READY TO INSPECT — FIELD CHECKLIST

Medical gas system annual maintenance checklist

The annual medical gas system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 99. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead documenting the round while the certified medical gas verifier performs the annual verification. When: Once a year, scheduled with the verifier so the site team can observe the verification and record what was found before areas go back into clinical use.

Notice and planned interruption

- [ ] Clinical engineering, nursing and switchboard told before testing
  Areas, times and expected alarms agreed with clinical engineering and nursing leadership, and staff at each master panel told signals are coming, before the verifier starts.
  No photo required

- [ ] Planned-interruption sign-off on file before any zone is shut
  A zone valve closes for testing only under the facility's planned-interruption procedure, with clinical sign-off and patients on portable supply or moved as clinical staff direct.
  No photo required

Verification observed

- [ ] Verifier's certification and testing scope recorded
  Verifier's name, firm and current certification noted before work starts, and the scope of this year's testing agreed with the facility in writing.
  No photo required

- [ ] Verifier's source and pressure checks observed and recorded
  Watch the certified verifier work the source equipment and readings, record which gases were checked and the outcome the verifier reports.
  2 photos required

- [ ] Alarm actuation observed at each panel
  Alarm points exercised during verification confirmed to annunciate and clear at the master and area panels, findings recorded.
  1 photo required

- [ ] Source changeover to reserve observed and reset
  Changeover to reserve and the reserve-in-use signal watched at the master panel, then the source returned to its normal side and the panel back to normal.
  1 photo required

- [ ] Gas concentration and purity results recorded per gas
  Verifier's concentration and purity readings at sampled outlets recorded for each gas, with any out-of-range outlet held from clinical use until corrected and retested.
  No photo required

Outlets and cross-connection

- [ ] Outlet performance and gas-specific fit observed
  Verifier's outlet checks observed across sampled rooms, gas-specific indexing confirmed so no outlet accepts the wrong fitting, results recorded.
  2 photos required

- [ ] Failed outlets listed by room and retested after repair
  Each outlet that failed flow, latch or indexing listed by room, rebuilt or replaced under a planned interruption, and retested by the verifier before clinical use.
  No photo required

Return to clinical use

- [ ] Every zone reopened and area panels normal before handback
  Each zone valve closed for testing reopened and secured, and the area panel reading normal for every gas it serves, before the charge nurse is told the area is back.
  1 photo required

- [ ] Clinical staff and switchboard told the system is back
  Charge nurses, clinical engineering and the staff at each master panel told testing is over and the system restored, with names and times logged.
  No photo required

Housekeeping and records

- [ ] Source area and valve access kept clear
  Required clearances at the source and manifold maintained, all zone valve boxes reachable, labeling still current after any changes.
  1 photo required

- [ ] Zone valve schedule updated from the zone test results
  Rooms each zone valve was found to serve during testing compared with the facility's valve schedule and drawings, and both updated after renovations or renumbering.
  No photo required

- [ ] Verification report filed with the round record
  Verifier's report received and attached to the maintenance record, any deficiencies noted with a follow-up owner.
  1 photo required