

The Joint Commission Survey – Daily Checklist

All items below must be reviewed by ALL workers onsite each day by the GC / CM Foreman

- Make sure all workers have a Cleveland Clinic Badge – if not, they are to be removed from the project
- Job Board is posted and up to date with the correct information (CRRAS permit, contact list, Sprinkler Shut-off tool, ILSM / ICRA Plan, EOC Contractor Handbook / other permits, etc.) – ensure all workers know where this is located
- Review the ILSM / ICRA Plan: workers should be able to explain the following
 - Egress routes
 - Fire alarm pull station and fire extinguisher locations
 - Material and debris routes for all workers – removal of debris to be used with a gondola that has a cover that fits properly
- Have awareness of codes that are communicated on the overhead paging system
 - CODE RED = Fire
 - **KNOW THE FIRE RESPONSE PLAN** - RACE (Rescue, Activate Alarm, Contain, Evacuate or Extinguish)
- Maintain a clean jobsite daily including material pathway in and out of the hospital
 - Make sure tacky mats are clean and no footprints are outside the work area
- Make sure all hallways or corridors are clear and free from obstructions
- Do not block:
 - Fire Pull Stations, Fire Doors, Fire Exits, Fire Extinguishers, Medical Gas Shutoff Valves, and Electrical Panels
- Ensure all barriers are sealed and negative air is being maintained each day (monitor is required outside construction area)
 - If sprinklers are in place in the construction area and the occupied area, temporary walls can be installed to the ceiling
 - If there are no sprinklers in place, a 1-HR wall is required to the deck
 - Make sure the negative air machine is not turned off at the end of day
- EXIT signs are in place inside the construction area for means of egress (must be illuminated and tied to emergency power)
- If a means of egress is closed due to construction, an ILSM must be in place
- Make sure there is proper fire extinguishers in the construction area mounted properly (must be 4” off the floor and not more the 60” above the floor)
 - Front of the tag has to be less than a year old – if it is more than a year, it needs to be removed
 - Must be inspected monthly and initialed on the tag
 - PASS (Pull, Aim the Nozzle, Squeeze Handle, Sweep the Base of Fire)

- Hot Work permits are next to the person completing the work
 - Complete Fire Watch Log during Hot Work activities and when work is complete, a copy must be given to facilities
- Ensure proper heat detectors are installed in construction areas where ceilings are removed
 - Heat detectors are being tested monthly (log initial installation date)
 - All ceiling tiles must be installed if no heat detection is in place
- Ensure that the sprinklers heads are turned up and mounted with-in 12” of the deck if the ceiling is removed
- All penetrations must be sealed at the end of the day (temporary but equal protection – wool, pillow, etc.) – walls, ceilings, floors etc.
- Ensure the sprinkler pipes are clear of any wires, insulation, and any other items
- Any construction sites in areas with hazardous chemicals must have a temporary or portable eye wash station installed
- Make sure all electrical boxes have proper covers on them outside of construction area
- Perform daily review on the site conditions and complete the CRRAS Daily Inspection Form (must be uploaded daily in Plan Grid)
- Complete Firestopping Penetration Tracking Form as project moves forward (review Firestopping Penetration Tracking Process)
 - Before closing walls and ceilings, make sure all parties have inspected the penetrations

If a surveyor is onsite and is in your area, follow the keys to success:

- Remain calm, friendly and polite – treat the surveyor as a guest
- Be educated with the plan
- Keep answers simple and to the point
- Ask questions and clarify if you do not understand – asked the surveyor to rephrase the question or to give an example of what he / she is looking for
- Always be truthful
- Bring along a “Buddy” – if you don’t know the answer NEVER guess
- ***It’s OK to say “I’m not exactly sure but I know where to get that information OR I know the person who can provide that information***

GC Foreman Signature: _____

Date: _____