Date: November 13, 2012

To: Kansas Hospital Administrators

From: Brenda McNorton, Chief, Fire Prevention Division

Subject: Construction plans and surveys

During a recent validation survey conducted by CMS, a hospital was cited for failing to send their construction plans to OSFM for review and approval. As a reminder, before any construction project is started for any hospital, a letter needs to be written by either the architect or the hospital administrator to the Kansas Department of Health and Environment indicating the hospital is planning to start a construction or remodel project. The letter must indicate what the construction project is and what part(s) of the project are ready for review. Project plans and a code footprint should also be submitted. Upon receipt of the letter, KDHE will notify OSFM of the construction project for review and approval.

Once the project has reached the 50 percent completion point, KDHE and OSFM should be notified and a 50 percent survey will be scheduled. OSFM staff will survey the project to ensure that all life safety code requirements are met and will approve the project to continue. As the construction project nears completion, KDHE and OSFM will again be notified for a final approval survey. This notification should not take place until the project is ready for occupancy. The project cannot be occupied or opened for business until the final approval survey has been completed and OSFM staff has verified that all life safety code requirements have been met.

Contact information for KDHE is:

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If you have any questions or concerns regarding the information in this correspondence or regarding the inspection process, please feel free to contact the Prevention Division of the OSFM at 785-296-3401. Thanks for your commitment to fire safety in your facility.

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