Task	Frequency	Responsible Party	Completed/Ongoing
Policy & Procedure Manual Review	Annual	Staff	
Contract Review	Annual	Administrator	
QAPI Plan Review	Annual	Administrator	
IP Plan Review	Annual	IP/QAPI Committee	
Safety Plan Review	Annual	Safety Officer/QAPI Committee	
Crash Cart Check	Daily	Pre-op Nurses	
MH Cart Check	Daily	Pre-op Nurses	
Temperature Logs	Daily	Surgical Tech	
Sterilizer Tests	Daily	Surgical Tech	
Eye Wash Stations	Weekly	PACU Nurse	
Emergency Generator	Weekly	Safety Officer	
Expired medications	Monthly	Nursing Staff	
Emergency Light Check	Monthly	Safety Officer	
Fire drill	Quarterly	Safety Officer	
QI reports: Safety, IP, RM, Pharmacy, etc	Quarterly	QAPI Coordinator	
Peer Review	Ongoing/quarterly	Administrator	