

**Vanderbilt University Medical Center
PLANNING | DESIGN | CONSTRUCTION
Joint Commission Project Information Policy**

<i>Manual:</i>	PLANNING DESIGN CONSTRUCTION
<i>Effective date:</i>	January 31, 2007
<i>Last revised date:</i>	25 JUNE 2019
<i>Guidelines applicable to:</i>	Construction Managers, Contractors and Subcontractors performing work at VUMC
<i>Drafted by:</i>	Office of PLANNING DESIGN CONSTRUCTION
<i>Approved by:</i>	Office of PLANNING DESIGN CONSTRUCTION

I. Purpose:

To establish guidelines by which construction managers (CM) and contractors who work in the Vanderbilt University Medical Center (VUMC) patient care areas can assist the PLANNING | DESIGN | CONSTRUCTION (PDC) construction coordinators in maintaining specific project documentation for inspection by The Joint Commission.

II. Policy:

CM's and contractors who work in the Vanderbilt University Medical Center (VUMC) patient care areas must assist the PDC construction coordinators in maintaining specific construction and renovation project documentation for inspection by The Joint Commission.

III. Specific Information:

- A. All CM's and contractors who perform construction or renovation projects within all VUMC patient care areas are required by the completion of each project to submit to the appropriate PDC construction coordinator the following paper work:
- Infection Control Permit.
 - All Daily ILSM Inspection Forms.
 - Proof of ongoing Safety Discussions (Example: Project safety discussions documented in the project ACMO Meeting Minutes).

- Proof of ongoing Infection Control Discussions (Example: Project infection control discussions documented in the project ACMO Meeting Minutes)
- All completed Construction Burning and Welding Permits
- All utility shutdown notices.
- All completed “VUMC System Impairment Daily Fire Watch Logs”
- All Medical Gas Certifications

B. Depending on the size of the project, the number of project phases and the specific agreement between the CM and the PDC construction coordinator, this paperwork may be submitted by the CM to the construction coordinator by either of the following methods:

1. The CM can submit the appropriate paperwork to the construction coordinator as each event occurs during the course of the project.
2. The CM can maintain the paperwork on-site in an individual project file or 3 ring binder. The file or binder must be labeled with the project’s name, location and “JC Project Information”. This file or binder must remain current and accessible in the CM’s jobsite office throughout the project. The CM will then submit the file or binder to the PDC construction coordinator at the completion of the project.
(Important: This file must be submitted to the PDC construction coordinator separate from the other project close-out information)