

EC Toolbox

Environment of Care documentation checklist

A number of Joint Commission standards require written documentation to maintain compliance. In some instances, a health care organization can be found noncompliant with a standard if documentation is absent, even if the organization correctly performed the activity to be documented. These standards are indicated in

the comprehensive accreditation manuals and E-dition with a © icon.

Environment of Care (EC) professionals and other staff can use the tool below to ensure that they have sufficient documentation to remain in compliance with The Joint Commission's EC standards. The checklist below lists the standard number, the element of

performance number, the item to be documented, and the accreditation program applicability for the required documentation. In the final column, staff can indicate whether or not the correct documentation is present. A key at the end of this checklist (page 8) explains the abbreviations used. **EC**

Environment of Care Documentation Checklist

Standard	Element of Performance	Required Documentation	Program Applicability	Documentation Present (Y/N)
EC.01.01.01	3	Written plan for environmental safety of everyone who enters the organization's facilities	AHC, BHC, CAH, HAP, LAB, NCC	
EC.01.01.01	4	Written plan for managing the security of everyone who enters the organization's facilities	AHC, BHC, CAH, HAP, LAB	
EC.01.01.01	5	Written plan for managing hazardous materials	AHC, CAH, HAP, LAB	
EC.01.01.01	6	Written plan for managing fire safety	AHC, BHC, CAH, HAP, LAB, NCC	
EC.01.01.01	7	Written plan for managing medical equipment	AHC, CAH, HAP, LAB	
EC.01.01.01	8	Written plan for managing utility systems	AHC, BHC, CAH, HAP, LAB, NCC	
EC.02.01.01	9	Written procedures to follow in the event of a security incident	CAH, HAP	
EC.02.01.01	15	Written procedures to following in the event of a patient or resident elopement	NCC	
EC.02.01.03	1	Written policy prohibiting smoking	BHC, CAH, HAP, NCC	
EC.02.01.03	3	Written criteria in which some individuals may smoke	BHC, NCC	
EC.02.01.05	1	Define criteria for assessing safety of foster care family's physical environment	BHC	
EC.02.01.05	13	Periodic reassessment of safety of foster care family's physical environment	BHC	
EC.02.02.01	1	Inventory of hazardous materials and waste	AHC, CAH, HAP, LAB, OME, NCC	
EC.02.02.01	3	Written procedures to follow in response to hazardous materials or waste spill or exposures	AHC, CAH, HAP, LAB, NCC, OME	
EC.02.02.01	11	Permits, licenses, manifests, and safety data sheets as required by law and regulation	AHC, CAH, HAP, NCC, OBS, OME	
EC.02.02.01	14	Checks of radiology staff for radiation exposure and amounts of exposure	AHC	
EC.02.03.01	9	Written fire response plan	AHC, BHC, CAH, HAP, LAB, OBS	
EC.02.03.03	5	Critique of fire drills to evaluate fire safety equipment, building features, and staff response	CAH, HAP, LAB, NCC, OME	
EC.02.03.05	1	Test dates of supervisory signal devices	AHC, BHC, CAH, HAP, NCC, OBS, OME	
EC.02.03.05	2	Test dates of valve tamper switches and water-flow devices	AHC, BHC, CAH, HAP, NCC, OBS, OME	
EC.02.03.05	3	Test dates of duct detectors, electromechanical releasing devices, heat detectors, manual fire alarm boxes, smoke detectors	AHC, BHC, CAH, HAP, OBS, OME	

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Environment of Care Documentation Checklist (continued)

Standard	Element of Performance	Required Documentation	Program Applicability	Documentation Present (Y/N)
EC.02.03.05	4	Test dates of visual and audible fire alarms	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	5	Test dates of fire alarm equipment for notifying first responders	AHC, BHC, CAH, HAP, NCC, OBS, OME	
EC.02.03.05	6	Test dates of fire pumps under no-flow conditions	AHC, BHC, CAH, HAP, NCC, OBS, OME	
EC.02.03.05	7	Test dates of water storage tank high- and low-level alarms for automatic sprinkler systems	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	8	Test dates of water storage tank temperature alarms for automatic sprinkler systems	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	9	Test dates of main drains at system low point or all system risers for automatic sprinkler systems	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	10	Test dates of fire department water supply connections for automatic sprinkler systems	AHC, BHC, CAH, HAP, NCC, OBS, OME	
EC.02.03.05	11	Test dates of fire pumps under flow for automatic sprinkler systems	AHC, BHC, CAH, HAP, OME	
EC.02.03.05	12	Test dates for standpipe systems water flow	AHC, BHC, CAH, HAP, OME	
EC.02.03.05	13	Test dates of automatic fire-extinguishing systems in a kitchen	BHC, CAH, HAP, NCC, OME	
EC.02.03.05	14	Test dates of carbon dioxide and other gaseous automatic fire-extinguishing systems	AHC, BHC, CAH, HAP, OME	
EC.02.03.05	15	Inspection dates of portable fire extinguishers	AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME	
EC.02.03.05	16	Maintenance dates of portable fire extinguishers	AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME	
EC.02.03.05	17	Test dates of standpipe occupant hoses	AHC, BHC, CAH, HAP, OME	
EC.02.03.05	18	Test dates of fire and smoke dampers	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	19	Test dates of automatic smoke-detection shutdown devices for air-handling equipment	AHC, BHC, CAH, HAP, OBS, OME	
EC.02.03.05	20	Test dates of sliding and rolling fire doors	AHC, BHC, CAH, HAP, OME	
EC.02.03.05	21	Test dates of fire alarm and fire detection systems	LAB	
EC.02.03.05	22	Preventative maintenance dates of fire alarm and fire detection system components	LAB	
EC.02.03.05	23	Test dates of automatic fire extinguishing systems	LAB	
EC.02.03.05	25	Maintenance, testing, and inspection activities for fire alarm and water-based fire protection systems, including the following: <ul style="list-style-type: none"> Name of the activity Date of the activity Required frequency of the activity NFPA standards referenced for the activity Results of the activity 	CAH, HAP	
EC.02.03.05	26	Test dates for the following: <ul style="list-style-type: none"> Manual pull stations Smoke detectors Visual and audible fire alarms 	OME	
EC.02.04.01	2	Inventory of medical equipment	AHC, CAH, HAP, LAB	
EC.02.04.01	3	[CAH, HAP] Identify high-risk medical equipment on inventory [LAB] Activities and frequencies for inspecting, testing, and maintaining laboratory equipment [NCC] Activities and frequencies for inspecting, testing, and maintaining all medical equipment on the inventory	CAH, HAP, LAB, NCC	
EC.02.04.01	4	Activities and frequencies for inspecting, testing, and maintaining medical equipment on inventory	CAH, HAP, NCC	

Environment of Care Documentation Checklist

Standard	Element of Performance	Required Documentation	Program Applicability	Documentation Present (Y/N)
EC.02.04.01	5	Activities and frequencies for inspecting, testing, and maintaining the following items according to manufacturers' recommendations: <ul style="list-style-type: none"> Equipment subject to federal or state law or Medicare Conditions of Participation in which inspecting, testing, and maintaining must be in accordance with the manufacturers' recommendations, or otherwise establishes more stringent maintenance requirements Medical laser devices Imaging and radiologic equipment (whether used for diagnostic or therapeutic purposes) New medical equipment with insufficient maintenance history to support the use of alternative maintenance strategies 	CAH, HAP	
EC.02.04.01	6	[AHC, NCC] Written procedures to follow when medical equipment fails [HAP, CAH] Written criteria to support the determination whether it is safe to permit medical equipment to be maintained in an alternate manner	AHC, CAH, HAP, NCC	
EC.02.04.01	7	Identify equipment on inventory that is included in an alternative maintenance program	CAH, HAP	
EC.02.04.01	9	Written procedures to follow when medical equipment fails	BHC, CAH	
EC.02.04.03	2	Inspection, tests, and maintenance of all high-risk equipment	AHC, CAH, HAP, NCC, OBS	
EC.02.04.03	3	[AHC, CAH, HAP] Inspection, tests, and maintenance of all non-high-risk equipment [BHC] inspection, tests, and maintenance of all medical equipment [NCC] Inspection, tests, and maintenance of all non-life-support equipment	AHC, BHC, CAH, HAP, NCC	
EC.02.04.03	4	Performance testing and maintenance of all sterilizers	AHC, CAH, HAP, LAB, OBS	
EC.02.04.03	5	Equipment maintenance and chemical and biological testing of water used in hemodialysis	AHC, CAH, HAP, OBS	
EC.02.04.03	6	Major repairs and parts replacement for each instrument or piece of equipment	LAB	
EC.02.04.03	7	Preventive maintenance, periodic inspection, and performance testing of each instrument or piece of equipment	LAB	
EC.02.04.03	8	Evaluation of measuring equipment and instruments for all critical operating characteristics	LAB	
EC.02.04.03	9	Evaluation of automated volumetric equipment	LAB	
EC.02.04.03	10	Temperature of temperature-controlled spaces and equipment	LAB	
EC.02.04.03	11	Retention of daily, weekly, monthly, quarterly, or semiannual performance testing and function checks for at least two years	LAB	
EC.02.04.03	14	Inspection, testing, and calibration of nuclear medicine equipment	HAP, LAB	
EC.02.04.03	16	Evaluation of the accuracy of analytical balances using ANSI/ASTM Class standard weights	LAB	
EC.02.04.03	17	Measurement of radiation dose produced by each diagnostic CT imaging system for the adult brain, adult abdomen, pediatric brain, and pediatric abdomen by a qualified medical physicist And Verification by a qualified medical physicist that the radiation dose produced and measured for each protocol tested is within 20% of the CTCTIvol displayed on the CT console. Document the dates, results, and verifications of these measurements.	AHC, CAH, HAP	
EC.02.04.03	19	Performance evaluation of all CT imaging equipment by a diagnostic medical physicist	AHC, CAH, HAP	
EC.02.04.03	20	Performance evaluation of all MRI equipment by a diagnostic medical physicist or MRI scientist	AHC, CAH, HAP	
EC.02.04.03	21	Performance evaluation of all nuclear medicine imaging equipment by a diagnostic medical physicist or nuclear medicine physicist	AHC, CAH, HAP	
EC.02.04.03	22	Performance evaluation of all positron emission tomography (PET) by a diagnostic medical physicist	AHC, CAH, HAP	

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Environment of Care Documentation Checklist (continued)

Standard	Element of Performance	Required Documentation	Program Applicability	Documentation Present (Y/N)
EC.02.04.05	1	Written procedures for flow cytometry that address instrument performance	LAB	
EC.02.04.05	5	Records of the flow cytometry instrument performance	LAB	
EC.02.05.01	2	Written inventory of all operating components of utility systems	CAH, HAP, LAB	
EC.02.05.01	3	[CAH, HAP] Identify high-risk operating components of utility systems [LAB, NCC, OME] Identify in writing the activities for inspecting, testing, and maintaining all operating components of utility systems on the inventory	CAH, HAP, LAB, OME	
EC.02.05.01	4	[CAH, HAP] Activities and frequencies for inspecting, testing, and maintaining all operating components of utility systems in the inventory [LAB, OME] Identify intervals for inspecting, testing, and maintaining all operating components of the utility systems on the inventory [NCC] Identify the frequencies for inspecting, testing, and maintaining all operating components of the utility systems on the inventory	CAH, HAP, LAB, NCC, OME	
EC.02.05.01	5	Activities and frequencies for inspecting, testing, and maintaining the following items according to manufacturers' recommendations: <ul style="list-style-type: none"> Equipment subject to federal or state law or Medicare Conditions of Participation in which inspecting, testing, and maintaining must be in accordance with the manufacturers' recommendations, or otherwise establishes more stringent maintenance requirements New medical equipment with insufficient maintenance history to support the use of alternative maintenance strategies 	CAH, HAP	
EC.02.05.01	6	Written criteria to support the determination whether it is safe to permit operating components of utility systems to be maintained in an alternate manner	HAP, CAH	
EC.02.05.01	7	[AHC, NCC, LAB, OBS] Map the distribution of utility systems [CAH, HAP] Identify operating components of utility systems on inventory that are included in an alternative maintenance program	AHC, CAH, HAP, LAB, NCC, OBS	
EC.02.05.01	9	Written procedures for responding to utility system disruptions	AHC, BHC, CAH, HAP, LAB, NCC	
EC.02.05.01	16	Map the distribution of utility systems	CAH, HAP	
EC.02.05.07	1	Dates of (at least) monthly functional tests of battery-powered lights required for egress for 30 seconds	AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME	
EC.02.05.07	2	[AHC] Dates of functional tests of battery-powered lights required for egress for 1½ hours every 12 months [BHC, CAH, HAP, LAB, NCC, OBS, OME] Dates of functional tests of battery powered lights required for egress for 1½ hours every 12 months, or date of replacement of batteries every 12 months and, during replacement, a random test of 10% of all batteries for 1½ hours	AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME	
EC.02.05.07	3	Dates of functional tests of stored emergency power supply systems for 5 minutes or as specified for its class	AHC, BHC, CAH, HAP, LAB, NCC, OBS, OME	
EC.02.05.07	7	Dates of tests of emergency generators	AHC, CAH, HAP, LAB, NCC, OBS	
EC.02.05.09	1	[AHC] Tests of all piped medical gas and vacuum systems in ambulatory surgical centers that elect to use The Joint Commission deemed status option [CAH, HAP, NCC] Documentation of inspections, tests, and maintenance of critical components of piped medical gas systems	AHC, CAH, HAP, NCC	
EC.02.05.09	2	Completion dates of tests of piped medical gas and vacuum systems for purity, correct gas, and proper pressure when these systems are modified, installed, or repaired	CAH, HAP, NCC	

Key: EC = Environment of care; AHC = Ambulatory Health Care; BHC = Behavioral Health Care; CAH = Critical Access Hospital; HAP = Hospital; LAB = Laboratory; NCC = Nursing Care Center; OBS = Office-Based Surgery; OME = Home Care.

Program applicability in this checklist refers to the documentation requirement, not the element of performance (EP) itself. In some instances, an EP may apply to additional accreditation programs but without a documentation component.