

DAY CARE - CHECK LIST (Uniform Fire Code, Group E, Division 3)

April 1, 2024

These facilities are regulated by the Texas Department of Protective and Regulatory Services (TDPRS) and require a license to provide day care for seven (7) or more children. The facility must pass an annual fire/safety inspection. These requirements apply equally to a commercial type building or to a private residence that is being used as a place of business to provide child care service

This check list includes, but is not limited to, the minimum standards for a fire inspection published by the TDPRS. The check list includes requirements added by the Jollyville Fire Marshal and requirements necessary to meet the applicable *Uniform Fire Code*.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. The emergency 9-1-1 number for FIRE, POLICE or AMBULANCE shall be posted on or near the phone. Monitoring alarm companies should use (512) 864-8282 to report emergencies.
2. The address should be easily visible from the street.
3. The exterior grounds near structures and play areas should be free of trash, tall dry weeds, grass or brush and any other combustibles that could be a fire hazard.
4. The gas meter shut-off should be accessible and its operation known to occupants.
5. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions etc. They should not be where they will be stepped on.
6. Electrical panel boards will be accessible and have a clear 30-inch area in front with. Electrical devices, switches and wall outlets shall have cover plates in place.
7. Gas appliances and heaters will have all normal panels or doors in place. There shall be no storage inside cabinets or closets enclosing gas appliances.
8. There will be no holes or gaps in wall and ceiling covering material that could allow fire spread.
9. There shall be outside door exits on two or more different sides of the building (sliding glass doors are OK). *This requirement cannot include an exit though a kitchen without the explicit written approval of the Jollyville Fire Marshal.*
10. All hallways, doorways, pathways and exits are kept clear of obstructions.

11. Any exit door (including interior doors leading to an exit) shall be operable from the inside without the use of a key, special knowledge or effort. *Exception, the main entrance door on commercial type buildings may be key locked if children are not present.* Only one latching devices of an approved type is allowed on exit doors. Exit doors must not be blocked in any manner on the inside or outside.
12. Fire drills shall be conducted each month and records kept showing date and time of each drill and the time required for evacuation. Building(s) should be evacuated within three (3) minutes.
13. Fire evacuation plans shall be posted in each room used by children. The plan should show a primary route to the nearest exit door and a secondary route to the next closest exit door to be used in the event the primary door is not usable. The plan will designate a safe assembly point.
14. Staff members must be able to account for all children in assembly area and report any missing children to fireman.
15. A day care facility shall not provide child care on any level above or below the ground floor unless there are two approved and oppositely located stairways. In a normal two-story house, only the ground floor may be used for day care, and the single stairway must be blocked or screened to prevent children from entering the second floor. *An exception to this must be explicitly approved in writing by the Jollyville Fire Marshal or Fire Chief.*
16. One or more UL listed smoke detector(s) is required to be properly mounted in each building or in each major room of commercial type buildings, except in kitchens. They should be tested monthly. If battery operated, change batteries each year. Check operation of each detector.
17. The only accepted building heating system will be a CENTRAL HEAT UNIT that is listed (approved) by nationally recognized standards organizations such as UL or the American Gas Association and installed according to accepted standards. All other types of heating including electric, gas or liquid fueled space heaters, will not be used *without the explicit written approval of the Jollyville Fire Marshal.*
18. Wood burning or gas log fireplaces will not be used when children are present.
19. Electrical outlets accessible to children must have child resistant covers installed.
20. A dry chemical fire extinguisher with a UL rating of at least 2-A:10-B:C (or higher numbers) is required in each building (or each 3,000 sq ft, and within 75 feet).
21. Extinguishers should be mounted where they are highly visible and at approximate chest height (but not over 60", or 48" if ADA rules apply). One should be located near the kitchen exit, but not closer than 8 feet to the cooking stove.

22. Extinguishers must be inspected or serviced annually by a State licensed technician and have an approved service tag attached. Service tag is not required if it can be proven that extinguishers are less than one year old. Servicing is required if used.
23. Check that the extinguisher pressure is “in-the-green” or in the normal zone and that the operating safety pin is secured with an intact break-away tie.
24. Incandescent light bulbs in storage areas must be protected from contact with combustibles.
25. An operating flashlight should be available or a functioning battery powered emergency lighting system installed. *Emergency lighting may be required by the Jollyville Fire Marshal depending on the size and/or arrangement of egress ways.*
26. A basic first aid kit is available to the staff, consisting of multi size adhesive bandages, large gauze pads, adhesive tape, scissors and a mild over-the-counter antiseptic.
27. Any caustic, toxic, poisonous or hazardous materials are locked up or kept where children cannot access them. This includes, but is not limited to, any medications, insecticides, bleach, drain cleaners, toilet cleaners, paint thinner, paint products, gasoline, oven cleaners, ammonia, automatic dishwasher detergent, and pool treatment chemicals.
28. Indoor storage of up to five gallons of flammable liquids used for maintenance or operation must be stored in code approved metal containers or safety cabinets.
29. Portable propane cylinders of over 1¼ pound capacity (about 3" x 12" cylinder) should not be stored or used in buildings or garages, or any closer than 5 feet from a building.
30. If the building or facility could normally be occupied by 50 or more people (number of children on license, plus staff members), it shall be provided with an approved manual fire alarm system with visible pull stations located near each exit door. If the facility supervises 100 or more children, a full detection and alarm system is required and must be monitored off-site. Check the alarm system.
31. If exit signs are present they must be continuously illuminated. Exit signs are required if the building or facility could be occupied by 50 or more people (number of children on license, plus staff members).