1. **OVERALL EXTERIOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES / NO** | 1. **INSPECT ALL AREAS**
* Exterior walls, roof and windows.
* Note damage and record deficiencies on work forms.
* Inspect parking lot for erosion damage or apparent storm water system erosion.
* Check all plant material and trees.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **EXTERIOR WALLS -- If slight damage is noted, see #4 below.**
* Note damage to walls and other areas look for structural cracking,
* Separations block separations
* Window cracks and
* Separations at roof and parapet lines.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **STRUCTURAL - If slight damage is noted, see #4 below.**
* Note any foundation cracks wall cracks inside or out or separation of building materials.
* Inspect all support areas and all high stress areas such as attachment points for building structural elements, drive through canopies and other features.
* Inspect structural elements visually for separation or cracks near parapets, drive through canopies or architectural features.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **ROOF DAMAGE**
* Inspect the roof for damaged items
* Moved building structural elements
* Damaged lightening protection elements,
* Roof drain covers,
* Slits cuts or damage to roof membrane or
* Other physical damage to the roof membrane and parapet caps.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **ROOF TOP EQUIPMENT**
* Inspect all equipment on the roof for exterior damage and water intrusion.
* Check for missing panels or
* Equipment moved off of curbs and mountings.
* Inspect electrical sources to ensure none are damaged.

***Do not restore power until all inspections have been completed if the equipment is turned off. Inspect for missing or broken covers.*** | Yes / No**Work Order Issued**Yes / No |

1. **INTERIOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES / NO** | 1. **GENERAL – SEE CHECKLIST ---- SECTION I for more details.**
* Inspect all interior areas and ceiling areas for evidence of water intrusion and damage.
* If water intrusion is evident engage IAQ testing requirements in accordance with state and federal guidelines.

***NOTE: The facility is cleared when results of such testing indicate the environment is not contaminated.**** Initiate action to restore conditions and remove or remedy any water intrusion into the facility.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **EQUIPMENT**
* Begin restoring systems to NORMAL operating conditions.
* Uncover and inspect all equipment before restoring to proper location or operating condition.
* Turn equipment on, check displays and basic operation.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **INTERIOR EQUIPMENT**
* Remove covers from computers and other equipment as necessary to restore equipment in service areas.
* Turn equipment on, check displays and basic operation.
 | Yes / No**Work Order Issued**Yes / No |

1. **OPERATIONAL CHECKS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES / NO** | 1. **ELECTRICAL**
* Check Voltages on incoming lines before restoring power to critical equipment. Voltages should be within 5-10% of requirements.
* Inspect electrical systems and if no damage is evident or water intrusion evident begin restoring systems if shut down.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **GENERATOR - See Generator Startup checklist.**
* Restore generator and perform operational check to include emergency transfer check measure and record all parameters.
* Inspect transfer switches perform operational function and perform functional test of generator and transfer switches after power is restored.
* Check fuel levels.
* Check fuel quality to ensure fuel has not been contaminated by water intrusion.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **MEDICAL GASES -- SEE MEDICAL GAS SECTION**
* Restore medical gases.
* Turn on all gases and vacuum system.
* Perform alarm panel check.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **BOILERS / STERILIZERS**
* Restore boilers and sterilizer power.
* Run operational checks on all equipment.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **FIRE ALARM SYSTEM**
* Restore system if taken out of service.
* Perform functional check of the system and record results.
* System should send alarms and troubles and restore when reset.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **RESTORATION OF SCHEDULES AND SERVICES**
* After checking all systems; reset timers for water heaters, water softeners, boilers and regeneration or blow down systems, on of timers for warmers, vacuum pumps, exterior lighting and setbacks or control timers for HVAC systems.
* Check security telephone and fire alarms system timers and displays.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **REFRIGERATION**
* Check all refrigerators and freezers, if secured for the storm restore or turn on.
* When the desired set point temperature is reached begin monitoring and restore packed medication into the refrigerated storage areas.

***NOTE: If cold packed items are removed prematurely or if the storage temperature listed is suspected of having exceeded the manufacturer recommendation pull this item aside and isolate (in cold storage as recommended by the labeling) until the manufacturer can be contacted to validate the integrity of these items. (See cold pack storage preparations)*** | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **SPECIAL CONDITIONS**
* Note any other special conditions and advise the facility administrator of the facility status.
 | Yes / No**Work Order Issued**Yes / No |

1. **SPECIAL NOTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES / NO** | 1. **SCHEDULE ANY REPAIRS AS NECESSARY**
* System repairs may be necessary for any obvious damage or any equipment that does not startup or function properly.
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **SCHEDULE STRUCTURAL ENGINEER VISIT FOR ANY NOTED STRUCTURAL DAMAGE.**
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **RESTORE TELEPHONE MESSAGES.**
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **RESTORE MEDGAS SYSTEM AND SUPPLY, INCLUDING GAS DELIVERIES AND CHANGE OUT.**
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **VERIFY FUNCTION OF MEDGAS ALARMS AND VACUUM SYSTEM.**
 | Yes / No**Work Order Issued**Yes / No |
|  | **YES / NO** | 1. **CHECK PARKING LOT LIGHTS.**
 | Yes / No**Work Order Issued**Yes / No |

1. **STANDBY EMERGENCY GENERATOR START-UP after shutdown.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 1. This startup procedure is for any generator shut down over an extended period due to the building being closed.
* Staff will be able to perform this startup without vendor assistance under normal conditions unless something does not check out properly.
* NEEDED ITEMS:
	+ Hearing protection.
	+ Startup or static inspection checklist.

***NOTES:**** ***Provide hearing protection as may be required.***
* ***Obtain a generator pre-start checklist (one should be posted at the generator for all of RITEway Services accounts).***
* ***Follow the prestart / static inspection checklist and this list for all events leading up to a generator run test.***
* ***Note any deficiencies as system repairs may be necessary for any obvious damage or the equipment or accessories inspected.***
 | Yes / No**Work Order Issued**Yes / No |
|  |  | 1. Complete static inspection checklist look for any leaks of any kind on the equipment or look for any form of mechanical damage.
* No damage noted then proceeds to the next step.
 |  |
|  |  | 1. The generator battery charger, battery warmer, and block heater or water pre-heater circuit breakers should be OFF. Turn these breakers to the ON position.
 |  |
|  |  | 1. If OFF reset breakers for the monitoring panels on the generator. This will activate the monitoring panel in the lobby or inside the building.

***NOTE: if the breaker is not off the panel may be silenced in the lobby or monitoring area. Turn the silence switch to NORMAL – there should be a visual alarm and audible alarm.**** Back at the generator there is also a monitoring panel. If the SILENCE SWITCH is in the silence position turn it to the NORMAL position.
 |  |
|  |  | 1. Approach the main generator control panel at the generator. The controls switch should be in the off position. Turn this switch to the AUTO POSITION.
* The alarms should automatically silence.
 |  |
|  |  | 1. Check and verify generator fuel level to be certain you have enough fuel.

***NOTE: The Low Fuel alarm should activate when you have at least 8 hours of remaining fuel in the generator so do not depend upon this alarm for an accurate fuel reading. Check the fuel indicator.**** If adequate fuel is present proceed to the run test.
 |  |
|  |  | 1. Approach any transfer switch. Inspect switch to see that the indication light for NORMAL power is ON. Turn the TEST switch to the TEST position and hold for 5 seconds until you hear the generator crank and start. Release the switch.

***NOTE: Sometimes the test switches may be Key operated switches or push button switches. Functioning of the test switch is the same.**** If you have more than one transfer switch and the generator has started approach each transfer switch and activate the test feature by repeating the previous procedure for each transfer switch. All switches should be transferred to the EMERGENCY BRANCH.
 |  |
|  |  | 1. While power is transferred make certain medical equipment turns on and functions in the building.
 |  |
|  |  | 1. GENERATOR SHUT DOWEN and return to normal. Once the timers run out (approximately 30 minutes) the transfer switches should automatically transfer back to NORMAL power. The generator will continue to run through a shut down and cool down period and then automatically shut off.
* Check the generator post run to look for leaks or abnormalities.

CAUTION: The generator will be hot so be careful what you reach out and touch. |  |

1. **MEDICAL GAS / VACCUM SYSTEM START-UP after shutdown.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 1. This startup procedure is for any medical gas room manifolds shut down over an extended period due to the building being closed where the medical gas system was manually shut off and isolated.
2. This also applies to the shut down and isolation of the vacuum system.
* Staff will be able to perform this startup without vendor assistance under normal conditions unless something does not check out properly.
* NEEDED ITEMS:
	+ Keys for medical gas room and vacuum pump room.

***NOTES:**** ***Note any deficiencies as system repairs may be necessary for any obvious damage or the equipment or accessories inspected.***
 | Yes / No**Work Order Issued**Yes / No |
|  |  | 1. Walk the facility and check all medical gas alarm panels. If power has been restored alarm panels should be illuminated and may be in alarm if residual gas pressure has leaked down.
* If alarm panels are not illuminated the power has been shut down. Go to the life safety or critical (depends on when your facility was designed) electrical panel and reset the circuit breakers for the medical gas alarms and for the medical gas manifolds.
 |  |
|  |  | 1. Go to the cutoff valve box locations in the ASC outside of all major patient treatment areas and each OR room and make sure all valves are in the ON position (handles aligned with the piping) and the cover panels are installed.
 |  |
|  |  | 1. Proceed to the medical gas equipment storage / compressed gas room. Some facilities may have liquid oxygen dewers in place.
* Look for the valve on each gas type labeled SOURCE VALVE and turn this valve to the ON position (handle aligned with the piping not perpendicular to piping).
 |  |
|  |  | 1. On either side of the manifold control box is a manifold valve.
* Turn this valve counterclockwise to pen the valves if closed.
* Open both sides. ***NOTE: The manifold may not charge up at this time.***
 |  |
|  |  | 1. Go to the tanks on one side and begin opening the supply valves on top of each tank slowly. The manifold should “charge” and the gauges should read NORMAL values. The manifold indicator lights should go to GREEN on this side indicating this bank is ON-LINE.
* Proceed to the other manifold and open tank valves. The manifold indicator valve for this tank system should go to YELLOW indicating this bank is available for back up.
* REPEAT this procedure for each compressed gas manifold. Once completed all gas and indicator lights in the ASC should be NORMAL. If there are any issues call for service.
 |  |
|  | VACCUM SYSTEM STARTUP |  |
|  |  | 1. Gain access into the vacuum equipment room and locate the vacuum source valve. Turn this valve to the open position (handle aligned with the piping) as on the other medical gases.
* Approach the main electrical equipment electrical disconnects in the medical gas room and make sure these are positioned in the ON position or CLOSED.
* Inspect for any damage to equipment.
* Approach the vacuum control panel and locate the main pump shutoffs; there should be two and turn them to the ON position.
* Under the shutoff switches there are H-O-A switches. These refer to HAND –OFF and AUTO position switches. There is one switch for each pump. Turn these to the AUTO position. The pumps should both come on and pump down the vacuum.
* The Lead / Lag alarm should come on, you can push that button to silence the alarm once the pumps reset and the desired vacuum is reached the lead / lag alarm should clear.

***NOTE: once the vacuum pumps down the pumps may continue to run – that is normal as the pumps are set to run for 5 to 15 minutes after reaching the vacuum set-point.**** All alarms on the vacuum should clear in the building.
 |  |