



CITY OF LEWISTON CHILD CARE PRESCHOOL INSPECTION CHECKLIST

GENERAL REQUIREMENTS FOR ALL FACILITIES

Building	Yes	No
<u>Wiring deficiencies/Hazards</u> - Is the visible wiring system free from apparent deficiencies or hazards?	_____	_____
<u>Electrical Outlets</u> - Are electrical outlets in areas occupied by children provided with protective covers? Are electrical outlets in both kitchen and bathrooms GFI (ground fault protected)?	_____	_____
<u>Electrical Extension Cords</u> - Is the use of electrical extension cords limited and if used, are cords of proper size?	_____	_____
<u>Attached Garages</u> - Is the home protected from the garage with sheetrock on the garage side?	_____	_____
<u>Flashlight</u> - Is a functional flashlight readily available?	_____	_____
<u>Room Heaters</u> - Are room heaters such as wood stoves, gas logs or free standing electric heaters to be installed in a safe manner and provided with protective screens or barriers to prevent injury?	_____	_____
<u>Fans, Motors, Equipment</u> - Are the moving parts of fans, motors or equipment provided with screens or guards to prevent injury?	_____	_____
<u>Closets, Pantries, Confined Spaces</u> - Are the doors to these spaces openable from the inside by children and are keys available to open locked doors?	_____	_____
<u>First Aid Kit</u> - Is a basic first aid kit readily available?	_____	_____
<u>Water Temperature</u> - Is the water heater temperature set to be no higher than 120° F?	_____	_____
<u>Smoking</u> - If smoking, is there a place away from the child care areas to smoke where the children can still be seen or heard?	_____	_____
<u>Firearms, Ammunition, Weapons</u> - If there are firearms or other weapons in the facility, are they kept unloaded in a locked place inaccessible to the children? Is the ammunition stored in a separate locked place?	_____	_____
<u>Outside Play Area*</u> - Is there a safe and sanitary outside play area?: (Preschools are exempt)	_____	_____
(1) Is the play space fenced (min. 48" height) with two exits and gates that can be secured?	_____	_____
(2) Are exterior balconies, porches or stairs stable and space under porches closed off?	_____	_____
(3) Are vertical offsets such as outside basement window wells, stairways or retaining walls provided with guardrails?	_____	_____
(4) Is the area free of electrical hazards (unfenced air conditioners, switchboxes, or power lines) and attractive hazards? (vehicles, metal drums, pallets, tools or wood piles)	_____	_____
(5) Are swimming pools, wading pools, hot tubs, ponds, wells, tool sheds, and other hazards fenced or closed off? Is a wading pool kept emptied when not in use? Fencing must be a min. of 4 ft. in height with no vertical openings greater than 4 inches wide. Gates must be self-closing and the self-latching mechanism is to be located at the top of the gate, out of reach of children. If there is access to the enclosure from inside a building, doors providing access require an alarm that produces an audible sound when the door(s) is opened. Furniture or other objects must not be left near the fence in such a manner that would enable a child to climb to gain access to the enclosure. In lieu of a fence, an appropriate covering approved by the city building official may be used. <u>Note: Children must be under the direct supervision of an adult while using a pool or other body of water.</u>	_____	_____

Building (Continued - Play Area)

Yes No

- (6) Is the area free of animal feces and debris? (broken glass, paint chips or trash)
- (7) Is the area free of any poisonous substances? (poisonous plants, berries or mushrooms)
- (8) Is the sandbox or sand play area covered when not in use?
- (9) Is the play equipment placed at least 6 feet away from buildings, fences, trees or other play equipment? Is it in good repair? (free of sharp edges, protruding elements, broken parts, toxic substances)
- (10) Are there any openings that can trap a child's head? (approx 4-8 inches).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

***Indoor Play Area** - An indoor play area allowing 75 square feet per child may be provided in lieu of an outside play area.

Fire

Smoke Detectors, Fire Extinguishers, and Fire Exits - Are adequate smoke alarms, fire extinguishers and exits provided? Classification of the child care or preschool determines requirements. Classifications: Family (1-6), Group (7-12), Center (13+), Preschool (1-12, 12+)

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Smoke Detectors - Is a functional smoke detector provided for each sleeping room, corridors or areas providing access to sleeping rooms and on each floor level? It is recommended that smoke detectors should be interconnected and hard-wired.

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Fire Extinguishers - Is there a properly maintained portable fire extinguisher (2A10BC) mounted in a visible location, between 2 and 5 feet from the floor and not more than 75 feet travel distance to the fire extinguisher? Fire extinguishers must be inspected and tagged annually and are required to be hydrostatically tested every 6 years or replaced.

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Flammables - Are flammables such as lighter fluid, kerosene, paint thinner, gasoline, etc. stored in an approved location in locked cabinets and out of reach of children?

_____	_____
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Health

Age & Health of Provider - Is the provider 18 years old or older? Persons 16 to 17 may provide care if directly supervised by the provider. Caregivers must not work when ill as per Rules and Regulations Governing Idaho Reportable Diseases.

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CPR/First Aid/Training - Is at least (1) adult on the premises at all times when children are present who has current certification in pediatric rescue breathing and first aid treatment from a certified instructor?

_____	_____
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Is there a plan in place to ensure that all staff engaged in the supervision and care of children will complete (4) hours of ongoing training in early childhood development or related training every (12) months?

_____	_____
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Staff/Children Excluded When Ill - Is there a written procedure that outlines what will be done if a child becomes ill while in care? Including how the child will be kept separated from the rest of the children to prevent spreading the disease; the care provided for the child; and, notification of the parent or guardian? Is there a plan if the provider becomes ill? A caregiver must not work when ill as per Rules and Regulations Governing Idaho Reportable Diseases.

_____	_____
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Emergency and Immunization Record - Is an emergency and immunization record provided for each child enrolled in the facility? Does the record include the personal physician of the child, a health history of the child including childhood diseases, allergies and medications taken, an immunization record which records the immunizations the child has received, and the name, address and telephone number of a person other than the parent or guardian to contact in case of an emergency involving the child? The parent must provide the emergency information and a copy of the child's immunization record or reason for exemption within 14 days of initial attendance.

Emergency Communication - Is a functional telephone provided with the Poison Control Center telephone number (1-800-222-1222) posted in a prominent place near the telephone?

_____	_____
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Smoke Detectors, Fire Extinguishers, and Fire Exits (covered under fire inspection)

Health (Continued)

Yes No

Food Source/Food Thawing - Is food from an approved source and when frozen, thawed correctly? Use pasteurized milk only. No home canned foods, except jams or jellies. No wild game, USDA approved meat only. Do not thaw foods at room temperature. Thawing options: in refrigerator (best), in cold running water, as part of cooking process, or in microwave, then immediately complete cooking.

Food Handling/Personal Hygiene - Is food handled in a safe manner? Food preparation includes cooking meat to proper temperatures, avoiding cross contamination, minimizing bare hand contact, proper hand washing. Wear clean clothes or apron during food prep, no smoking. Unwrapped foods may not be re-served once plate is on table. Minimize direct hand contact with food. Use serving utensils or gloves whenever possible to prevent hand contact with ready to eat foods.

Hand Washing - Are hands washed often, before touching or preparing food, after wiping nose, after coughing into your hand, after smoking, after changing each diaper, after using toilet?

Is the hand washing area provided with soap, hot and cold running water, and individual or disposable towels?

Food Contact Surfaces/Sanitizing - Are food contact surfaces kept clean (counters, tables, high chairs, cutting boards) and sanitized with a solution of chlorine 50-200 ppm or quaternary ammonium compounds (follow label)? ***Sanitizing solution mixture*** : Mix 1 tablespoon bleach in each gallon of warm water or mix 3/4 tablespoon bleach in each quart of warm water. Use unscented liquid bleach, such as Clorox, Purex, etc. ***Other sanitizing chemicals*** : Use only if label states it is suitable for dishes and label directions are given. Cutting boards, knives, counters, pots and pans, plates, cup, forks, and spoons must be clean and sanitized, in good repair, smooth, easy to clean. Refrigerators, cabinet shelves, sinks, dish machines, utensil handles, must be clean, in good repair, smooth and easy to clean. Wiping cloths, dish cloths used for tables, counters, high chairs, etc. are rinsed in a sanitizing solution before and after use. ***Option***: Use a spray bottle of sanitizing solution to wet the wiped object. ***Spray bottles***: Two (2) recommended. One for the kitchen and one for the bathroom/diaper changing areas. Label the bottles as to contents and intended area of use. Renew each spray bottle contents weekly.

Dishwashing/Sanitizing - Are dishes, glasses, utensils and silverware washed either in a dishwasher with a sanitizing dry cycle or by the four-step method? ***Dishwasher*** : A home-style dishwasher that has a heat drying or sani-cycle is acceptable. The items must be run through the complete cycle. Larger child care facilities should consider a commercial dishwasher with a sanitizing rinse. These units have a much faster cycle allowing dishes to be reused in minutes.

Four-Step Method: Rinse or scrape food off item to be washed. (1) Wash item in hot soapy water, (2) rinse soap off with clear hot water, (3) sanitize item by soaking in a solution of regular unscented liquid bleach and warm water - soak at least 10 minutes, (4) air dry item in drain rack.

Utensil Storage - Are clean utensils, glasses, dishes, pots and pans, protected from contamination? Do not store under sinks or on the floor. Utensil trays and cabinets must be clean. Face utensils/handles in one direction. Drawers holding sharp utensils (knives) should be secured with child-proof latches.

Food Temperatures/Thermometers - Is the refrigerator equipped with an accurate thermometer, metal or plastic shielded, and the temperature kept colder than 41° F? (38-40° F preferred) Food must cool rapidly, within 4 hours, to below 41° F. Eggs must be refrigerated. Perishable cold foods must be stored at 45° F or less. Hot food must be cooked or reheated to 165° F before serving. After cooking, hot foods must be kept at 135° F.

Food Storage/Cross-Contamination - Is food stored in such a manner that it is protected from potential contamination? Food stored in the refrigerator to be covered to prevent cross-contamination. Cooked foods to be stored above raw foods. Dry food storage to be 6" off the floor and protected from dust flies, pets, water and chemicals and away from plumbing pipes.

Medicines/Hazardous Substances - Are all medicines and chemicals stored out-of-reach of children or in a locked cabinet away from foods and utensils? Are poisonous or potentially harmful plants inaccessible to children?

Health (Continued)

Yes No

Medicines/Vitamins : Medicines and vitamins in the kitchen should be placed in a container marked MEDICINES. Refrigerated medicines should be placed in a container with a lid or in a zip-locked bag and marked MEDICINES. **Chemicals**: Cleaning agents, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials should be stored in their original labeled containers and should be used according to the manufacturer's directions and for the intended purpose. They should be used only in a manner that will not constitute a hazard to the children. When not in use, such materials should be kept in a place inaccessible to children and separate from stored medications and food. **Arts and Craft Materials**: All arts and crafts materials used in the facility should be non-toxic. There should be no eating or drinking by children or staff during use of such materials.

Garbage Covered/Removed - Is the garbage and disposable diapers placed in covered containers or closed garbage bags? Are they taken to an outside container daily for weekly removal? Use plastic liners in all trash receptacles. Garbage/trash needs to be stored where it is inaccessible to children and cannot attract vermin.

Plumbing/Sewage Disposal - Are water supply pipes, faucets, or hoses below a sink rim, or in a drain or sewer plumbed properly to prevent cross-connection between drinking water and dirty water? Toilet ballcock (waterflow control valve) must be one inch above the overflow pipe in the toilet tank. Proper backflow prevention must be present for such things as: a hose attached to a sink faucet, a hose filling a wading pool, an underground landscape/lawn sprinkler system, a water softener drain line. Plumbing must be in good condition and comply with local plumbing code. The dishwasher drain hose must be fastened to touch the underside of the counter top. A dishwasher air gap device is preferred (required in commercial centers) to prevent backflow of sewage in the dishwasher. Sewage must be properly disposed with no overflows or surfacing to cause food contamination.

Water Supply/Well Sample - Is the water from an approved source? The water must be from a Health District approved source and be free of contamination. Private wells: contact the Health District.

Hand Washing Facilities - Is a hand sink in close vicinity to the diaper changing area? A separate kitchen hand sink may be required for larger child care facilities for hand washing prior to preparing foods. The kitchen sink is not to be used for hand washing after changing diapers. A hand sink must be provided where care givers and children can wash their hands after using the restroom, before eating, and at other times as needed. The sink(s) used for hand washing must have hot and cold running water through a mixing faucet. Soap and paper towels must be present. Soft or liquid soap is recommended in lieu of bar soap.

Diaper Changing - Is the changing area separate from food preparation and serving areas? The changing area cannot be in the kitchen or on counters or tables used for food preparation or dining. A smooth non-absorbent diaper changing surface is required. Plastic/vinyl mats or pads are acceptable if you use the smooth side. Dirty diapers and soiled clothing must be stored to prevent access by children. Sanitize the diaper changing surface after each diaper change. Wash hands between each diaper change. Wash child's hands after diaper change. Disposable/cloth diapers: There are no rules requiring a particular type of diaper. The Health District recommends disposable diapers to lessen contamination of surfaces and hands. They may be required to control an illness outbreak. Disposable gloves are recommended.

Sleep, Play, & Restrooms Clean - Sleep: Are sleeping cots, blankets and mats kept clean and sanitized regularly? Assign one set of bedding per child and keep bedding separated during storage by folding before stacking or placing in plastic bag. Do not store bedding directly on floor.

Play: Are play areas kept clean? Vacuum carpet daily. Toys, tables, and chairs should be washable and sanitized frequently. Equipment, materials, and furnishings shall be sturdy and free of sharp points/corners, splinters, protruding nails and bolts, hazardous small parts or lead based paint or poisonous materials.

Restroom(s): Is the restroom clean and ventilated? Carpet should not be immediately next to toilet or urinal. Toilet training seats/potties are to be kept clean and should be sanitized after each use.

Do not wash in dish washer or dishwashing sinks.

SPECIFIC REQUIREMENTS - Family Child Care Facility (1-6 children)

Building

Yes No

Stairways - Are exit stairs negotiable? Stairways with more than 3 risers must be provided with at least one handrail. Handrails must return at the ends or into a newel post to prevent injury.

Sleeping Rooms - Are two exits provided from the sleeping area, one of which may be an egress window? (max. sill height 44" from the floor, openable area 5.7 sq.ft., 5.0 sq.ft. for grade level, 20" min. width, 24" min. height).

Are approved egress windows from sleeping areas operable from the inside without the use of separate tools?

Child/Staff Ratio - Is there no more than 12 points per staff person?

For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and care of children shall be counted as staff.

<u>Age of Child</u>	<u>Points per Child</u>	<u>Child-staff Ratio</u>
Birth to less than 2 years	3	4:1
2 years to less than 3 years	2	6:1
3 years to less than 7 years	1	12:1
7 years to less than 13 years	.5	24:1

Children of the provider: when children of the provider reside on the facility premises, points for provider's children over the age of five (5) years shall equal zero (0) points.

Fire

Emergency Exits - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge? Are they openable from the inside without the use of a key or any special knowledge or effort? *Basements* - If the basement of a dwelling is to be used in the child care operation, two exits are required. One may pass through the dwelling, the other must lead directly to the exterior of the dwelling.

Occupant Load - Is the facility in compliance?

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor. Enter occupant load of the facility _____.

SPECIFIC REQUIREMENTS - Group Child Care Facility (7-12 children)

Building

Yes No

Stairways - Are exit stairs negotiable? Stairways with more than 3 risers must be provided with at least one handrail. Handrails must return at the ends or into a newel post to prevent injury.

Sleeping Rooms - Are two exits provided from the sleeping area, one of which may be an egress window? (max. sill height 44" from the floor, openable area 5.7 sq.ft., 5.0 sq.ft. for grade level, 20" min. width, 24" min. height).

Are approved egress windows from sleeping areas operable from the inside without the use of separate tools?

Child/Staff Ratio - Is there no more than 12 points per staff person?

For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and care of children shall be counted as staff.

<u>Age of Child</u>	<u>Points per Child</u>	<u>Child-staff Ratio</u>
Birth to less than 2 years	3	4:1
2 years to less than 3 years	2	6:1
3 years to less than 7 years	1	12:1
7 years to less than 13 years	.5	24:1

Children of the provider: when children of the provider reside on the facility premises, points for provider's children over the age of five (5) years shall equal zero (0) points.

Fire

Emergency Exits - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge?

Are they openable from the inside without the use of a key or any special knowledge or effort?

Are there at least two exits located a distance apart not less than one-half the diagonal dimension of the building or portion used for child care and does the travel distance between exits not exceed 75 feet?

Exception: The distance between exits can be extended to 90 feet if the building is totally protected throughout with smoke detectors and in buildings with automatic fire sprinkler systems the distance may be increased to 110 feet.

Basements - If the basement of a dwelling is to be used in the child care operation, two exits are required. One may pass through the dwelling, the other must lead directly to the exterior of the dwelling.

Second Floor Level - Child care is permitted at the second floor level provided that the building is protected throughout by an automatic fire sprinkler system and has two exit doors directly from the second floor level to the outside.

Are exit signs installed?

Are the required exits not less than 32 inches of clear exit width and not less than 6'8" in height?

Exception: Sliding patio doors will be accepted as a required second exit in "Family & Group Child Care facilities" only.

Occupant Load - Is the facility in compliance?

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor.

Enter occupant load of the facility _____.

SPECIFIC REQUIREMENTS - Child Care Center (13 - 50 children)

Building		Yes	No
	<u>Stairways/Exits</u> - Are exit stairs negotiable with a maximum rise of 7", a minimum run of 11', and 36" in width? Are exit stairs provided with two handrails? Stairways with more than 3 risers must be provided with handrails.	_____	_____
	Unless each room has an exit door directly to the exterior, are corridor walls and ceilings of 1-hour fire resistive construction with protected openings?	_____	_____
	In exit ways, are ramps provided for changes of elevation of less than 2 feet?	_____	_____
	Are exit doors and stairs provided with landings at least 44" long measured in the direction of travel?	_____	_____
	Are openings below or within 10' of exterior stairways protected?	_____	_____
	<u>Sleeping Rooms</u> - Are two exits provided from the sleeping area, one of which may be an egress window? (max. sill height 44" from the floor, openable area 5.7 sq.ft., 5.0 sq.ft. for grade level, 20" min. width, 24" min. height).	_____	_____
	Are approved egress windows from sleeping areas operable from the inside without the use of separate tools?	_____	_____
	<u>Child/Staff Ratio</u> - Is there no more than 12 points per staff person?	_____	_____
	For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and care of children shall be counted as staff.		

<u>Age of Child</u>	<u>Points per Child</u>	<u>Child-staff Ratio</u>
Birth to less than 2 years	2	6:1
2 years to less than 3 years	1.5	8:1
3 years to less than 7 years	1	12:1
7 years to less than 13 years	.5	24:1

Facility/Construction - Identify the following:

Type of Construction _____

Size of Building _____

Number of Stories _____

Are fire resistive occupancy separations provided as required by the IBC?	_____	_____
Is the facility within the allowable floor area for the type of construction as required by the IBC?	_____	_____
Is the occupancy limited to a floor level appropriate for the type of construction as required by the IBC?	_____	_____
Is the building located on the property as required by the IBC?	_____	_____
Are storage and janitor closets of 1-hour fire resistive construction?	_____	_____
Are draft stops provided as required for floors, ceilings and attic spaces?	_____	_____
Are vertical openings protected as required by the IBC?	_____	_____
Is the type of construction and fire resistance of exterior walls appropriate for the facility?	_____	_____
Are automatic sprinklers installed in the enclosed usable space below or over stairways?	_____	_____
Is a sprinkler system installed in all basements with a floor area in excess of 1,500 sq.ft.?	_____	_____
Is usable space under the first story protected on the side of the usable space with 1-hour fire resistive construction, and are doors self-closing, noncombustible or solid core construction at least 1 3/4" thick?	_____	_____
Is the roof covering material at least "Class B"?	_____	_____
<i>Exception:</i> If the roof area is less than 6,000 sq.ft. and there is 10' from the roof to the property line on all sides, the roof may be "Class C" complying with the IBC or a special purpose roof in accordance with the IBC.		
Storage or use of Class I, II, III-A liquids is not allowed. Does the facility comply?	_____	_____

Fire			
	<u>Emergency Exits</u> - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge?	_____	_____
	Are they openable from the inside without the use of a key or any special knowledge or effort?	_____	_____
	Are there at least two exits located a distance apart not less than one-half the diagonal dimension of the building or portion used for child care and does the travel distance between exits not exceed 75 feet?	_____	_____
	<i>Exception:</i> The distance between exits can be extended to 90 feet if the building is totally protected throughout with smoke detectors and in buildings with automatic fire sprinkler systems the distance may be increased to 110 feet.		
	Are two exits provided from each room with a floor area greater than 210 sq.ft. (occupant load of 7 or more)?	_____	_____

Fire (Continued)

Yes No

Basements - If child care will occur on a story below the level of exit discharge, at least two exits must be provided, one of which opens directly to the outside without entering the first floor.

Second Floor Level - Child care is permitted at the second floor level provided that the building is protected throughout by an automatic fire sprinkler system and has two exit doors directly from the second floor level to the outside.

Exits may pass through adjoining rooms, provided the total distance of travel from any point 150 ft. and is direct, obvious and unobstructed. The path of travel may not pass through kitchens, store rooms, closets, restrooms, hazardous rooms or similar places. Does the exit path comply?

Where exits pass through adjoining or intervening rooms are smoke detectors installed throughout the area of common atmosphere through which the exit must pass? (see exception (4f) below).

If a school fire alarm system is required, are detectors in (4e) above interconnected?

Exception: 1) When the aggregate occupant load of the intervening room or rooms is 10 or less.

2) Rooms used for mechanical or utility service.

Are exit signs properly installed?

Are exits properly illuminated?

Are the required exits not less than 44 inches of clear exit width and not less than 6'8" in height?

Exception: Sliding patio doors will be accepted as a required second exit in "Family & Group Child Care facilities" only.

Is the facility in compliance with exiting requirements?

Occupant Load - Is the facility in compliance?

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor.

Enter occupant load of the facility _____.

Building

Yes No

Stairways/Exits - Are exit stairs negotiable with a maximum rise of 7", a minimum run of 11', and 36" in width? Are exit stairs provided with two handrails? Stairways with more than 3 risers must be provided with handrails.

Unless each room has an exit door directly to the exterior, are corridor walls and ceilings of 1-hour fire resistive construction with protected openings?

In exit ways, are ramps provided for changes of elevation of less than 2 feet?

Are exit doors and stairs provided with landings at least 44" long measured in the direction of travel?

Are openings below or within 10' of exterior stairways protected?

Do exit doors swing in the direction of travel?

Are exit doors provided with panic hardware?

Are exit corridors of proper width?

Are exit stairs a minimum of 44" wide?

Sleeping Rooms - Are two exits provided from the sleeping area, one of which may be an egress window? (max. sill height 44" from the floor, openable area 5.7 sq.ft., 5.0 sq.ft. for grade level, 20" min. width, 24" min. height).

Are approved egress windows from sleeping areas operable from the inside without the use of separate tools?

Child/Staff Ratio - Is there no more than 12 points per staff person?

For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and care of children shall be counted as staff.

Age of Child	Points per Child	Child-staff Ratio
Birth to less than 2 years	2	6:1
2 years to less than 3 years	1.5	8:1
3 years to less than 7 years	1	12:1
7 years to less than 13 years	.5	24:1

Facility/Construction - Identify the following:

Type of Construction _____

Size of Building _____

Number of Stories _____

Are fire resistive occupancy separations provided as required by the IBC?

Is the facility within the allowable floor area for the type of construction as required by the IBC?

Is the occupancy limited to a floor level appropriate for the type of construction as required by the IBC?

Is the building located on the property as required by the IBC?

Are storage and janitor closets of 1-hour fire resistive construction?

Are draft stops provided as required for floors, ceilings and attic spaces?

Are vertical openings protected as required by the IBC?

Is the type of construction and fire resistance of exterior walls appropriate for the facility?

Are automatic sprinklers installed in the enclosed usable space below or over stairways?

Is a sprinkler system installed in all basements with a floor area in excess of 1,500 sq.ft.?

Is usable space under the first story protected on the side of the usable space with 1-hour fire resistive construction, and are doors self-closing, noncombustible or solid core construction at least 1 3/4" thick?

Is the roof covering material at least "Class B"?

Exception: If the roof area is less than 6,000 sq.ft. and there is 10' from the roof to the property line on all sides, the roof may be "Class C" complying with the IBC or a special purpose roof in accordance with the IBC.

Storage or use of Class I, II, III-A liquids is not allowed. Does the facility comply?

Fire

Yes No

Emergency Exits - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge?

Are they openable from the inside without the use of a key or any special knowledge or effort?

Are there at least two exits located a distance apart not less than one-half the diagonal dimension of the building or portion used for child care and does the travel distance between exits not exceed 75 feet?

Exception: The distance between exits can be extended to 90 feet if the building is totally protected throughout with smoke detectors and in buildings with automatic fire sprinkler systems the distance may be increased to 110 feet.

Are two exits provided from each room with a floor area greater than 210 sq.ft. (occupant load of 7 or more)?

Basements - If child care will occur on a story below the level of exit discharge, at least two exits must be provided which open directly to the outside without entering the first floor corridor.

Second Floor Level - Child care is permitted at the second floor level provided that the building is protected throughout by an automatic fire sprinkler system and has two exit doors directly from the second floor level to the outside.

Exits may pass through adjoining rooms, provided the total distance of travel from any point 150 ft. and is direct, obvious and unobstructed. The path of travel may not pass through kitchens, store rooms, closets, restrooms, hazardous rooms or similar places. Does the exit path comply?

Where exits pass through adjoining or intervening rooms are smoke detectors installed throughout the area of common atmosphere through which the exit must pass? (see exception (4f) below).

If a school fire alarm system is required, are detectors in (4e) above interconnected?

Exception: 1) When the aggregate occupant load of the intervening room or rooms is 10 or less.
2) Rooms used for mechanical or utility service.

Are exit signs properly installed?

Are exits properly illuminated?

Is emergency lighting provided for exiting?

Is an approved fire alarm system installed?

Are the required exits not less than 44 inches of clear exit width and not less than 6'8" in height?

Exception: Sliding patio doors will be accepted as a required second exit in "Family & Group Child Care facilities" only.

Is the facility in compliance with exiting requirements?

Occupant Load - Is the facility in compliance?

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor.

Enter occupant load of the facility _____.

SPECIFIC REQUIREMENTS - Preschool Facilities (12 or fewer children)

Building		Yes	No
<p><u>Stairways/Exits</u> - Are exit stairs negotiable with a maximum rise of 8", a minimum run of 9" ? Are exit stairs provided with at least one handrail? Stairways with more than 3 risers must be provided with handrails.</p>		_____	_____
<p><u>Child/Staff Ratio</u> - Is there one preschool staff person on duty for each 12 children present? For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and instruction of children shall be counted as staff.</p>		_____	_____
Fire			
<p><u>Emergency Exits</u> - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge? Are they openable from the inside without the use of a key or any special knowledge or effort? Are there at least two exits located a distance apart not less than one-half the diagonal dimension of the building or portion used for child care and does the travel distance between exits not exceed 75 feet? <i>Exception:</i> The distance between exits can be extended to 90 feet if the building is totally protected throughout with smoke detectors and in buildings with automatic fire sprinkler systems the distance may be increased to 110 feet.</p>		_____	_____
<p><i>Basements</i> - Preschool is permitted at the basement level provided that the building is protected throughout by an automated sprinkler system, or has an exit door directly to the outside from each room occupied.</p>			
<p><i>Second Floor Level</i> - Preschool is permitted at the second floor level provided that the building is protected throughout by an automatic fire sprinkler system and has two exit doors directly from the second floor level to the outside.</p>			
<p>Are exit signs properly installed?</p>		_____	_____
<p>Are the required exits not less than 32" of clear exit width and not less than 6'8" in height?</p>		_____	_____
<p><i>Exception:</i> Sliding patio doors will only be accepted as a required exit in preschools for twelve or fewer children.</p>			
<p>Is the facility in compliance with exiting requirements?</p>		_____	_____
<p><u>Occupant Load</u> - Is the facility in compliance? To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor. Enter occupant load of the facility _____.</p>		_____	_____

SPECIFIC REQUIREMENTS - Preschool Facilities (13 or more children)

Building	Yes	No
Stairways/Exits - Are exit stairs negotiable with a maximum rise of 7", a minimum run of 11', and 36" in width? Are exit stairs provided with two handrails? Stairways with more than 3 risers must be provided with handrails.	_____	_____
Unless each room has an exit door directly to the exterior, are corridor walls and ceilings of 1-hour fire resistive construction with protected openings?	_____	_____
In exit ways, are ramps provided for changes of elevation of less than 2 feet?	_____	_____
Are exit doors and stairs provided with landings at least 44" long measured in the direction of travel?	_____	_____
Are openings below or within 10' of exterior stairways protected?	_____	_____
Child/Staff Ratio - Is there one preschool staff person on duty for each 12 children present?	_____	_____
For the purpose of computing child/staff ratios, only staff primarily engaged in supervision and instruction of children shall be counted as staff.		
Facility/Construction - Identify the following: Type of Construction _____ Size of Building _____ Number of Stories _____		
Are fire resistive occupancy separations provided as required by the IBC?	_____	_____
Is the facility within the allowable floor area for the type of construction as required by the IBC?	_____	_____
Is the occupancy limited to a floor level appropriate for the type of construction as required by the IBC?	_____	_____
Is the building located on the property as required by the IBC?	_____	_____
Are storage and janitor closets of 1-hour fire resistive construction?	_____	_____
Are draft stops provided as required for floors, ceilings and attic spaces?	_____	_____
Are vertical openings protected as required by the IBC?	_____	_____
Is the type of construction and fire resistance of exterior walls appropriate for the facility?	_____	_____
Are automatic sprinklers installed in the enclosed usable space below or over stairways?	_____	_____
Is a sprinkler system installed in all basements with a floor area in excess of 1,500 sq.ft.?	_____	_____
Is usable space under the first story protected on the side of the usable space with 1-hour fire resistive construction, and are doors self-closing, noncombustible or solid core construction at least 1 3/4" thick?	_____	_____
Is the roof covering material at least "Class B"?	_____	_____
<i>Exception:</i> If the roof area is less than 6,000 sq.ft. and there is 10' from the roof to the property line on all sides, the roof may be "Class C" complying with the IBC or a special purpose roof in accordance with the IBC.		
Storage or use of Class I, II, III-A liquids is not allowed. Does the facility comply?	_____	_____
Fire		
Emergency Exits - Are there two unobstructed exits provided? Do they provide a means of egress to a public way or place of refuge?	_____	_____
Are they openable from the inside without the use of a key or any special knowledge or effort?	_____	_____
Are there at least two exits located a distance apart not less than one-half the diagonal dimension of the building or portion used for child care and does the travel distance between exits not exceed 75 feet?	_____	_____
<i>Exception:</i> The distance between exits can be extended to 90 feet if the building is totally protected throughout with smoke detectors and in buildings with automatic fire sprinkler systems the distance may be increased to 110 feet.		
Are two exits provided from each room with a floor area greater than 210 sq.ft. (occupant load of 7 or more)?	_____	_____
Basements - If preschool will occur on a story below the level of exit discharge, at least two exits must be provided which open directly to the outside without entering the first floor corridor.		
Second Floor Level - Preschool is permitted at the second floor level provided that the building is protected throughout by an automatic fire sprinkler system and has two exit doors directly from the second floor level to the outside.		
Exits may pass through adjoining rooms, provided the total distance of travel from any point 150 ft. and is direct, obvious and unobstructed. The path of travel may not pass through kitchens, store rooms, closets, restrooms, hazardous rooms or similar places. Does the exit path comply?	_____	_____
Where exits pass through adjoining or intervening rooms are smoke detectors installed throughout the area of common atmosphere through which the exit must pass? (see exception (4f) below).	_____	_____

Fire (Continued)

Yes No

If a school fire alarm system is required, are detectors in (4e) above interconnected?

Exception: 1) When the aggregate occupant load of the intervening room or rooms is 10 or less.

2) Rooms used for mechanical or utility service.

Are exit signs properly installed?

Are exits properly illuminated?

Are the required exits not less than 44 inches of clear exit width and not less than 6'8" in height?

Exception: Sliding patio doors will be accepted as a required second exit in "Family & Group Child Care facilities" only.

Is the facility in compliance with exiting requirements?

Occupant Load - Is the facility in compliance?

To determine occupant load, calculate the square footage of the space between the interior face of the exterior walls assigned to child care use and divide by the occupancy load factor of 35. Allowances for interior walls or partitions and furnishings have been taken into account in the occupant load factor.

Enter occupant load of the facility _____.