

Installation or Relocation Checklist for Ceiling Mounted Patient Lifts

The commissioning for a patient ceiling lift system(s) shall include, but not be limited to, the following points as components of the commissioning procedures.

NOTE: Ceiling mounted patient lifts are not to be installed in treatment units with actively suicidal patients.

Facility:	Work Order:	Manufacturer:	
Lift Location:		Model:	
VAMC Contact:	Serial Number:	EE Number:	
VAMC Contact's Phone Number:		Mfgr Contact:	
Installer:	Mfgr Contact's Phone Number:		
Installer's Phone Number:	Date:		

Pre-Installation		COMPLETE
1	Perform site survey of the pre-existing conditions and as-built drawings above and below finish ceiling at the installation location to confirm existing structural and ceiling conditions.	
2	Obtain structural and related engineering design drawings and calculations for the new lift installation. Design drawings shall be developed for specific lift installation under specific pre-existing conditions of the facility.	
3	If the facility is located in a seismic area, as identified in VA Handbook H-18-8 Seismic Design Requirements, verify that the ceiling mounted patient lift system installation is in compliance with the requirements of VA Directive 7512 Seismic Safety of VA Buildings and VA Master Design Specification 13.05.041 Seismic Restraint Requirements for Non-Structural Components.	
4	Verify that the lift is listed by the manufacturer to be installed and operated in the environment that the lift is operating under. (For example, water tight lifts shall be installed and operated in wet, damp or humid locations such as pools or bathrooms.)	
5	Verify NFPA 13 compliance for fire sprinkler system (including but not limited to fire sprinkler heads and piping).	
6	Verify NFPA 99 and NFPA 70 compliance for proper grounding and bonding.	
7	Verify NFPA 99 and NFPA 70 compliance for access to electrical and safety systems.	
8	Verify required access to mechanical, HVAC, and fire systems components within the lift installation area.	
9	Verify minimum clearances for operation are compliant with manufacturer recommendations. (Ensure room clearance and that the ceiling height is adequate for lift usage.)	
10	Perform pre-installation walkthrough to confirm full understanding and consensus of design drawing(s) and installation conditions.	

NOTES:

Installation		COMPLETE
1	Verify proper connections of the lift's structural system to the building's structure (including seismic bracing if applicable).	
2	Verify proper interface at the ceiling (hard deck or soft tile) and proper installation of all protective features around the support rods and rails/tracks.	

3	Verify structural component sizing and physical installation to ensure that the correct structural system is in place and properly installed to support the lift.	
4	Verify proper installation of electric motor per manufacturer's instructions to ensure operational rigidity of motor mounting.	
5	Verify proper electrical connections per design drawings and manufacturer's instructions.	

NOTES:

Post-Installation		COMPLETE
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1	Perform walkthrough to ensure compliance of the installation per the design drawing(s) and manufacturer's instructions.	
2	Perform operational test to verify lift functionality.	

NOTES:

Rails/Tracks and End Stops		PASS	FAIL
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1	Verification that all fasteners and set screws are properly tightened on the trollies and rails/tracks.		
2	Ensure that the rail/track is free of gaps (unless required by design). If included in installation, verify rail turntable function, exchanger function, gate alignment, and safety block installation.		
3	Confirm track is clean and clear of all debris. (Use manufacturer's recommended cleaning materials to avoid damage to the motor case and other components.)		
4	Verification that all manufacturer specified end stops or docking gates are properly installed.		

NOTES:

Lift Unit and Straps		PASS	FAIL
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1	Inspection of lift unit casing for cracks and alignment.		
2	Verification that the lift unit charges properly.		
3	Inspection and activation of hand control for full operation (e.g., up, down, left, right) and "return to charge" function if applicable.		
4	Confirm any and all lift unit indicator lights are functioning. (e.g., red service warning light, charging state light)		
5	Inspection and verification of all emergency functions of the lift unit.		

6	Full extension and inspection of lift strap for loose threads or frays.		
7	Inspection of spreader bar and clips for cracks and for loose or missing rings or cotter pins.		
NOTES:			
Load Testing		PASS	FAIL
1	Verification of any "soft start" or "soft stop" features and that lifting speed does not exceed 2.5 inches per second with "zero" load.		
2	Verification of load testing and deflection testing at the manufacturer's specified maximum rated lift capacity.		
3	Verification of any "soft start" and "soft stop" features and that lifting speed does not exceed 1.5 inches per second under maximum rated lift capacity.		
4	Verification of function of emergency stop at maximum rated lift capacity.		
5	Verification of emergency lowering feature at maximum rated lift capacity.		
NOTES:			
Manuals		COMPLETE	
1	Confirm that the manufacturer's operating and maintenance manuals for this lift have been received.		
NOTES:			
Training		COMPLETE	
1	Verify that manufacturer or manufacturer's representative has provided training on the use of patient handling equipment to clinicians and other staff who move and handle patients.		
2	Verify that training and competency are documented prior to release for use with patients.		
NOTES:			

