READY TO INSPECT — FIELD CHECKLIST

Medical gas system quarterly maintenance checklist

A quarterly medical gas system round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 99. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities or medical gas maintenance tech on the quarterly round, alongside clinical staff where patient areas are entered. When: Every quarter, timed so the source equipment and the alarm panels are checked on the same pass since a source event should show at the panel.

Before the round

- [ ] Clinical staff and nursing leadership told before panel tests
  Charge nurse for each area and clinical engineering told the round's timing and that lamp and audible tests will sound, before any test button is pressed, names logged.
  No photo required
- [ ] No zone or source valve moved on the walk-down
  Valves are read, never operated for convenience. A shutdown found needed goes to the facility's planned-interruption procedure with clinical sign-off first.
  No photo required

Source and manifold

- [ ] Oxygen, medical air and vacuum source status observed
  Each source in normal operation, in-use and reserve banks reading as expected, no source in an alarm or changeover-locked state.
  2 photos required
- [ ] Manifold and cylinder area condition checked
  Cylinders secured and segregated full from empty, manifold regulators steady, no hissing or frost at fittings, ventilation and signage intact.
  2 photos required
- [ ] Line pressure at each source read against the design
  Main line gauge for oxygen, medical air and each other positive-pressure gas read and logged against the design operating pressure and last quarter's reading.
  1 photo required
- [ ] Medical air dew point and carbon monoxide monitors read
  Monitor displays at the medical air source in their normal range with no alarm, readings logged against last quarter's. Facilities with no medical air plant note it.
  No photo required
- [ ] Source equipment room kept free of combustibles
  No cartons, rags, oil or unrelated stock in the source or manifold room, and no oil or grease on regulators, valves or cylinder connections.
  1 photo required
- [ ] Cylinder storage rooms away from the manifold checked where kept
  Where cylinders are stored away from the manifold, each chained or racked upright, full kept apart from empty and marked, room sign posted, and none standing loose in a corridor or room.
  No photo required

Alarms

- [ ] Master and area alarm panels showing normal
  Panels reading normal with no active or muted alarms, lamp/audible test exercised, gas and zone labels on each panel legible.
  2 photos required
- [ ] Alarm response contacts posted at each master panel
  Call list posted at each master alarm panel naming who responds to each signal, and the staff watching that panel able to say who they would call.
  1 photo required

Zone valves and outlets

- [ ] Source, main and riser shutoffs labeled and reachable
  Each shutoff tagged for its gas and what it isolates, secured in its normal position per facility practice, with nothing stored in the way.
  1 photo required

- [ ] Zone valve boxes labeled and accessible
  Each valve box labeled for the gas and the area it serves, window intact, nothing stored in front of it, valve position as expected.
  1 photo required

- [ ] Station outlets condition checked, no leaks or odor
  Outlets hold and release a probe without dragging, faceplates and gas-specific fittings intact, no hissing at the wall and no odor in the room.
  1 photo required

Complaints and record

- [ ] Outlet and alarm complaints from clinical staff logged
  Charge nurse on each area walked asked about dragging outlets, hissing or nuisance alarms, and a work order opened for each so nothing stays verbal.
  No photo required

- [ ] Round closed with clinical staff and findings logged
  Charge nurses told the round is done and panels are normal, and the rooms sampled, pressures and findings logged so next quarter samples other rooms.
  No photo required