

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality & Risk Management - Maintenance	SUBJECT: Fire Safety Audit	SECTION: K POLICY: 4
DATE: July 12, 2022	Administrator's Signature: _____	

FIRE SAFETY AUDIT

POLICY:

The Home shall conduct a monthly Fire Safety Audit.

PROCEDURE:

The Maintenance staff or designate will:

- 1) Conduct a monthly fire safety and prevention audit to ensure the safety and integrity of the care community utilizing the Fire Prevention Audit Checklist.
- 2) Advise the Administrator of any unsafe conditions discovered and any corrective action to be taken.
- 3) File completed checklist in binder for a period of 1 year. Binder shall be maintained by the Maintenance staff.