

Environmental & Emergency Facilities Management Standards Tracking Sample

EC STANDARD/EP	ELEMENT OF PERFORMANCE	SCORING CATEGORY	MEASURE OF SUCCESS	DOC REQUIRED	CRITICALITY	CURRENT SCORE	COMPLIANCE DOCUMENTS	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
EC.01.01.01	Risk Minimization Activities																		
1.	Safety leadership appointment	A				2													
2.	Intervention authority	A				2													
3.	Safety Management Plan	A		D		2													
4.	Security Management Plan	A		D		2													
5.	Haz. Mat. And Waste Management Plan	A		D		2													
6.	Fire Safety Management Plan	A		D		2													
7.	Medical Equipment Management Plan	A		D		2													
8.	Utility Management Plan	A		D		2													
EC.02.01.01	Safety and Security Risk Management																		
1.	Proactive risk assessments	A				2													
3.	Procedures based on risk	C	M		3	2													
5.	Grounds and equipment	C	M			2													
7.	Identify individuals P&P	C	M			2													
8.	Access to sensitive areas	A			3	2													
9.	Security incident procedures	A		D		2													
10.	Follows security incident procedures	A			3	2													
11.	Safety recall process	C	M			2													
EC.02.01.03	Smoking Policy																		
1.	Policy in buildings	A		D		2													
4.	Exception requirements	A				2													
6.	Compliance monitoring	C	M			2													
EC.02.02.01	Hazardous Mat. & Waste Management																		
1.	Accurate inventory	A		D		2													
3.	Emergency spill procedures	A		D		2													
4.	Implements spill procedures	A			3	2													
5.	Cradle-to-Grave process: Chemicals	C	M			2													
6.	Cradle-to-Grave process: Radioactive	A	M		3	2													
7.	Minimizes risks for energy sources	C	M		3	2													
8.	Risks for hazardous medications	C	M		3	2													
9.	Cradle-to-Grave process: Gases & Vapors	C	M			2													
10.	Gas & Vapor monitoring	A			3	2													
11.	Regulatory documentation	A		D		2													
12.	Labeling	A				2													
EC.02.03.01	Fire Risk Management																		
1.	Minimize fire risk	C	M		3	2													
2.	Minimize risk from patients smoking	A			3	2													
4.	Business occ. access to exits	C	M		3	2													
9.	Fire plan	A		D		2													
10.	Contents of fire plan	A		D		2													
EC.02.03.03	Fire Drills																		
1.	Quarterly/shift hospital drills	A				2													
2.	Annual business occupancy drills	A				2													
3.	Unannounced drills (50%)	A				2													
4.	Staff drill participation	C	M			2													
5.	Drill critiques	A		D		2													
EC.02.03.05	Fire Component Tests																		
1.	Supervisory signal devices (quarterly)	C	M	D		2													
2.	Valve tamper/flow (6 months)	C	M	D		2													
3.	Alarm detection devices (12 months)	C	M	D		2													
4.	Alarm notification devices (12 months)	C	M	D	3	2													
5.	Off-premises trans. equip. (quarterly)	A		D		2													
6.	Fire pumps no flow (weekly)	C	M	D		2													
7.	Water tank level alarms (6 months)	C	M	D		2													
8.	Water tank level alarms cold (monthly)	C	M	D		2													
9.	Main drain tests (12 months)	C	M	D		2													
10.	Fire department connections (quarterly)	A		D		2													
11.	Fire pumps flow (12 months)	A		D		2													
12.	Standpipe flow tests (5 years)	C	M	D		2													
13.	Kitchen systems (6 months)	A		D	3	2													

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14	Gaseous ext. systems (12 months)	A		D		2	▼												
15	Portable fire extinguishers (monthly)	C	M	D		2	▼												
16	Portable ext. maintenance (12 months)	C	M	D		2	▼												
17	Occupant hoses (3 years)	C	M	D		2	▼												
18	Fire/smoke dampers (6 years)	C	M	D		2	▼												
19	HVAC smoke detectors (12 months)	A		D	3	2	▼												
20	Sliding/rolling fire doors (12 months)	C	M	D		2	▼												
EC.02.04.01	Medical Equipment Management																		
1.	Acquisition process	A				2	▼												
2.	Inventory risk criteria	C	M	D		2	▼												
3.	Maintenance strategies	C	M	D		2	▼												
4.	Test intervals determination	A		D		2	▼												
5.	SMDA process/ reporting	A				2	▼												
6.	Equipment failure procedures	A		D	3	2	▼												
EC.02.04.03	Maintenance documents																		
1.	Initial equipment tests	C	M		3	2	▼												
2.	PM tests – life support	A		D	3	2	▼												
3.	PM tests – nonlife support	C	M	D		2	▼												
4.	Sterilizer tests	A		D	3	2	▼												
5.	Dialysis water tests	A		D	3	2	▼												
EC.02.05.01	Utility Risk Management																		
1.	Systems meet needs	A				2	▼												
2.	Inventory criteria	C	M	D		2	▼												
3.	Maintenance strategies	C	M	D		2	▼												
4.	Define test intervals	A		D		2	▼												
5.	Waterborne pathogen policy	A			3	2	▼												
6.	HVAC policy, testing	A			3	2	▼												
7.	Utility distribution diagrams	A				2	▼												
8.	Shutdown control labeling	A				2	▼												
9.	Utility failure procedures	A				2	▼												
10.	Shut Off, staff notification	A				2	▼												
11.	Cynical interventions	A				2	▼												
12.	Repair service procedure	A				2	▼												
13.	Response as described	A			3	2	▼												
EC.02.05.03	Emergency Power Source																		
1.	Alarm systems	A			3	2	▼												
2.	Exit route illumination	A			3	2	▼												
3.	Emergency communications	A			3	2	▼												
4.	Elevators (at least one)	C	M			2	▼												
5.	Equipment patient critical	A			3	2	▼												
6.	Areas patient critical	A			3	2	▼												
EC.02.05.05	Utility System Testing																		
1.	Initial performance tests	C	M	D		2	▼												
3.	PM for critical life support	A		D	3	2	▼												
4.	PM for critical infection control	A		D	3	2	▼												
5.	PM for critical non-life support	C	M	D		2	▼												
EC.02.05.07	Emergency Power Systems																		
1.	Battery light tests 30 Days/30 seconds	C	M	D		2	▼												
2.	Battery light tests 12 months/90 minutes	C	M	D		2	▼												
3.	UPS system tests	A		D		2	▼												
4.	Emergency Gen. test interval/duration	A		D		2	▼												
5.	Emergency Gen. test procedure	A			3	2	▼												
6.	Transfer switch tests	A		D	3	2	▼												
7.	Triennial, four-hour load test	A		D	3	2	▼												
8.	Triennial, test procedures	A			3	2	▼												
9.	Interim measures, if failure	A			3	2	▼												
10.	Re-test after failure	C	M			2	▼												
EC.02.05.09	Medical Gas Systems																		
1.	MGAVS PM program	A		D	3	2	▼												
2.	Installation/ repair tests	A		D	3	2	▼												

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3.	Valve labeling, accessibility	A				2													
EC.02.06.01	Appropriate Environment																		
1.	Appropriate interior spaces	C	M			2													
4.	Recreational and social space	A				2													
5.	Appropriate patient storage space	C	M			2													
6.	Appropriate outside areas	A				2													
11.	Suitable lighting	C	M			2													
13.	Adequate ventilation	A				2													
18.	Accommodate patient equipment	C	M			2													
20.	Patient areas clean/smell	C	M			2													
23.	Emergency access to areas	A			3	2													
26.	Furnishings and equipment	C	M			2													
EC.02.06.05	Construction Environment Risk Mgt.																		
1.	Applicable regulation, AIA, etc.	A				2													
2.	Pre-construction assessment	A				2													
3.	Controls to minimize impact	A			3	2													
EC.03.01.01	Staff Knowledge of EC Role																		
1.	Staff demo physical risk management	C	M			2													
2.	Staff demo EC incident response	C	M			2													
3.	Staff demo reporting EC risks	C	M			2													
EC.04.01.01	EC Monitoring																		
1.	Establishes a process	A				2													
3.	Patient and visitor injuries	C	M			2													
4.	Staff illness and injuries	C	M			2													
5.	Property damage	C	M			2													
6.	Security incidents	C	M			2													
8.	Hazmat spills and incidents	C	M			2													
9.	Fire safety problems and failures	C	M			2													
10.	Medical/Lab equip. failures and errors	C	M			2													
11.	Utility failures and use errors	C	M			2													
12.	Environmental tours clinical areas	A				2													
13.	Environmental tours non-clinical areas	C	M			2													
14.	Use of tour findings	A				2													
15.	Annual evaluations of mgt. plans	A				2													
EC.04.01.03	Analysis of EC Issues																		
1.	Staff participation	A				2													
2.	EC improvement through data	C	M			2													
3.	Annual PI recommendation	A				2													
EC.04.01.05	EC Improvement																		
1.	Takes action on recommendations	C	M			2													
2.	Evaluates changes for improvement	C	M			2													
3.	Reports PI results to leadership	A				2													