

Nurse call system quarterly maintenance checklist

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

Who runs it: The maintenance or low-voltage tech on the quarterly round; the field observes and documents, the licensed integrator certifies. When: Every quarter, walked room by room. Calls that never annunciate are usually found only when someone actually presses the button.

Call stations

- ☐ **Bedside, bath and pull-cord stations placed and functional**
Each station present, cords reaching the floor where required, buttons and reset controls not damaged, station places a call when pressed. 2 photos required
- ☐ **Station cancel and reset work at the point of care**
Call clears from the station itself, not only at the master, and the corridor light and annunciator drop when the call is reset. 1 photo required

Annunciation

- ☐ **Corridor dome light and master station annunciate the call**
A call lights the correct corridor dome, shows the correct originating station at the master, and the audible tone sounds — path observed end to end. 2 photos required

Backup

- ☐ **System backup power present and indicating healthy**
Backup supply energized, no trouble or low-battery indication at the master, no stations showing offline. 1 photo required