ASHE Member Tools Task Force (MTTF) Summary

The Member Tools Task Force formed in 2017 as a spin-off of FOCUS on Compliance and a result of ASHE and Health Facility Management Magazine merging. The task force has quickly expanded its library of tools and resources.

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TOPIC	HFM Article	ASHE Tool
Decarbonization	Decarbonizing Health Care Facilities ENERGY STAR lays out three steps to help chart the path forward	No Associated Tool
Leading a Quality Health Care Operation	Leading a Quality Health Care Operation Adopting continuous quality improvement as a 'state of mind' requires organizational buy-in	No Associated Tool
Confined Spaces	Managing Confined Spaces In Health Facilities Developing a confined space program in compliance with OSHA requirements	No Associated Tool
Acceptance Testing	Importance of Acceptance Testing How acceptance testing is different than commissioning and why it's an important part of facilities operations and compliance	No Associated Tool
Getting Front-Line Staff Involved in the Design Process	Getting Staff Involved in the Design Process A new resource can help to ensure that architects are designing clinical areas to meet the needs of the end users	Front-Line Design Tool This tool can be used to assist design professionals in designing clinical areas which meet the needs of the end users. Often clinical areas are designed with little input from frontline staff. This lack of full staff participation leads to items being left out of the design or being provided in the wrong location.
Generator Battery Inspection Requirements	Generator Battery Inspection Requirements What you need to know about regulatory compliance requirements for 'maintenance-free' batteries	No Associated Tool
New Versus Existing Building Requirements	New vs. Existing Building Requirements Determining when to embark building remediation for code compliance requires thorough investigation	No Associated Tool
Hazard Vulnerability Analysis	Holistic Hazard Vulnerability Analysis ASHE's revamped Hazard Vulnerability Analysis tool takes mitigation efforts into consideration to help facilities make future plans	Hazard Vulnerability Analysis Tool Use this tool to assist your multidisciplinary group in assessing and prioritizing exercises for potential hazards/risk. This will help facilities develop the required documentation for accrediting organizations and compliance with the Conditions of Participation. The excel based HVA tool will score your emergency preparedness using the all hazards approach and identify the potential hazards that need the most attention for exercise, mitigation and/or planning.
Sprinkler Main Drain Requirements	Complying with Main Drain Testing Code Recent editions of NFPA 25 include subtle but important changes to testing requirements	No Associated Tool
Adverse Weather Emergencies	Preparing for Adverse Weather Events Ensuring building systems can meet any likely challenge, both expected and unexpected	Adverse Weather Checklist According to the World Meteorological Organization, a specialized agency of the United Nations with 193 member states and territories, the number of weather-, climate- and water-related disasters has increased by a factor of five over the 50-year period from 1970-2019. Help prepare your facility for adverse weather-related events through this HFM magazine article and adverse weather checklist.
Equipment Maintenance Strageies	Strategies for Maintaining Hospital Equipment From recruiting other departments for inspection rounds to developing an AEM, there are ways to simplify inspection, testing and maintenance	No Associated Tool
Ventilation Management Plan	Nine steps to develop a ventilation management plan From forming a committee to regular maintenance, these steps can help to improve HVAC system compliance	Sample Ventilation Management Plan The Ventilation Management Plan (VMP) aims to create a comprehensive strategy to test and maintain all areas identified that require any type of ventilation management, including pressure, temperature, humidity, air changes, or filter requirements. VMP floor plans can complement the VMP and provide mapping showing the pressure risk ranking of spaces and direction of air flow from the spaces
Risk Assessment for Eyewash Stations	Taking a good look at eyewash station requirements A new ASHE Tool can help to determine when and where to place eyewash stations in health care facilities	Equipment for Emergency Flushing of Eyes Risk Assessment Tool This tool can be used to assess the risk and make the determination of when a plumbed eyewash station is necessary. The tool will guide the user to evaluate each product against criteria outlined in the risk assessment tool. The requirement to install an ANSI compliant plumbed eye wash station is triggered if a product meets any one of the criteria listed in the tool
Master Planning to Secure Funding	Creating an easy-to-follow health facility master plan Dividing spaces into subcategories can help to make the master planning process more manageable	Sample Facility Master Planning Outline Breaking a health care facility into subcategories can help to simplify the master planning process. This outline provides a list subcategories that health care organizations can use as a starting point as they customize their own plans

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ILSM Requirement Review	Help in determining the basis of an ILSM ASHE's life safety risk assessment tool helps facilities managers determine when to implement interim life safety measures	Life Safety Risk Assessment Tool ASHE's Life Safety Risk Assessment Tool, a matrix of risk tolerance, allows for an organization to document the severity of occurrence and the impact of a deficiency. By cross-analyzing these two factors, whether the deficiency has the potential to cause major injury or death and whether it is facility wide or short duration, the organization can determine if the deficiency is a high, medium or low risk or whether no ILSM is required
COVID-19 - Long Term Pandemic Disaster Preparedness Tools	Operations recovery begins with emergency preparedness The COVID-19 pandemic has reinforced the importance of performing a hazard vulnerability analysis	Community hazard vulnerability analysis tool Can be used by health care organizations to assess their vulnerabilities and help manage their emergency preparedness programs
Building Hospitals in the Pandemic Era	Building Hospitals in Pandemic Era Lessons in flexibility and technology learned during COVID-19	No Associated Tool
Risk Assessment for Maintenance Activities	Efficiently managing facility assets Seven steps for developing an alternative equipment maintenance program	Asset Risk Management Tool ASHE has acknowledged proven best practices and partnered with health care professionals to provide a tool to enable health care organizations to manage their most valuable assets. This will aid users in articulating a risk assessment model, and it will provide a comprehensive explanation of how the model enables organizations to maintain compliance
Predictive Maintenance	Examining Benefits of Predictive Maintenance A new ASHE tool provides guidance for implementing predictive maintenance and prioritizing projects	Benefits of Predictive Maintenance Tool The Department of Energy's "Operations and Maintenance Best Practices, Release 3.0 — A Guide to Achieving Operational Efficiency" estimates a predictive maintenance (PdM) program can provide an 8% to 12% reduction in maintenance costs over a typical preventive maintenance program. This ASHE tool provides stepwise guidance for implementing PdM and recommends using reliability-centered maintenance to prioritize new PdM projects.
Life Safety Code 2021 Reference Standard Changes	Changes to NFPA 101 and associated standards Updates to the 2021 Life Safety Code of which facilities managers should be aware.	No Associated Tool
Capital Planning Tools for Long Term Infrastructure Planning	Using risk to drive capital planning Making informed health care facility investments requires a process for evaluating risk	No Associated Tool
NFPA 101®, Life Safety Code® changes since the 2012 edition	Revisions to the Life Safety Code Health facilities compliance experts review changes included in recent editions of NFPA 101	No Associated Tool
Managing Life Safety in Corridors During the Pandemic	Managing Life Safety Egress in Corridors Safety must always be top of mind when balancing how to best care for patients while remaining code-compliant	No Associated Tool
Corridor Clutter/ Blocking Exit Egress/Locking Issues - Pandemic	Managing life safety during the pandemic Keep risk assessment tools handy when adapting the physical environment to meet urgent needs	No Associated Tool
Design that Complies with all Standards and Regulations	Projects that comply with regulatory demands Practical tips and resources to help ensure compliance with the myriad codes and standards governing health facilities	No Associated Tool
Capital Renewal Capital Planning Operational Planning, Repair and Replacement	The impact of reduced facility budgets Deferred capital and operational costs can lead to major problems in health care facilities	No Associated Tool
Training at Different Levels of the Organization	Training at Different Levels of Organization Meeting the training needs of the entire facilities team, from new hires to the management level	Training Plan Development and General Guidelines This template is designed to help establish training guidelines for staff at every level of the organization, from new hires to those in management and supervisor roles.
Job Descriptions for Recruiting	Ensuring Relevant Job Descriptions to Ease Recruiting Updated and consistent job descriptions can help to remove frustration in employee hiring	Job Description Tool In today's competitive hiring climate, health care facilities professionals require an intentional, proactive strategy to gain an edge over other industries when recruiting quality technicians. To avoid losing talent, facilities managers also must develop a clear, objective career path for each trade that empowers employees to grow their respective skill sets and reach career goals. The tool provides examples of detailed, demonstrative job competencies.
Plant Operations and Maintenance Labor Recruitment, Training and Continuity (Retention)	Resource for labor recruitment, training and continuity Integrating training into staff culture can help with job satisfaction and operational continuity	No Associated Tool
Life Safety Drawings - Importance and Use	Maintaining Life Safety Drawings Updates and accuracy are keys to managing living documents and successfully performing facility inspections	No Associated Tool

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Navigating IBC and NFPA Differences	Navigating IBC and NFPA differences | Health Facilities Management (hfmmagazine.com) Examining model codes from two major organizations illustrates the need for greater unification	Life Safety Code Comparison | ASHE | ASHE Many factors influence whether a health care organization choose to apply the most recent edition of NFPA 101: Life Safety Code® to a project. This monograph provides an exhaustive list of the differences between the 2000, 2012, 2015, and 2018 editions of NFPA 101, as well as the 2015 and 2018 editions of the International Building Code. The goal is to help readers determine the best course for their facility. NOTE: This monograph was updated in June 2018 to reflect the latest editions of codes.
Potential Conflicts Between Regulations, Codes and Standards	Navigating code conflicts in health care facilities What to do when your facility runs into a code conflict	No Associated Tool
Applications for UV use within HVAC	Weighing the benefits of UV disinfection for HVAC A review on coil cleaning versus air disinfection and how they can be used in HVAC applications	Weighing the benefits of UV disinfection for HVAC systems This tool will identify areas where UV can be utilized in HVAC applications
Alternative Maintenance Program	Conducting alternative equipment maintenance risk assessments Five things to consider when evaluating risks associated with AEM programs	No Associated Tool
Development of Systems and Processes to Aid in Bridging the Gaps to make Facilities Ready for Accreditation Day One	Preparing new spaces for accreditation Getting facilities ready for those crucial first inspections, from staff education to forming a survey day playbook	No Associated Tool
Continued Guidance on Improving Energy Efficiency Since COVID	Reviving retrocommissioning and energy efficiency Eight strategies to help tie energy efficiency to the overall hospital mission	Energy Efficiency in the Era of COVID-19 Use this worksheet to periodically check for reactive maintenance concerns that could be wasting time and energy. Focusing first on squeaky wheels (reactive maintenance) makes your energy program more relevant to the daily work and problems faced by your maintenance team. Get your RCx agent or energy team leader involved in this process, along with your AC supervisor and mechanics
Bulk Oxygen Storage/Med Gas - Pandemic	Oxygen tank storage regulations Considerations to help ensure facility compliance with NFPA 99, Health Care Facilities Code	No Associated Tool
Operational Master Planning	Data-driven operational planning Developing a template to help reach and master the next level of facilities performance	No Associated Tool
AHU/Air Filter Study to Evaluate Air Filtration	No substitute for a good filter Hospital performs real-world testing on its air handler system to improve infection prevention efforts	No Associated Tool
Asset Management	Laying the Groundwork for Facility Asset Management Breaking away from reactive maintenance requires a close examination of deferred maintenance backlog	Backlog Analysis Tool As equipment operates throughout its useful lifecycle, signs of failure will begin to manifest. Neglecting these warning signs can lead to functional failure and ultimately catastrophic failure. Without access to the appropriate resources or a robust asset management program, many health care facilities professionals struggle to escape the vicious cycle known as "reactive maintenance," wherein a team's bandwidth to address intentional maintenance activities is lost to backlog of deferred maintenance. Use this tool to assess the current condition of a system or facility's asset management program and benchmark the effectiveness of the current investment strategy.
High Risk Medical Equipment and Utility Inventory Management	'Decomplicating' the mystery around asset management ASHE members can access a tool that aids in developing a health care facility asset risk management plan	Asset Risk Management Tool ASHE has acknowledged proven best practices and partnered with health care professionals to provide a tool to enable health care organizations to manage their most valuable assets. This will aid users in articulating a risk assessment model, and it will provide a comprehensive explanation of how the model enables organizations to maintain compliance
Safety Risk Assessment Tool as per the FGI Guidelines	Conducting an FGI safety risk assessment Guidance on how to outline a safety risk assessment and why it's best to do it early in the design process	No Associated Tool
ICRA 2.0	Revamped ICRA 2.0 is More than a Matrix Holistic updates to ASHE's ICRA 2.0 emphasize construction project safety from design to occupancy	No Associated Tool
ICRA 2.0	ASHE publishes revised infection control risk assessment guide The ICRA 2.0 includes several improvements and clarifications to help in prevention planning for construction projects	Infection Control Risk Assessment 2.0 While the foundation of the ICRA, The IC Matrix - Class of Precautions matrix, remains the fundamental process of the ICRA 2.0 one of the key improvements the team made was to expand on the descriptive language throughout all portions of the ICRA. This tool provides greater clarity in the application of the ICRA
Continued guidance on life safety code compliance and anti-ligature	Performing a psychiatric inpatient bathroom evaluation New tool helps to manage safety and ligature risks in behavioral health settings	Behavioral Health Patient Bathroom Ligature & Safety Risk Evaluation This tool is intended to help facilities professionals make good decisions about psychiatric unit toilet room renovations

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Mold and HVAC System	Dealing with mold in HVAC systems Environmental health and safety director discusses the essentials of routine maintenance to keep HVAC systems spore-free	No Associated Tool
Productivity Measurements	How to measure employee productivity Knowing the difference between 'output' and 'outcome' is vital to establishing performance goals and monitoring staff progress	Succession Planning: Preparing for the Future of Your Facility and Your Career This monograph shows health care facility managers how to conduct succession planning for their departments and shows individuals in all positions how to develop a path for personal career development
Facility-Specific Staffing Plan	Steps to Creating a Facility-Specific Staffing Plan How to find the right balance between insourcing and outsourcing based on operational needs	No Associated Tool
Building a Case for Internal Staffing	Building a Case for Internal Staffing Baptist Health of Arkansas shares how it is improving health care facility performance and lowering costs	No Associated Tool
Determining the appropriate staffing levels	Scheduling staff time requires more than a 'gut feel' Resources to help eliminate guess work and create a reliable scheduling process for routine work and special projects	Resource Scheduling Tool This tool can be used to help facilities professionals identify and document the amount of resources required for a project. It uses a systematic approach that captures the user's "gut feel" and a logical procedure based calculation
Preparing Business Occupancies for Accreditation Surveys	Preparing Business Occupancies for Accreditation Surveys A new tool helps simply surveys as CMS takes a closer look at health care business occupancies	Business Occupancy Survey Simplification Tool Are your business occupancies ready for survey? As of July 1, 2022, the Joint Commission has a total of 29 elements of performance that will be used to survey business occupancies, which provides a useful reference for how other accreditation organizations may define their own processes. The key to a successful survey will be providing critical building information. ASHE members can access this tool that will help in conducting a self-assessment based on the Joint Commission's standards and determining current level of compliance.
Business Occupancies	Assessing deficiencies in business occupancies Resources to help comply with new standards issued by The Joint Commission last summer	No Associated Tool
Lack of Proactive Code Development	Proactively changing codes and standards Facilities managers can take a stance and help to shape the second-most regulated professional field	No Associated Tool
Lack of Proactive Code Development	Two easy steps to get involved in code devlopment Helpful videos from ASHE show facilities professionals how to participate in the regulatory process	Video How to Submit Public Comments Being proactive in the code development process doesn't mean that an individual must sit on a technical committee, hold advanced knowledge about a particular subject, or even be a member of the standard development organization (SDO). Proactivity simply means following a particular standard during its development cycle (typically 3-years) and having a voice. To help its members, ASHE has developed these videos to help walk members through the processes of submitting comments with different code and standard organizations
Refurbished electrical equip	Influencing health care facility codes Why professionals must move from a reactive to a proactive stance	No Associated Tool
Wires Touching Sprinkler Pipe	New monograph offers compliance support for sprinklers Sprinkler System Support Analysis monograph investigates hazards to sprinkler piping/hangers	Sprinkler System Support Analysis (ASHE Monograph) Study to investigate the hazards posed by non-sprinkler system components being supported by and/or touching sprinkler pipes
Clear Interpretation of Special Locking	Clear interpretation of special locking arrangements Four steps to perform an existing locking arrangement assessment for specific occupancies	Special Locking Arrangement Worksheet This tool was developed to assist in designing and documenting special locking arrangements
Ligature issues	Safeguarding against ligature risks Advice on assessing the physical environment and mitigating the potential for patient self-harm	No Associated Tool
Nitrous Oxide Outside of OR	Managing nitrous oxide use outside the operating room ASHE has created a tool to help manage the increased use of portable nitrous oxide systems	Nitrous Oxide Source: Evaluation Tool This tool will help health care organizations perform a risk assessment and develop a safety protocol to safely manage patient use of nitrous oxide outside of the operating room
Difference between Central Station and Priority Monitoring	Central and proprietary alarm station monitoring New ASHE tool breaks down two categories of supervising station systems and their regulatory requirements	Central Station vs. Proprietary Supervising Fire Alarm Systems Comparision between Central Station and Priority Monitoring

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GFCI Monthly Inspection	Receptacle testing in patient areas Developing a policy to ensure proper operation of devices during emergency and enhance electrical safety	GFCI Testing Data Collection Form ASHE survey. This form is intended to support the ASHE advocacy team in their efforts to explore failure rates of GFCI devices over the last three years. This data will be used for ASHE advocacy efforts and the results can be made available upon request
Annual Electrical Receptacle Testing	Managing electrical outlets for patients and families Safety concerns and policies to consider in the age of personal mobile devices	No Associated Tool
Definition of Monthly	Dissecting the definition of 'monthly' compliance New ASHE tool provides helpful table of monthly tasks necessary to stay in compliance	Monthly Preventive Maintenance Tasks Preventive maintenance tasks that must be carried out monthly
Propane Refrigerant Management	Determining the hazard levels of refrigerants in health facilities Simple table helps to categorize refrigerants by level of toxicity and flammability	No Associated Tool
Propane Refrigerant Management	Managing flammable and toxic refrigerants These standards serve as an invaluable resource to help ensure safety in health care facilities	No Associated Tool
Temperature and humidity for Operating Rooms and Sterile Storage	Temperature and Humidity in ORs and Sterile Storage A collaborative, multidisciplinary approach can help to streamline decision-making for indoor hospital environments	Temperature and Humidity Control Tool This tool is a draft policy to foster communication between key stakeholders affected by temperature and humidity in a sterile setting and the effects on patient safety. The tool is based on the white paper "Humidity Control Events in Periopertive Care Areas," 2019 by ASHRAE Technical Committee 9.6, Healthcare Facilities.
OR Temp/Humidity Code Variations	Managing operating room temperature and humidity ASHE advocacy video offers clear understanding of minimum relative humidity requirements	ASHE Temperature and Relative Humidity Video This training video provides a brief explanation on how temperature and relative humidity affect one another.
Cameras in Stairwells	Security technologies and code compliance Current codes guiding the location of security cameras in health care facilities	No Associated Tool
ABHR	The facility's role in infection prevention Fans, hand rubs and fomites present risk management challenges in health care facilities	The Environment of Care and Health Care-Associated Infections: An Engineering Perspective - ASHE Monograph This monograph explores the role of the health care environment in infection prevention and control. Written by Farhad Memarzadeh, director of the Division of Technical Resources at the National Institutes of Health, the document describes strategies used to address infection prevention in health care facilities-a unique environment in which patients are more likely than the general population to be susceptible to building-related illnesses and airborne microorganisms
Fire Door Gap	Research and testing regarding fire doors ASHE makes plans to test and study how door gap sizes influence fire door performance during a fire	Fire Protection Research Foundation Report Influence of Gap Sizes Around Swinging Doors with Builders Hardware on Fire and Smoke Development Fire Protection Research Foundation report: "Influence of Gap Sizes around Swinging Doors with Builders Hardware on Fire and Smoke Development"
O2 Tanks Storage - (Full/Empty)	Oxygen tank storage regulations Considerations to help ensure facility compliance with NFPA 99, Health Care Facilities Code	Updated Medical Gas Cylinder and Bulk Tank Storage - ASHE Monograph This monograph summarizes storage requirements for medical gas cylinders, including bulk tank storage, in health care occupancies. The Centers for Medicare and Medicaid Services (CMS) and accrediting organizations (AOs) require compliance with the 2012 editions of NFPA 99, Health Care Facilities Code and NFPA 101®, Life Safety Code®, therefore this monograph references those editions of the codes
Water Management	Complying with Water Management Program Best Practices Aligning facility operations with three recently updated guidelines on water quality and management	No Associated Tool
Water Management	Developing a water management plan of action ASHE monograph provides guidance on ASHRAE Standard 188 compliance and Legionella risk management	Water Management in Health Care Facilities: Complying with ASHRAE Standard 188 - ASHE Monograph This monograph provides a summary of the threat of legionellosis; gives an overview of ASHRAE 188 requirements; outlines recommended steps for compliance including the creating of an overall water risk management plan; addresses maintenance procedures, monitoring strategies, and emergency responses; and provides additional information on potential pathogens and possible response methods

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Varying Time for Fire Drill	Hospital fire drill matrix assists code compliance ASHE has updated its fire drill matrix tool to reflect new interpretation and knowledge of fire codes	Fire Drill Matrix Tool Health care facilities must meet the +/- 10-day criteria per the quarterly fire drill requirements; locations and device types must be different; certain locations must be specifically considered; and they must ensure they are covering doctors, transient staff and others. This tool has modified the Excel version of The Joint Commission's fire drill matrix planning tool to automatically turn cells red if the proposed drill does not meet the time criteria
Role of Filtration	Air filter selection and COVID-19 The role of mechanical systems in minimizing pandemic transmission	Academic Research to Support Facility Guidelines Institute & ANSI/ASHRAE/ASHE Standard 170-2013 The purpose of this study was to conduct a literature review of ANSI/ASHE/ASHRAE Standard 170 Ventilation of Health Care Facilities to determine whether the 886 requirements defined in the Standard (Part 4 of the FGI Guidelines) are supported by engineering and/or scientific evidence. The authors and the Project Monitoring Subcommittee (PMS) assigned the requirements to one of three categories: rational inclusion, clinical inclusion and evidence-based inclusion.
Membership Participation Support	Online community forums provide wealth of resources The My ASHE community provides virtual peer-to-peer connection and support during the COVID-19 pandemic	MyASHE online community My ASHE community provides virtual peer-to-peer connection and support
Use of RPT	Understanding RPT use and code requirements ASHE highlights tools and resources to help with regulatory requirements for relocatable power taps	No Associated Tool
Succession Planning	Catching and Keeping Facilities Talent How health care can compete with other professions during the 'silver tsunami'	No Associated Tool
Succession Planning	Staff recruitment and Retention Advice and best practices on hiring and keeping technical personnel	Succession Planning: Preparing for the Future of Your Facility and Your Career ASHE Monograph This monograph shows health care facility managers how to conduct succession planning for their departments and shows individuals in all positions how to develop a path for personal career development
Definition of Fire Watch	Defining a fire watch for NFPA compliance Codes to watch for when complying with requirements to identify and control fire hazards	Procedure tool and checklist Locating potential hazards during a fire watch
Surveyor Consistency	Measuring TJC surveyor consistency A study on The Joint Commission looks into accreditation survey and certification process variables	No Associated Tool
Hospitals Eliminating Education Budget	Investing in education of health care facilities staff ASHE offers a number of resources to help build knowledge and skills for facilities management staff.	ASHE Education - Program Offerings For more than 50 years, ASHE has been a leading source of information on the health care physical environment. ASHE continues to develop and evolve programs and certifications to address the ever-changing challenges that health care facility professionals face. ASHE's robust education lineup addresses current hot topics in the field. Whether you're a health care facility manager, an engineer, a contractor, or an architect, ASHE programs will enhance your professional experience and development
Testing without Certifications	Taking ownership of testing and inspections Deciding when and how to bring code-required testing and inspection in-house	Internal Inspections Tool for Facilities Staff Tool to help facility managers determine which requirements can be completed in-house and the possible cost benefits of each
AHRQ	Considerations for evacuating a high-rise acute care hospital Questions to answer when developing an evacuation plan	Pre-Disaster Critical Infrastructure Self-Assessment (Non ASHE Tool) Agency for Healthcare Research and Quality's infrastructure self-assessment table
BAS Alarm Fatigue	Taming building automation system alarm fatigue Latest ASHE resource gives guidance on alarm management planning to ensure prompts and notifications are handled properly	Building Automation Alarm Management Tool Taming building automation system alarm fatigue. Tool to help members make the decisions necessary for an alarm management plan. The plan will define the risk, response and escalation required for each alarm type. This will allow operators to prioritize the alarms as they arrive and take appropriate action for each, while providing a clear path for escalation when an alarm goes unacknowledged
OSHA Audits	Navigating OSHA facility regulations Best practices to overcome some common health care vulnerabilities	No Associated Tool
What do I Know that I don't Know	Task force helps members to overcome blind spots ASHE lays out six strategies to continue growing in knowledge	No Associated Tool

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What to Expect when TJC Arrives	Readiness for accreditation surveys A health care facility perspective on managing the accreditation process	Survey Guide for Internal Mock Audits This guide provides a list of key survey locations and what to look for during an survey. This guide can be used for advance teams to identify deficiencies and provides the Joint Commission Standard / Element of Performance (EP).
IAQ	Handling indoor air quality concerns Layered approach to ensuring safety moves from design and installation to routine hazard surveillance	Indoor Air Quality Checklist Tool The performance of hazard surveillance rounds, as it relates to indoor air quality (IAQ), provides a key opportunity to identify IAQ issues. Indoor Air Quality Checklist Tool can be used to supplement hazard surveillance rounds and incorporate items related to IAQ
Mold / Water Infiltration	Preventing mold-related issues Taking a proactive approach with a comprehensive water response plan	Sample Plan (Non ASHE Tool) Guidelines for Moisture Management and Mold Remediation in Health Care Facilities.
From Design to Construction to Operations	Moving from PDC to Accreditation Building a focus on accreditation during planning and design helps to create a smooth transition into operations	No Associated Tool
From Design to Construction to Operations	Getting into the flow of preventive maintenance New ASHE resource helps to manage the process flow from construction to maintenance	Construction to Maintenance Work Flow Tool An effective preventive maintenance work flow should begin from the beginning of a construction project. ASHE's "Construction to Maintenance Work Flow Tool" provides a diagram to help ensure that preventive maintenance operations are ingrained into the building of new facilities
Infection Control	Applying Building Management Tactics to Infection Control Stopping contamination at its source is a role for the engineering team, too	Environmental Rounding Tool Facilities managers are experts at mitigating life and patient safety issues, but many struggle to control infection risks in the hospital environment during construction or while performing maintenance and repairs. What if we treated infection risk for facilities the same way we do with patients, where infection is defined as the "invasion and growth of germs in the building system"? This tool helps facilities managers apply the tactics of building system maintenance to infection control by identifying opportunities for infection risk during rounding.
Facilities Team Helping Infection Control	The role of maintenance in infection prevention A guide to using the 'see something, say something' strategy for day-to-day facility operations	Infection Prevention & Life Safety Checklist Although the primary role of hospital engineering and maintenance staff is to service and maintain the building and equipment, it also plays an important role in preventing infections and other safety issues. By being constantly aware of their surroundings and watching for issues that can increase the risk of infection and other dangers, facility professionals can do even more to improve the safety of their buildings. This checklist provides a guide they can use as they walk through their facilities.
Utility Failure Plan	Comprehensive utility failure plans Developing operational processes for each facility requires staff partnership and critical communication	No Associated Tool
Decommissioning FS/LS Items	Demystifying life safety decommissioning processes New ASHE Tool helps to clarify which life safety features are no longer required and can be removed	Life Safety Decommissioning Tool ASHE's "Life Safety Decommissioning Tool" breaks down a number of life safety features no longer required by code, as well as recommendations to either decommission or maintain these features.
Holiday Decorations	Maintaining safety of holiday decor Tips for health facilities managers on maintaining physical environment compliance during the holiday season	Making the holidays safer without being a Christmas Grinch Those responsible for the hospital's Environment of Care may dread the winter holiday season. It is the time of year in which wanting to celebrate and decorate for the season often clashes with the rules and regulations facility and safety staff are responsible to uphold. This video teaches health care facility managers to work with hospital staff to ensure a joyous – and safe – holiday season.
Inspection, Testing and Maintenance Process	Four Tips for Building a Proper ITM Process Inspection, testing and maintenance are integral to a facility's ability to function well and safely	No Associated Tool
Fire Alarm Inspection, Testing and Maintenance	Fire system documentation and testing What facilities managers need to know to prepare for the next Joint Commission survey	Fire Alarm ITM Sample template to track the inventory and compare it against testing completed throughout the year and a template to record deficiency summaries.
Training of staff: Career development - how to get into healthcare	Seven attributes of a successful facility manager Experienced leaders offer advice on how to develop a successful career in health facilities management	No Associated Tool
Engaging Undergrads	Strategies to engage tomorrow's professionals Setting clear expectations and offering mentorship can help lead young professionals into success	No Associated Tool

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Door Locking Requirements	Complying with door locking requirements Decoding requirements of the 2012 Life Safety Code and the 2018 International Building Code	Focus on Compliance: Understanding LS.02.01.20 and locking requirements This PowerPoint presentation details LS.02.01.20 and locking requirements included in the Life Safety Code.
ILSM Explanation	Managing Life Safety Deficiencies How interim, alternate and temporary life safety measures keep facilities safe and compliant	No Associated Tool
ILSM Risk Assessment	ASHE e-tool brings clarity to life safety risk assessments Matrix helps to determine physical environment risk tolerance and document necessary ILSMs	Life Safety Risk Assessment Tool. ASHE's Life Safety Risk Assessment Tool A matrix of risk tolerance, allows for an organization to document the severity of occurrence and the impact of a deficiency. By cross-analyzing these two factors, whether the deficiency has the potential to cause major injury or death and whether it is facility wide or short duration, the organization can determine if the deficiency is a high, medium or low risk or whether no ILSM is required.
Fire Recall / Exit Lights / Fire Extinguisher Guidance	Survey examines value of monthly elevator-recall and exit-sign testing ASHE seeks input from field on additional regulatory requirements	No Associated Tool
K-Tags Compliance	Crosswalk tool helps to ensure facility compliance with CMS K-tags New ASHE tool provides resources to comply with health care life and fire safety requirements	Hospital Conditions of Participation / Accreditation Crosswalk This document provides a comparison of the regulations applicable to most hospitals. It is important to verify the editions of the codes and standards that are applicable in your jurisdiction. Some jurisdictions may have adopted a different edition of the building code for construction. Many states have adopted other editions of the NFPA's Life Safety Code®
Ligature Guidance	Guidance to assess ligature risks CMS works with Joint Commission to prepare permanent guidance on reducing ligature risks	No Associated Tool
TJC Rolls Out Changes for Emergency Management	TJC Rolls out Changes for Emergency Management ASHE's new Emergency Management Checklist helps to ensure compliance with 60 new standards from The Joint Commission	Emergency Management Checklist The Joint Commission (TJC) introduced changes to the Emergency Management (EM) standards which became effective on July 1, 2022. These changes notably included a reorganization that consolidation former EM standards and introduced a slate of new ones, reducing the overall total from 124 standards to a more cohesive set of 60. This update also includes changes to Environment of Care and Leadership standards that involve emergency management. Most hospitals already use a crossover worksheet to compare changes in new and existing standards. The attached tool can be used in conjunction with your facility's existing procedures to ensure compliance with TJC's new EM standards.
Emergency Preparedness Rule	Complying with the new CMS Emergency Preparedness Rule ASHE tool provides resources to simplify compliance with CMS E-Tags	Hospital Emergency Preparedness Survey Readiness Checklist and Crosswalk ASHE's "Hospital Emergency Preparedness Survey Readiness Checklist and Crosswalk" tool provides the E-Tag information along with the codes and standards applicable to the requirements and how to meet the requirements for each tag. This not only helps to prepare for emergencies, but also ensures a compliant and safe physical environment This checklist may help hospital facility professionals prepare for survey evaluations regarding emergency preparedness requirements from the Centers for Medicare & Medicaid Services (CMS).
A-Tags and the Physical Environment	What do A-Tags mean for the physical environment? ASHE resource helps facilities managers prepare for compliance surveys	Hospital Appendix A Survey Readiness Checklist and Crosswalk The ASHE CMS State Operations Manual Appendix A Crosswalk provides A-Tag information along with the related codes and standards applicable to the requirements for each A-Tag. To ensure that the tool is relevant to health care facility professionals, it focuses specifically on A-Tag requirements that affect the physical environment. This tool will help to ensure that ASHE members understand what is required as they prepare for surveys by The Joint Commission and other accrediting bodies. It also breaks down the requirements in a way that is both accurate and easy to understand, so that health facility professionals can ensure a compliant and safe environment for patients, visitors and staff.
Air Quality and Infection Prevention	Air quality and infection prevention The facility engineer's often overlooked role in ensuring patient safety	ASHE Temperature and Relative Humidity This training video provides a brief explanation on how temperature and relative humidity affect one another
HAI's and Facility Engineers	HAIs present facility challenges Why facility engineers should engage in the fight against HAIs	No Associated Tool
Documenting Physical Environment Compliance	Tracking and documenting physical environment compliance How to prepare for accreditation surveys well ahead of time	Environment of Care Documentation Checklist This Environment of Care (EC) sample planning spreadsheet can help facility professionals track time frames for various EC testing intervals to ensure they aren't missed.
In-Sourcing Services	Insourcing services for accreditation surveys Building the case for hiring staff in-house for compliance tracking	No Associated Tool

ASHE Member Tools Task Force (MTTF) Summary

The Member Tools Task Force formed in 2017 as a spin-off of FOCUS on Compliance and a result of ASHE and Health Facility Management Magazine merging. The task force has quickly expanded its library of tools and resources.

Access to the articles, tool and resources are available in this document. The spreadsheet provides a complete list of topics, links to HFM articles with article title and description and any associated ASHE tool with a description and link to the tool.

TOPIC	HFM Article	ASHE Tool
Built Environment and Infection Control	The built environment's role in infection prevention New CDC resource shows how facilities professionals can join in the fight to prevent infections	A Best Practice Guide to Help Health Care Organizations Create Safe, Healing Environments A Best Practice Guide to Help Health Care Organizations Create Safe, Healing Environments contains best practices, case studies, resources and information based on key research.

The ASHE advocacy team works to monitor and unify the many overlapping codes and standards regulating the health care physical environment allowing health care facilities to optimize their physical environment and focus more of their valuable resources on patient care.

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