

10-Point Physical Environment Readiness Checklist

Run it a month before a state survey, accreditation visit, fire marshal inspection or OSHA visit. Each point asks one question: could you hand the record over today? Items marked **CMS** apply to Medicare-certified surgery centers and dialysis clinics; the rest apply to any office.

SITE / BUILDING		VISIT EXPECTED (WHO AND WHEN)		CHECKED BY AND DATE		
#	HAVE THIS RECORD READY	LOOK BACK	READY	NOT YET	N/A	WHERE IT'S KEPT / TO DO
01	Fire extinguishers. A monthly check initialed for every extinguisher, and a current annual service tag on each. OSHA 29 CFR 1910.157(e) • NFPA 10	12 months	☐	☐	☐	
02	Emergency lights and exit signs. Monthly 30-second tests and the annual 90-minute test, each with a date and initials. NFPA 101 §7.9.3	12 months	☐	☐	☐	
03	Fire alarm. The latest inspection and test report from your alarm contractor, and proof that anything it flagged was fixed. NFPA 72	Latest report	☐	☐	☐	
04	Sprinklers. The latest sprinkler inspection and test reports, with flagged items closed out. N/A if the building has no sprinklers. NFPA 25 • CMS tag K353	Latest reports	☐	☐	☐	
05	Fire drills. CMS surgery centers, and dialysis clinics under the Life Safety Code: a drill every quarter on each shift, with date, time and who took part. Other offices: whatever your emergency plan, fire marshal or accreditor requires. NFPA 101 (ambulatory health care) • CMS tag K712	12 months	☐	☐	☐	
06	Emergency plan. A current written plan that staff have been trained on. CMS: at least one documented exercise a year. OSHA 29 CFR 1910.38 • 42 CFR 416.54, 494.62	Current; 12 months	☐	☐	☐	
07	Generator, if you have one. Weekly inspections and monthly load tests of at least 30 minutes, logged. NFPA 110 • CMS tag K918	12 months	☐	☐	☐	
08	Eyewash and chemicals. The weekly eyewash flush log, and a current chemical list with safety data sheets staff can reach. ANSI/ISEA Z358.1 • OSHA 29 CFR 1910.151(c), 1910.1200	12 months	☐	☐	☐	
09	Equipment maintenance. Service and inspection records for patient-care and building equipment on the manufacturer's schedule: sterilizers, medical gas, HVAC filters. Manufacturer instructions • 42 CFR 494.60(b) for dialysis	Latest per item	☐	☐	☐	
10	Open deficiencies. Every failed check shows what was done and the date it was fixed, or a plan with a date if it's still open. The question every inspector asks next	12 months	☐	☐	☐	

Anything "Not yet": give it an owner and a date on your deficiency log. A gap you found and fixed reads very differently from one the inspector finds.

Have every one of these ready all year. FacilityRounds schedules each check per building, shows what's due and overdue, locks each record when it's done, and exports the history to Excel or PDF in a click. Free for one building at facilityrounds.com.

General guidance, not legal advice. What applies to you depends on your state, building, accreditor and the code editions your inspectors enforce; CMS applies the 2012 editions of NFPA 101 and NFPA 99. © 2026 KnightWorks Consulting, Inc. Free to copy and use.