inspection points or count of items being inspected.
- D. A minimum acceptable level of 95% compliant conditions will be maintained by the adjustment of the frequency at which inspections are conducted. Where 95% is not achieved on a year to date aggregate basis, the frequency of inspection will be increased. Where greater than 99% compliance is routinely determined, the frequency may, at the discretion of the Hospital Safety Director, be reduced.