

Keeping Life Safety Code Records Organized

It is recommended that all documentation needed for the Life Safety Code record review be kept in an organized manner and be labeled by subject area. The following recommended standardization process will speed up the documentation review and lessen the chance of documents being misplaced or lost.

Suggested subject areas are:

- Battery-operated Emergency Lights/EXIT Signs
- Battery-operated Smoke Alarm Testing
- Building information
- Emergency Generator
- Emergency Plan and In-service Records
- Fire Alarm System/Automatic Dialer
- Fire Drills
- Fire Sprinkler System/Fire Pump
- Fire/Smoke Dampers
- Interior Finishes/Decorations/Drapes & Curtains
- Kitchen Hood System
- Lab Procedures/Incidents
- Portable Fire Extinguishers
- Smoke Detector Sensitivity Testing
- Smoking Policy
- Systems Out of Service (Fire Watch)
- Upholstered Furniture/Mattresses