



# Facilities Management Solutions

# Document Review

## What We Provide:

A comprehensive review of all facility-related documentation—digital and physical—to confirm completeness, accuracy, accessibility, and regulatory compliance. FMS verifies required records are organized, survey-ready, and aligned with OSHA, NFPA, and CMS requirements.

## Why Organizations Need Document Review

To avoid citations, prevent survey delays, and ensure critical documentation is up-to-date, consistent, and easy to retrieve during inspections. A thorough review strengthens compliance, reduces risk, and prepares teams for smooth, stress-free survey readiness. Ideal before:

- Accreditation surveys
- Regulatory inspections
- Leadership transitions
- Safety audits
- Or anytime documentation accuracy and readiness are critical.



## Scope of Assessment



### Compliance Documentation

- Policies, procedures, management plans
- Life Safety, Emergency Management, and OSHA-related programs.

### Operational Records

- Rounds, inspections, testing & maintenance logs
- Vendor reports, work orders, and corrective action documentation

### Regulatory Files

- Permits, certificates, licenses, risk assessments, training records
- Ensuring required documentation is current, complete, and survey-ready for CMS, DNV, and applicable local requirements.

### Document Organization & Accessibility

- File structure, naming standards, storage methods (digital & physical)
- Survey-readiness and ease of retrieval during inspections

## Process

### 1 Collect

We gather all digital and physical documents, compile an index, and confirm scope.

### 2 Review

Evaluate completeness, accuracy, and compliance with regulatory standards.

### 4 Recommend

Provide clear action steps to correct, update, or reorganize documentation.

### 3 Identify Gaps

Document missing items, outdated content, or inconsistencies.