

Healthcare Facilities Inspection Checklist

Inspector: Facility: Date:

HVAC & Mechanical: Maintenance

- [ ] PM schedule current for all AHUs, RTUs, chillers and boilers
- [ ] Air filters inspected and replaced on schedule
- [ ] Belts, bearings and motors inspected for wear
- [ ] Condensate drain pans clean and draining freely
- [ ] Coils inspected and cleaned – no fouling or corrosion
- [ ] Refrigerant levels checked – no leaks detected
- [ ] Expansion tanks and pressure relief valves tested
- [ ] Ductwork free of visible damage, gaps or disconnections
- [ ] Insulation on piping and ductwork intact – no missing sections
- [ ] Seasonal tune-up completed – pre-summer and pre-winter

Plumbing: Maintenance

- [ ] Legionella water management plan current – test points sampled on schedule
- [ ] Backflow preventers tested per code schedule
- [ ] Water heater and pressure relief valves are inspected annually
- [ ] Eye wash stations flushed weekly – date documented
- [ ] Floor drain traps maintained – water added to unused drains monthly
- [ ] Ice machine cleaned – no mold or biofilm present
- [ ] Shut-off valves exercised annually to prevent seizing
- [ ] Pipe insulation intact – no missing or damaged sections

HVAC & Mechanical: Operations

- [ ] Air handling units operating within spec – airflow, pressure, temperature verified
- [ ] OR and procedure room temps within required range (62-68°F)
- [ ] Humidity levels at 30-60% across all clinical areas
- [ ] No hot or cold pockets in staff or patient areas
- [ ] Break rooms and staff areas receiving adequate airflow
- [ ] Exhaust fans operational in restrooms, soiled utility and labs
- [ ] Chiller and boiler plant running efficiently – no active alarms
- [ ] System runtimes and loads within normal operating range
- [ ] No unusual noises or vibrations from mechanical equipment

Plumbing: Operations

- [ ] Hot water at fixtures ≥110°F – tested at farthest point from heater
- [ ] Scrub sinks in OR and procedure areas fully operational
- [ ] Staff locker room showers have consistent hot water – tested at 6 a.m.
- [ ] Water pressure consistent throughout – no low-pressure complaints
- [ ] No slow or blocked drains in staff restrooms or utility spaces
- [ ] No visible leaks at fixtures, supply lines or ceiling tiles
- [ ] Floor drains in utility and janitorial spaces odor-free

= CRITICAL: address immediately **= HIGH:** within 24 hours **= STANDARD:** within 72 hours

Healthcare Facilities Inspection Checklist, continued.

Electrical & Lighting: Maintenance

- [ ] Emergency generator load tested monthly – results documented
- [ ] Transfer switch tested and functional
- [ ] Electrical panels thermally scanned annually – no hot spots
- [ ] UPS systems inspected and batteries within service life
- [ ] Emergency lighting 90-minute drain test completed annually
- [ ] GFCIs tested in all wet areas
- [ ] Lighting fixtures cleaned – lenses and reflectors free of debris
- [ ] Occupancy sensors and dimmers calibrated and functioning

Electrical & Lighting: Operations

- [ ] No tripped breakers or overloaded circuits – all panels logged
- [ ] Emergency lighting functional in all egress paths and stairwells
- [ ] OR and procedure room lighting at required intensity
- [ ] Sensors calibrated – no drift on critical monitoring points
- [ ] No flickering or burned-out fixtures in staff areas
- [ ] Parking lot and egress lighting tested after dark
- [ ] Break room and staff lounge lighting adequate
- [ ] Electrical panels clear – 36-inch clearance-maintained
- [ ] Exit signs illuminated and visible from all angles

Building Automation & Controls: Maintenance

- [ ] BAS software and firmware current – no outstanding updates
- [ ] Controls sequences tested after any recent system changes
- [ ] Communication between BAS and field devices verified
- [ ] Integration with fire and life safety systems verified functional
- [ ] Data trending active – historical logs accessible and backed up
- [ ] Control panels free of dust, moisture and physical damage
- [ ] Network and IP infrastructure for BAS devices stable

Building Automation & Controls: Operations

- [ ] BAS dashboard reviewed – no active alarms or unacknowledged faults
- [ ] Critical area pressure relationships (OR, isolation rooms) with spec
- [ ] Temperature and humidity setpoints correct across all zones
- [ ] BAS schedules reflect current occupancy and shift patterns
- [ ] Energy consumption trending normal – no unexplained spikes
- [ ] Override and manual commands reviewed – no runaway overrides active
- [ ] Alarm history reviewed for recurring faults by zone or equipment

Fire & Life Safety: Maintenance & Operations

- [ ] Fire alarm panel clear – no active faults or silenced alarms
- [ ] Sprinkler heads unobstructed – free of paint, corrosion, or damage
- [ ] Fire extinguisher inspected monthly – all accessible and fully charged
- [ ] Exit doors unlatch freely and close without propping
- [ ] Fire suppression system in kitchen and server rooms operational
- [ ] Smoke detectors and pull stations tested per inspection schedule
- [ ] Fire doors close and latch properly – no wedged or blocked doors
- [ ] Stairwell pressurization systems tested and functional
- [ ] Annual fire alarm inspection current – certification on file
- [ ] Impairment permits active for any system out of service

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