READY TO INSPECT — FIELD CHECKLIST

Nurse call system annual maintenance checklist

The annual nurse call 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 the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed integrator on the annual service; the field observes and documents, the integrator tests and documents.
When: Once a year, scheduled around occupancy so every station can be taken out of service briefly and tested.

Before testing

- [ ] Unit-by-unit test schedule agreed with nursing leadership
  Schedule set around census with nursing leadership, charge nurses told on the day, and patients in rooms under test told and shown the backup call method.
  No photo required

- [ ] Station list and room map on hand for the test
  Current device list with room, bed, priority and dome light mapping in hand, so every call can be checked against where it should show.
  No photo required

Full station test

- [ ] Every station tested and confirmed annunciating to the correct location
  Each station placed a call, the master and corridor dome showed the correct room and bed, and the call cleared correctly, with results logged station by station.
  2 photos required

- [ ] Wiring, terminations and station mounting inspected
  Terminations tight at the stations and panel, no damaged cords or loose faceplates, mounting secure at the correct height.
  1 photo required

- [ ] Every dome light lamp-tested in all its colors
  Each corridor dome shows every color and segment the system uses, lenses clean and uncracked, and none left dark from a failed lamp or LED board.
  1 photo required

Master and integration

- [ ] Master station and any integration outputs verified
  Master displays and audibles correct, and any integration (pager, phone, or duty-station handoff) confirmed passing the call to the right destination.
  1 photo required

- [ ] Unanswered calls escalate to the next tier on each unit
  Where escalation is programmed, a call left unanswered moves from the assigned caregiver to the charge nurse or next tier on the unit's set timing.
  No photo required

- [ ] Station disconnect raises a located fault at the master
  Vendor's tech disconnects a station, and any wireless device, under their procedure; the fault shows at the master with its location and reaches the named responder.
  1 photo required

- [ ] Software version, configuration backup and clock checked
  Server or controller on a vendor-supported version, configuration backed up, and the clock matching facility time so call and response reports line up.
  No photo required

Backup

- [ ] Power supplies and head-end cabinet inspected
  Power supply output normal on its display or test points, cabinet vents clear and dust-free, and the supply fed from the circuit the drawings show.
  1 photo required

- [ ] Backup battery age and charger checked where fitted
  Battery install date within the manufacturer's service life, case and terminals sound, and the charger showing a normal float, on systems with battery backup.
  No photo required

- [ ] Backup power load-tested with utility power removed
  Utility power dropped and the system confirmed carrying calls on backup for its rated interval, no stations dropping offline, result documented.
  No photo required

Close-out

- [ ] Every unit returned to service and its charge nurse told
  All stations and devices back online at the master, test assignments removed, backup call method withdrawn, and each unit's charge nurse told it is back.
  No photo required

- [ ] Annual record filed station by station with the vendor's report
  Station-by-station results, escalation times, faults and repairs filed with the vendor's service report and a call and response report for the owner.
  No photo required