READY TO INSPECT — FIELD CHECKLIST

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 tests and documents. When: Every quarter, walked room by room. Calls that never annunciate are usually found only when someone actually presses the button.

Before testing

- [ ] Charge nurse and nursing leadership told before test calls
  Unit manager and charge nurse told which rooms will be tested and when, and patients in those rooms told test calls are coming and shown the backup call method.
  No photo required
- [ ] Units tested one at a time so every patient keeps call
  Only one unit or zone in test at a time, the rest in normal service, and patients in any room taken out of service told and shown the backup call method.
  No photo required
- [ ] Fault and offline history reviewed since the last round
  Supervision and fault history on the nurse call server or master reviewed, repeat offline stations and unanswered faults listed for the vendor to test first.
  No photo required

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
- [ ] Bed call cord or pillow speaker checked at each bed tested
  Cord and plug undamaged and seated in the bedside jack, call button and any TV or light controls working, and unplugging it raises the cord-out alert where the jack is supervised.
  1 photo required
- [ ] Toilet and shower pull calls annunciate at bath priority
  A pull at the toilet, and at the shower where there is one, shows as a bath call, not a routine call, with its own tone and light pattern, and cancels only in the room.
  1 photo required
- [ ] Staff emergency and code call tested at a room on each unit
  Code team or operator warned first where the call pages them; the call shows above routine and bath calls with its own tone and light, then is cancelled in the room.
  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, with the path observed end to end.
  2 photos required
- [ ] Zone lights at corridor turns lead staff to the room
  Where fitted, zone lights at corridor turns and unit entries light for a call in their zone, in the same color or pattern as the room's dome light.
  No photo required

- [ ] Call shown at every staff, duty or master station the unit has
  Test call shows the right room at each staff, duty or master station on the unit, and where stations have voice, staff and caller hear each other clearly.
  1 photo required
- [ ] Test call reaches the assigned wireless handset or badge
  Where calls route to phones, pagers or badges, the call arrives on the assigned device with the right room, bed and priority, and answering it there shows at the master.
  No photo 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.
  No photo required

Close-out

- [ ] Tested units back in normal service and charge nurse told
  Every test call cleared at the master, assignments and settings back to normal, backup call method withdrawn, and the charge nurse told testing is finished.
  No photo required
- [ ] Round results logged by room and bed
  Stations tested, faults found and devices that missed calls logged by room and bed, with repairs raised to the vendor and the owner.
  No photo required