



## ICF/DD Life Safety Code Entrance Conference Documentation Checklist

Indiana State Department of Health – Division of Long Term Care

1. Fire & Disaster Plan Policy & Procedures
2. Fire Watch Policy & Procedure
3. Smoking Policy
4. Interior Finish Flame Spread Ratings
5. Drapery, Curtain, Hanging Fabric , Flame Retardancy  
Documentation (New Only)
6. Fire Drills (One per shift, per quarter)
7. Completed F-1 Form (CMS-2786M) for each client
8. Automatic Sprinkler System – Maintenance & Testing
  - Monthly Sprinkler System Gauge and Valve Inspection
  - Sprinkler System 5 Year Internal Pipe Inspection
  - Sprinkler System 5 Year Gauge calibration or replacement
9. Fire Alarm System – Maintenance & Testing
  - Smoke Detector Sensitivity Testing – Biannual
10. Fire Extinguisher – Maintenance & Inspection