

INSPECTION GUIDE
AIR FORCE FAMILY CHILD CARE HOMES
FIRE PROTECTION/PREVENTION INSPECTION

Revision Date: 31 August 2001

The following items, at a minimum, will be used to determine if an Air Force licensed Family Child Care Home (FCCH) or candidate home conforms to the fire protection/prevention requirements of the National Fire Protection Association, *Life Safety Code* (NFPA 101, 2000 Edition) and applicable DoD and Air Force criteria. Compliance with NFPA 101 is required by DODI 6060.2 and AFI 34-276, *Family Child Care Programs*.

Compliance with the structural requirements of NFPA 101 is to be inspected as part of the prelicensing and subsequent annual licensing inspections of FCCHs in on-base military family housing (MFH) and off-base leased housing. Use this checklist during these inspections.

In addition, this guide will be used as part of the annual comprehensive fire inspection (performed on 10% of FCCHs) and the annual multi-disciplinary team inspection (performed on 10% of FCCHs). The results of both inspections will be reviewed as part of the headquarters' annual inspection.

FCCH Program staff and fire prevention personnel can contact HQ AFCESA/CESM (Mr. Ray Hansen/DSN523-6317/ray.hansen@tyndall.af.mil) for guidance, as necessary. No providers or parents should contact Mr. Hansen directly.

Following each inspection item are the applicable references; however, not all items will have a specific reference.

Rate the home being inspected on each item using the following ratings:

- C - Total Compliance with Standard**
- P - Partial Compliance with Standard**
- N - Noncompliance with Standard**
- NA - Not Applicable**

Base: _____ **FCC Provider:** _____

Building Number: _____ **Address:** _____

Children: 0-6 mos ___; 6-12 mos ___; 12-24 mos ___; 2-3 Yrs ___; 3-5 Yrs ___; 5+ Yrs ___

Date: _____ **Inspector Signature:** _____

Inspector's Office Symbol _____

SECTION A: FACILITY

A-1. _____ All deficiencies identified in past inspections have been corrected.

A-2. _____ Rooms normally occupied by clients/children have an exit leading directly outside the building; or an openable window with a clear opening of 5.7 ft² (0.53 m²) (including a 20-inch (508 mm) minimum width and 24-inch (610 mm) minimum height) with a bottom sill height of 44 inches (1118 mm) or less above finished floor, in addition the primary means of escape (a door). (NFPA 101: 17.6.2.4, 24.2.2.3) Window dimensions are the minimum required for a firefighter in full gear to pass through the window if necessary.

NOTE: Fully sprinklered facilities are exempt from this requirement.

A-3. _____ Window screens or bars are easily removable/openable from the inside to the full size required in A-2 without tools or special knowledge. (NFPA 101: 17.6.2.4)

A-4. _____ No clients/children occupy a basement during any part of their stay at the FCCH unit. (NFPA 101: 17.6.2.4.4)

EXCEPTION: When there is an exit from the basement to the outside separated from the remainder of the unit by 20-minute fire protection barriers (including doors and walls) AND a window meeting NFPA 101, 17.6.2.4, from each basement space occupied by clients.

EXCEPTION: For brief periods when the clients arrive before the FCCH opens when permitted by AFI 34-276, Section 2.25.6. No more than three children under age 8 (including the provider's own children) are permitted in the basement during this brief period, and the provider must remain with the clients/children.

A-5. _____ If the FCCH provider of shift care, evening care, or extended care is authorized to sleep when the clients/children are sleeping, the FCCH provider must sleep on the same story of the facility as both the clients and the provider's own children under the age of eight. (NFPA 101: 17.7.5 / AFI 34-276: 2.25, 2.26)

NOTE: Clients may not sleep in a basement.

A-6. _____ Every required exit, exit access, and exit discharge is continuously maintained free of obstructions or impediments for full instant use in the case of fire or emergency. (NFPA 101: 7.1.10.1)

A-7. _____ The means of egress is a minimum of 28 inches (711 mm) wide (clear width) throughout. (NFPA 101: 24.2.4.1)

A-8. _____ There are no barriers or gates that divide space and prevent rapid exit from areas occupied by clients/children. (NFPA 101: 7.1.10.2.2)

NOTE: This does not include barriers such as infant gates that can be easily pushed aside by adults.

A-9. _____ The designated evacuation meeting place is a minimum of 75 feet (23 m) from the building to avoid danger from any fire in the building and interference with fire department operations. The evacuation path is away from firefighting operations and vehicle approaches. This has been planned with the fire inspector during the preclicensing inspection and included in the provider's emergency plan.

A-10. _____ There is an immediate means of reentry to the FCCH to allow the provider to retrieve a missing child (intended for use only as a last resort).

A-11. _____ Doors can be opened with a single releasing operation. An additional deadbolt or lock is allowed on exterior doors only when the releasing mechanism does not require a key or special tool from the egress side (inside) of the door and the lock remains disengaged during business hours. (NFPA 101: 7.2.1.5.4)

A-12. _____ There are no padlocks, slidebolts, and/or hook-and-eyes on any doors. (NFPA 101: 7.2.1.5.4)

A-13. _____ Closets have a door that a child/client can open from the inside. (NFPA 101: 24.2.4.3)

A-14. _____ Bathroom doors have locks or latches on them that can be opened from the outside. (NFPA 101: 24.2.4.4)

A-15. _____ Hangings or draperies are not placed over exits. (NFPA 101: 7.1.10.2.1)

A-16. _____ No furnishings, decorations, or other objects are placed to obstruct view or use of exits. (NFPA 101: 7.1.10.2.1)

A-17. _____ Unvented fuel-fired heating equipment is not used. (NFPA 101: 17.5.2.2)

A-18. _____ Sleeping mats purchased after 1 October 2001 meet the flammability requirements of California Technical Bulletin 117 or 129. Keep documenting tags ("Do not remove" tags) or paperwork in a fire protection folder. (NFPA 101: 10.3.2, 10.3.4)

A-19. _____ Upholstered furniture purchased after 1 October 2001 be certified as resistant to cigarette ignition by the Upholstered Furniture Action Council (UFAC), or meet the flammability requirements of California Technical Bulletin 116, 117, or 133. Keep documenting tags ("Do not remove" tags) or paperwork in a fire protection folder. (NFPA 101: 10.3.2, 10.3.3)

A-20. _____ Fireplaces are equipped with protective screens and are not used during business hours while children/clients are present. (NFPA 101: 17.5.2.3)

A-21. _____ There is a working telephone in the FCCH whenever clients/children are present. (AFI 34-276: A5.19.3)

SECTION B: SUPPRESSION AND ALARM SYSTEMS

B-1. _____ Single-station smoke detectors, powered by the FCCH unit's electrical system, are located on each level; in each room/area used for sleeping by children/clients; and, for each new or recently renovated unit, in each room used for sleeping by the permanent occupants. (NFPA 101: 24.3.4 , 17.6.3.4.3 / AFI 34-276: A5.23.2)

NOTE: A smoke detector outside the bedrooms will meet this requirement for all rooms on the same level that cannot be separated from the smoke detector by the shutting of a door.

EXCEPTION: Some apartment buildings are provided with system smoke detectors that activate the building evacuation alarm rather than just the alarms within an individual FCCH. These system smoke detectors are normally acceptable if provided in the same locations as required for single-station smoke detectors.

B-2. _____ An audible signal alerts occupants to evacuate the building for each drill (push the test button on the smoke detector). The signal type/tone is the same throughout the FCCH unit. The signal is audible throughout the building but not excessively loud (15 dBA above ambient is acceptable). (NFPA 101: 9.6.2.10)

EXCEPTION: Use of an audible signal (or the test button) during drills is not required when the FCCH is located in an apartment building provided with system smoke detectors that activate the building evacuation alarm rather than just the alarms within an individual FCCH.

B-3. _____ Smoke detectors are tested (by test button) once a month together with the fire drills (D-3). (NFPA 101: 9.6.2.10 / AFI 34-276: A5.23.3)

EXCEPTION: Smoke detector testing by the FCCH provider is not required when the FCCH is located in an apartment building provided with system smoke detectors that activate the building evacuation alarm rather than just the alarms within an individual FCCH.

B-4. _____ Smoke detectors are cleaned once a year at the time of the annual licensing renewal inspection. (NFPA 101: 9.6.2.10)

EXCEPTION: Smoke detector cleaning by the FCCH provider is not required when the FCCH is located in an apartment building provided with system smoke detectors that activate the building evacuation alarm rather than just the alarms within an individual FCCH.

B-5. _____ The automatic sprinkler system (if applicable), smoke detection and alarm system, exit and emergency lighting (in large complexes such as tower housing), fire doors, and other items required to comply with Life Safety Code are continuously maintained in proper operating condition. (NFPA 101: 4.6.12.1, 9.6.1.4, 9.7.5)

SECTION C: OPERATIONS

C-1. _____ Care for Less Than 24 Hours. No more than six clients/children, including the provider's own children under 8 years of age, may be cared for in the FCCH. No client may be provided care continuously for 24 hours or more unless authorized (see next item C-2). No more than two persons incapable of self-preservation may be cared for in the FCCH at any time. (AFI 34-276: 1.12 / NFPA 101: 17.6.1.4.1(a))

NOTE: Persons incapable of self-preservation include children under 2 years old; certain persons with special needs regardless of age; and some elderly people.

C-2. _____ Care for 24 Hours or More. No more than three clients/children, including the provider's own children under 8 years of age, may be cared for in the FCCH when the FCCH is authorized to provide care to any client continuously for 24 hours or more. No more than two persons incapable of self-preservation may be cared for in the FCCH at any time. (AFI 34-276: 1.12, 2.26 / NFPA 101: 17.6.1.4.1(a))

NOTE: Persons incapable of self-preservation include children under 2 years old; certain persons with special needs regardless of age; and some elderly people.

C-3. _____ The FCCH provider will be in the facility at all times when clients are present. The provider must be alert and awake at all times between the hours of 0600 and 1800. Between the hours of 1800 and 0600, the FCCH provider is permitted to sleep if no more than 3 clients/children, including the provider's own children under 8 years of age, are being cared for in the FCCH, and each of these clients/children is sleeping. (AFI 34-276: 1.12, 2.26 / NFPA 101: 17.7.5)

C-4. _____ The provider inspects all exits daily to ensure all doors (including balcony doors), stairs, and windows are in proper condition, not obscured, unobstructed, unlocked to egress, and easy to open. Problems are remedied immediately. (NFPA 101: 17.7.3.2)

C-4. _____ The provider conducts fire prevention inspections monthly using all sections of the checklist except B-1, 2, 4, and 5 and E. A copy of the latest inspection form is kept in the provider's records. (NFPA 101: 17.7.3.1)

C-5. _____ Ignition sources (e.g., matches, lighters, lit candles, oil or kerosene lamps, etc.) are out of the reach of children. (AFI 34-276: A5.20.2)

C-6. _____ Provider attended the Fire Prevention Orientation Briefing and/or Fire Prevention training through the FCCH program prior to initial licensing.

C-7. _____ Flammable and combustible liquids are stored in appropriate containment areas, outside the living unit, accessible only to the caregiver. (NFPA 101: 8.4.3.1)

C-8. _____ Flammable liquids or gases are not stored or handled in areas where egress could be compromised. (NFPA 101: 8.4.3.2)

C-9. _____ Furnishings or decorations of an explosive or highly flammable nature are not used. (NFPA 101: 10.3.5)

SECTION D: DRILLS

D-1. _____ A fire evacuation drill, approved by the fire department, is practiced by the FCCH once a month. If drills are missed due to severe weather, additional drills must be held in the other months. At no time should there be more than two months between drills. (NFPA 101: 17.7.2.2 / AFI 34-276: A5.23.3)

D-2. _____ All persons in the FCCH unit participate in drills. (NFPA 101: 17.7.2.2)

D-3. _____ House fire alarm is sounded for every drill. (Use smoke alarm test button.) (NFPA 101: 17.7.2)

EXCEPTION: Use of an audible signal (or the smoke alarm test button) during drills is not required when the FCCH is located in an apartment building provided with system smoke detectors that activate the building evacuation alarm rather than just the alarms within an individual FCCH.

D-4. _____ Drills are executed at different hours of the day and evening including when clients/children are resting or sleeping. (NFPA 101: 17.7.2, 4.7.5 / AFI 34-276: A5.23.3)

D-5. _____ During drills or evacuations, provider and clients/children leave the building in a brisk, orderly manner and do not run. (NFPA 101: 17.7.2, 4.7)

NOTE: Desirable evacuation time is one minute or less when rooms have exits directly to the outside. If clients/children are sleeping, evacuation time may be slightly longer. (Evacuation time is measured from alarm signal to arrival at the meeting place.) The object of the drill is not to race but to make the actions needed so routine they become automatic. Times will improve with practice. Evacuating in an orderly, safe, manner is most important. If evacuation time increases, the root cause should be discovered and corrected. At no time should evacuation time exceed two minutes.

D-6. _____ Clients/children are not allowed to obtain clothing or other personal items before they leave the building during a drill or evacuation. (NFPA 101: 17.7.2, 4.7)

D-7. _____ During inclement weather, blankets are kept in a specified location near the main exit of the home. The provider, or an older child assigned the job, brings the blankets to the evacuation point and distributes them to the clients/children at the evacuation point. (NFPA 101: 17.7.2, 4.7)

D-8. _____ Provider remains calm during a drill or evacuation. Clients/children are taken to their designated meeting place. The clients/children and provider remain there until all are accounted for. (NFPA 101: 17.7.2, 4.7)

D-9. _____ During a drill or evacuation, the daily attendance list and parent contact list is taken with the group and used to determine if all clients/children in attendance have been evacuated. (NFPA 101: 17.7.2, 4.7)

SECTION E: EMERGENCY PROCEDURES

- E-1. _____ Written emergency procedures are posted in FCCH. (AFI 34-276: A5.19.3 / NFPA 101: 17.7.1)
- E-2. _____ Provider, substitute, and clients/children are familiar with emergency procedures, including those for severe storm warnings, earthquakes and other natural disasters. (AFI 34-276: A5.19.3 / NFPA 101: 17.7.1)
- E-3. _____ Provider, substitute, and clients/children are familiar with primary and secondary escape routes as identified on the posted evacuation plan. (NFPA 101: 17.7.1)
- E-4. _____ Provider is trained in, and practices, proper procedures for contacting the designated fire department and/or emergency services. (NFPA 101: 17.7.1)
- E-5. _____ Emergency numbers and parent contact numbers for all clients/children enrolled in the FCCH are posted near the phone and also kept with the daily attendance list. (AFI 34-276: A5.19.3)
- E-6. _____ Heavy-duty flashlights and at least one set of back-up batteries are available at all times.

SECTION F: HAZARDS/HOUSEKEEPING

- F-1. _____ Range is cleaned after each use as needed. Range vent filters are cleaned weekly.
- F-2. _____ The laundry area and dryer vent is free of lint. Soiled linens are either washed immediately or stored in containers with lids.
NOTE: Containers made of fire-rated materials are no longer required. Soiled linens placed directly in the washing machine with the lid closed also meet this requirement.
- F-3. _____ Electrical (AFI 34-276: A5.24):
____ Wiring is not exposed.
____ Wiring is in good condition – no fraying, splicing, or damage.
____ Circuits and extension cords are not overloaded.
____ All ground plugs are intact (the third prong is not clipped off or hanging outside the extension cord it is plugged into).
____ Receptacles are in good condition—not cracked, loose, or broken.
____ There are no loose or broken light bulbs.
____ Extension cords are not run under rugs, carpeting or across doorways, and are not accessible to children..
____ Cribs, beds, or upholstered furniture are not located next to receptacles.
- F-4. _____ Protective covers are installed on all electrical receptacles (outlets), to include surge protectors when not in use. (NFPA 101: 17.5.1.1 / AFI 34-276: A5.24.3)

