

Facility Operations, Inspections, Maintenance, & Testing Policy



FACILITY OPERATIONS, INSPECTIONS, MAINTENANCE, AND TESTING:

This facility assures that plans and procedures for operation, periodic inspection, and testing of the physical plant, including utilities, fire safety, and plant maintenance for all areas of this facility's campus are implemented.

STAFF Plans and Procedures for Utility Operations:

Every employee will be familiar with the following guidelines regarding the operation of the building, heating system, cooling system, emergency lights, plumbing, and fire safety.

UTILITIES:

Facility is on city water and sewer.

City services number is: _____

ELECTRICAL PANELS:

Are located _____. If breakers are tripped, you may reset them. If they trip again, contact Administrator.

Do not randomly trip the breakers. Always adjust the breakers that are tripped and no others. If power is interrupted to some appliances, they may not continue to work.

EMERGENCY LIGHTS:

If power fails and does not come back on, emergency lights will come on automatically. If emergency lights do not come on, contact the Administrator immediately. Electrical contractor will be contacted. Use alternate lighting system (flashlights)

SMOKE DETECTORS:

Facility smoke detectors must be checked one time a year by a licensed technician to verify they are functioning properly.

FIRE EXTINGUISHERS:

All fires extinguishers must be checked for any physical damage and results recorded on the tag on each fire extinguisher at least one (1) time per month. The designated person must record this information. A licensed technician must inspect all fire extinguishers at least one time per year. All receipts must be on file for the annual inspection.

FIRE SPRINKLING SYSTEMS

Fire sprinkling systems for this facility must be serviced by a certified technician at least once each year. _____ installed the unit.

GAS FURNACE, AIR CONDITIONING

A qualified technician must check a gas furnace at least one (1) time per year, and the filters cleaned or replaced every quarter. Furnace and air conditioner is serviced by:

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APPLIANCES, TVS

If a stove, refrigerator, freezer, vacuum cleaner or television does not function, contact Administrator. This must be done in a timely manner to make sure that scheduling for work can be completed.

ENVIRONMENTAL SANITATION:

This facility is responsible for the prevention of disease and for the maintenance of sanitary conditions.

WATER SUPPLY:

This facility has an adequate water supply that is safe and of a sanitary quality.

1. The water supply is from an approved private, public, or municipal supply.
2. Water from a private supply, will have water samples submitted annually to either a private accredited laboratory or to the Public Health District Laboratory for bacteriological examination.
3. There will be a sufficient amount of water under adequate pressure to meet sanitary and fire sprinkler system requirements of the facility at all times.

SEWAGE DISPOSAL:

All sewage and liquid waste will be discharged into a municipal sewage system if available. If not the sewage and liquid waste will be collected, treated, and disposed of in a manner approved by the department.

1. This facility uses _____.
2. All records of sewage and liquid waste collection, treatments, and disposal will be kept on file.

GARBAGE AND REFUSE DISPOSAL:

All garbage and refuse disposal will be done through a garbage service or provided by this facility.

1. The premises and all buildings will be kept free from accumulation of weeds, trash, and rubbish.
2. Material not directly related to the maintenance of this facility will not be stored on these premises.
3. All containers used for storage of garbage and refuse will be constructed of durable, nonabsorbent material and will not leak or absorb liquids. Containers will be provided with tight fitting lids, unless stored in a vermin-proof room or enclosure.
4. Garbage containers will be maintained in a sanitary manner. Sufficient containers will be afforded to hold all garbage and refuse which accumulates between periods of removal from this facility. Storage areas will be clean and sanitary.

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INSECT AND RODENT CONTROL:

A pest control program will be in effect at all times. This program will effectively prevent insects, rodents, and other pests from entrance to, or infestation of this facility.

1. All toxic chemicals will be properly labeled and stored under lock and key.
2. No toxic chemicals will be stored in resident areas, with medications (drugs), or in any area where food is stored, prepared or served.
3. All chemicals will be selected for specific use and used as per manufacturers' specifications.

Linen and Laundry Facilities and Services:

All soiled linen shall be collected and transported to the laundry in suitable bags or covered containers.

1. This facility will have a quantity of linen available at all times for the proper care and comfort of residents.
2. Linen will be of good quality, not thread bare, torn or badly stained.
3. Linens will be handled, processed, and stored in an appropriate manner that prevents contamination.
4. Adequate facilities will be provided for the proper and sanitary washing and drying of laundered goods.
5. The laundry will be situated in an area separate and apart from where food is stored, prepared, or served.
6. The laundry will be well lighted and ventilated, adequate in size for the needs of this facility, maintained in a sanitary manner, and kept in good repair.
7. If this facility sends linen and personal laundry out for laundry services, care will be taken that soiled linen and clothing are properly handled before sending out. Clean linen and clothing received from a laundry service will be stored in a proper manner.
8. Residents' and personnel's personal laundry will be collected, transported, sorted, washed, and dried in a sanitary manner and cannot be washed with general linens (towel, sheets).

HOUSEKEEPING SERVICES AND EQUIPMENT:

Housekeeping, maintenance personnel, and equipment will be provided to maintain the interior and exterior of this facility in a clean, safe, and orderly manner. Prior to occupancy of any sleeping room by a new resident, the room will be thoroughly cleaned (including the bed, bedding, and furnishings).

HOUSEKEEPING POLICY:

It will be the policy of this facility that all staff involved in the maintenance of this building and its equipment will be trained in proper procedures of cleaning of surfaces and equipment.

All washable surfaces will be washed down and rinsed once a week and as necessary with appropriate cleaning solutions. The administrator will determine the cleaning solution. Staff will clean common areas daily, including vacuuming or mopping floors,

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dusting furniture, and cleaning bathrooms. Rooms that have been vacated by a resident will be cleaned thoroughly, including walls, floors, bed mattresses and furniture.

Housekeeping personnel will not assist in the kitchen without putting on a clean cover-up (apron) and washing hands and arms thoroughly.

Residents' linens and clothing will be washed at least once a week. Clothing or linen that is soiled will be washed separately and more often if needed. Once laundry is washed and dried it will be hung, folded and put away properly.

MAINTENANCE OF EQUIPMENT AND SYSTEMS:

This facility assures that all equipment and systems are properly maintained to assure the safety of the residents.

FUEL-FIRED HEATING:

Any fuel-fired heating devices and systems, including wood stoves, used by this facility will be inspected/serviced/cleaned at least annually by a person professionally engaged in the business of servicing these devices or systems.

PORTABLE FIRE EXTINGUISHER SERVICE AND TESTING:

Portable fire extinguishers will be serviced in accordance with NFPA Standard #10, Standard for Portable Fire Extinguishers, 2018 Edition. Portable fire extinguishers will be examined at least monthly by a designated person in this facility to determine that:

1. Each extinguisher is in its designated location.
2. Each extinguisher seal or tamper indicator is not broken.
3. Each extinguisher has not been physically damaged.
4. Each extinguisher gauge, if provided, shows a charged condition.
5. The inspection tag attached to the extinguisher will show the initials of the person making the monthly examination and the date of the examination.

FIRE ALARM SMOKE DETECTION SYSTEM SERVICE AND TESTING:

This facility's fire alarm smoke detection system will be inspected, tested, and serviced at least annually by a person or business professionally engaged in the servicing of such systems.

AUTOMATIC FIRE EXTINGUISHER SYSTEM SERVICE AND TESTING:

All automatic fire extinguishing systems will be inspected, tested, and serviced at least annually by a sprinkler system contractor licensed by the Idaho State Fire Marshal's office.

FIRE WATCH:

This facility will institute a fire watch anytime the fire alarm, smoke detection, or sprinkler system is inoperable for greater than four hours.

FIRE AND LIFE SAFETY STANDARDS:

This facility will meet all requirements of the local and state codes that are applicable to residential care or assisted living facilities for fire and life standards.

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ELECTRICAL INSTALLATIONS AND EQUIPMENT:

Electrical installations and equipment will comply with applicable local or state electrical requirements and include the following:

1. Equipment designed to be grounded will be maintained in a grounded condition.
2. Extension cords and multiple adapters are prohibited, with the exception of approved grounded multiple electrical adapters with a built-in breaker.

FIRE ALARM SMOKE DETECTION SYSTEM:

An electrically-supervised, manually-operated fire alarm smoke detection system is installed throughout each building housing residents. This system has a control panel, manual pull stations, smoke detectors, sounding devices, power backup, and sprinkler flow or alarm devices.

1. This system will be annually inspected by an accredited company to assure that it is maintained and in working order.

MEDICAL GASES:

Handling, use and storage of medical gas will be according to NFPA Standard 99, Standard for Health care facilities, 2018 Edition.

The Cottages will transfill in an area separated from any portion of the facility wherein residents are housed, examined, or treated. The area will also be mechanically ventilated, sprinkled, and have a ceramic or concrete flooring. The area will also be posted with a sign indicating that transfilling is occurring.

SOLID FUEL HEATING DEVICES:

Any solid heating devices used in this facility will be installed according to standards in NFPA Standard #211, Standard for Chimneys, Fireplaces, Vents, and Solid Burning Appliances, 2018 Edition.

1. All solid heating devices will be inspected annually by a qualified technician and kept in a file.
2. Furnace and air conditioner filters will be checked quarterly for replacement needs.

STRUCTURE, MAINTENANCE, EQUIPMENT TO ASSURE SAFETY:

This facility is structurally sound, maintained, and equipped to assure the safety of residents, personnel, and the public.

1. Furnishings, decoration, or other objects will not be placed so as to obstruct exit access or exits.
2. All ramps, open porches, sidewalks, and open stairs will be properly maintained and free of snow and ice buildup.
3. Any wood stoves used in this facility will have railings or other protection designed to prevent residents from coming into contact with stove surfaces.

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4. Any fireplaces used in this facility will have heat tempered glass fireplace enclosures.
5. Boilers, hot water heaters, and unfired pressure vessels will be equipped with automatic pressure relief valves.
6. Portable heating devices of any kind are prohibited, including portable electric space heaters, and moveable fuel-fired heaters. Exceptions include: Heated mattress pads, Electric blankets, and heating pads when ordered by an authorized provider, physician.
7. Flammable and highly combustible materials deemed hazardous by the Licensing and Survey Agency will not be stored in this facility unless this facility is protected throughout by an approved automatic fire extinguishing system.

NATURAL OR MAN-MADE HAZARDS:

When natural or man-made hazards are present on this facility property or border this facility property, suitable fences, guards, railing, or a combination will be installed to provide protection for the residents.

PORTABLE FIRE EXTINGUISHERS:

Portable fire extinguishers will be installed throughout this facility and in accordance with standards in NFPA Standard #10, Standard for Portable Fire Extinguishers, 2018 Edition.

All fire extinguishers will be checked for any physical damage and results recorded on the tag of each extinguisher and least one (1) time per month. The caregiver or administrator can record this information. A licensed technician will inspect all fire extinguishers at least one time per year. All receipts will be kept on file.

RESIDENT PLACEMENT:

Any resident requiring assistance in ambulation will reside on the first story, unless this facility complies with Sections 401-404 of IDAPA 16.03.22.

TELEPHONE:

This facility has a telephone on these premises available for staff use in the event of an emergency only.

WEEDS AND TRASH:

These premises and any building used as a facility will be maintained free from the accumulation of weeds and trash.

FACILITY ADMINISTRATIVE RECORDS FOR FIRE AND LIFE SAFETY:

The administrator will assure that the facility's records for fire and life safety are maintained as follows:

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FIRE DRILL DOCUMENTATION:

Written documentation of each fire drill, one (1) per shift per quarter, will be maintained on file at the facility and will contain a description of each drill, the date and time of the drill, response of the personnel and residents, problems encountered and recommendations for improvement.

REPORT OF FIRE DOCUMENTATION:

A copy of the reporting form, "Facility Fire Incident Report," will be completed and submitted to the Licensing and Survey Agency. The specific data will include the date of the fire, origin, extent of damage, method of extinguishments, and injuries, if any.

FUEL-FIRED HEATING INSPECTION DOCUMENTATION:

This facility will maintain a copy of the annual results of the inspection in the facility.

PORTABLE FIRE EXTINGUISHER EXAMINATION DOCUMENTATION:

1. This facility will maintain records of the monthly examination of the Portable Fire Extinguishers and document the following:
2. Each extinguisher is in its designated location.
3. Each extinguisher seal or tamper indicator is not broken.
4. Each extinguisher has not been physically damaged.
5. Each extinguisher gauge, if provided, shows a charged condition.
6. The inspection tag attached to the extinguisher will show at least the initials of the person making the monthly examination and the date of the examination.

FIRE ALARM SMOKE DETECTION SYSTEM SERVICE AND TESTING:

The results of the annual inspection and test, by a person or business professionally engaged in the servicing of such systems.

AUTOMATIC FIRE EXTINGUISHING SYSTEM SERVICE AND TESTING:

If this facility uses an automatic system, the results of the annual inspection, testing and service, by a person or business professionally engaged in the servicing of such systems, will remain on file.

HAZARDOUS MATERIALS:

Hazardous materials will be handled in the following manner:

1. All hazardous materials will be identified and properly labeled, including reason for and instructions for the use of the hazardous material. When at all possible, any hazardous material will be stored in its original container.
2. All hazardous materials will be properly stored according to the instructions on the hazardous material and under lock and key for the safety and protection of residents and staff.

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3. Any staff using hazardous materials during the performance of job duties will receive proper instruction in the use of the hazardous materials prior to using the hazardous materials.
4. All staff will be expected to follow all safety precautions recommended in the use of any hazardous material. Failure to follow safety precautions will result in disciplinary action.

MECHANICAL EQUIPEMENT:

Safety is a priority for residents and staff in this facility.

Potentially dangerous mechanical equipment will be handled in the following manner:

1. All recommended safeguards will be implemented for potentially dangerous mechanical equipment. These safeguards will include any type of lock-out system to minimize danger to residents and staff.
2. Potentially dangerous mechanical equipment will be properly installed, tagged, and inspected on a regular basis in order to avoid safety issues for residents and staff.

Staff using potentially dangerous mechanical equipment will receive instruction in proper use of the equipment prior to use of the equipment.

By signing below, I acknowledge receipt of the above policy and have read and understand the contents herein.

First, Last Name

Signature

Date