

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 certifies. When: Once a year, scheduled around occupancy so every station can be taken out of service briefly and tested.

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 — 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**

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**

Backup

- ☐ **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 and certified. **2 photos required**