



## The Importance of a Checklist

A lot of people in healthcare leadership are effectively working two jobs right now. Not only are they fulfilling their usual day-to-day responsibilities, but they are also focusing on how they're going to modify their existing operations and facilities to care for COVID-19 patients.

Since there are still only 24 hours in a day, leadership does not always have time to focus on everything. A thorough checklist can be beneficial in times like this. Not only does it serve as a reminder for those in charge, but it also makes it easy to delegate individual tasks to others. Below is a condensed list of what could be included.

My question, what else should be included?

- Bulk oxygen levels. When does the system need to be filled? Has this been scheduled?
- Med gas supply. Are there any supply chain issues? Are the current providers operating as usual, or has their delivery schedule been affected?
- Fuel oil levels. Are there enough fuel reserves to last a few days in case of inclement weather?
- Air filters. With the potential change in air flows, it's essential to make sure all of the air filters have been replaced to limit the load on the air handler.
- Salt. Is there a sufficient supply of salt for the water softeners?
- Water treatment. Is your water treatment vendor able to maintain service?

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