

AFC MONTHLY SUCCESS CHECKLIST FOR SMALL GROUP HOME

Name of facility: _____

Date: _____

Completed by: _____

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
Fire Drills w Smoke Detector Check Complete and Recorded*												
Client Weights Recorded on Weight Record BCAL-3485												
Refrigerator and Freezer Temperatures Checked and Recorded**												
Fire Extinguisher Checks Complete and Tags Initialed												
Employee training logs checked and renewal training scheduled												
Resident Funds Audited-confirm \$ on site matches amount shown on BCAL-2319												
Meal planner Menu posted-History Filed												
Carbon Monoxide Detectors Checked and Recorded												
Water Temperature Checked & Recorded (should be under 120°)												
Tornado Drill Complete 2 times per season Apr - Oct and Recorded												
Emergency Bag Checked and Updated Quarterly or as needed												
Check Furnace Filter and replace Monthly or as needed												
Resident Medications are reconciled against MAR												

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Initial and date each field as it is completed under the proper month

* Each month in a quarter must reflect a different shift. Example: Month 1 between 8 am - 4 pm, Month 2 between 4 pm - 12 am, Month 3 between 12 am - 8 am

** Recommended max temperature Refrigerator 38°F, Freezer 0°F

