

**Fire Marshal's Office
Child Care Facility
Self-Fire Inspection**

Facility Name: _____ Address: _____ Phone: _____

Business Representative: _____ Phone: _____

Building Owner: _____ Address: _____ Phone: _____

Instructions: The Fire Department believes you are the best person to maintain a safe environment for your facility. This self-inspection form is designed to assist you in performing a fire safety inspection. Complete the form by reviewing each item and check off those that apply and are in compliance with the statement. A copy of a current fire system service reports, with deficiencies corrected, shall be attached to this form. An independent servicing company must be used for inspecting the systems. When this form is complete, call the Fire Marshal's Office to make an appointment for your facility inspection. If you have any questions, please call our office.

OK | NA This form applies to: Child Care facilities (places caring for, treating, or educating children).

Exits Code cites are from the 2006 IFC

1. Minimum of 2 exits and sprinklers are provided if the 2nd floor or basement is used for child care, 1018.2.
2. 2 exits are provided for any room and facility that exceeds 7 occupants, if built before 10/2004. 1018.1
3. Exit system (aisles, halls, doors, corridors, stairs, etc.) are clear and unobstructed, 315.2.2, 1027.2.
4. Sleeping rooms shall be provided an escape window, min. height 24" and width 20", 5.7 sq. ft., 1025.2.
5. Exit doors are openable from the inside without the use of a key or special knowledge or effort, 1008.1.8.
6. No dead bolt mechanism of any type is allowed on any exit door unless it is integrated with the main door latch release, 1008.1.8.4.
7. A landing and floor are provided on each side of every exit door and their surfaces are not more than 1/2" (if built after 10/2004) and 1" (if built before 10/2004) below the highest point of the door threshold, 1008.1.6.
8. Exit signs are above each exit door except the main exit door and internally and externally lit, 1026.3.
9. Emergency lighting operates on battery backup when the main power is off. If batteries have not been replaced in the last 5 years, have a battery company test them or replace them. Most units have a test button that checks the circuitry while on battery power but it does not indicate the condition of the battery. 1011.5.3, 1026.5.

Fire Protection Systems

11. At least one fire extinguisher (usually a 5 pound all purpose that has a UL classification of 2A 10BC) is provided for every 75' of travel, for each floor level, and maximum mounting height is 5 ft., 906.1 and .2, and NFPA 10.
12. All fire extinguishers have been serviced within the last 12 months. Attach a copy of the receipt or service report, 906.2.
13. Sprinkler system (if provided) has been serviced within the last 12 months. Attach a copy of the service report, 901.6.1.
14. Fire alarm system has been serviced within the last 12 months. Attach a copy of the service report, 901.6.1.
15. Operating smoke detectors are required in all sleep/nap areas and at the top of stairs, 907.2.10.
16. Kitchen hood suppression system has been serviced within the last 6 months. Attach a copy of the service report, 901.6.1.

General

17. Address is on the exterior of the building and visible from the street. Letters will be a minimum 4" high and 1/2" wide, 505.1.
18. Electrical panel has for at least 30" in width, 36" in front, and 78" in height clear access, 605.3.
19. Covers are on electrical outlets, switches, and exposed wires, and damaged wiring is repaired, 605.6.
20. Equipment/boiler/mechanical/electrical rooms do not have any combustible storage, 315.2.3.
21. Outdoor trash containers are not under any building overhang, canopy, or other projection, 315.3.
22. Extension cords are used only for temporary, portable, or seasonal equipment, 605.5.

Special

23. Holes in the walls and ceiling of heating equipment rooms are repaired, 703.1.
24. The Emergency Plan information (including drills) is current, available, and in place, 404.2.

Penalty of Falsifying Information: The fire department may inspect the facility at random. If the above information is found to be false, civil penalties may be issued and a reinspection fee will be charged. Depending on the severity of misrepresentation and the fire and life safety risk to the occupants, the building may be posted "Closed" until compliance is attained.

I claim the above information is true and accurate.

Responsible Party Signature: _____ Date: _____

Office Use Only:

Information reviewed by Office staff: _____ Date: _____