



BAYTOWN FIRE DEPARTMENT
Fire & Life Safety Inspection for Child Care Facilities
Checklist

Y N N/A

___ ___ ___

EXTERIOR:

Address must be plainly and clearly posted on the exterior of the building and visible from the roadway.

___ ___ ___

Fire lane (if required) must be clearly marked and easily visible.

___ ___ ___

Weeds, grass and trash from around the building must be kept neat and clean. (fire hazard).

___ ___ ___

A Knox box must be present with the proper keys inside. You may order at www.knoxbox.com or at 888-625-4563, specify Baytown Fire Department keyway.

INTERIOR:

___ ___ ___

All closets and bathrooms shall open from the inside and outside and a key shall be readily available to unlock them.

___ ___ ___

Hazardous materials and flammable liquids are properly stored.

___ ___ ___

Furnace / heating units are properly vented to the outside.

EXITS:

___ ___ ___

Every classroom, meeting room, dining room, etc. must have at least 2 unobstructed ways out (i.e. door, window, etc.).

___ ___ ___

If a building has 2 or more exterior doors, all exterior doors must have lighted exit signs.

___ ___ ___

All exits are kept unlocked and are easily opened, from the inside, at all times the building is occupied. Signs stating this must be posted on the inside of each exit door.

___ ___ ___

All exit corridors and stairwells must remain unobstructed and maintain the required minimum width.

___ ___ ___

Exit corridors and stairwells must have emergency egress lighting.

___ ___ ___

Primary & Secondary means of exit do not exit through a hazardous area (garage, storage room, kitchen, etc.).

HOUSEKEEPING / STORAGE:

___ ___ ___

In classrooms, storage rooms, or anywhere, all combustible (stuff that burns easily) storage must be at least 24" below the ceiling.
(18" below all sprinkler heads, if the building has an automatic sprinkler system.)

___ ___ ___

Housekeeping / storage is neat and orderly. Maintain a clear pathway to the rear of all storage rooms.

___ ___ ___

No combustible storage within 36" of all water heaters or other ignition sources (dryers, heaters, etc.).

___ ___ ___

No combustible storage is allowed in mechanical, electrical, or boilers rooms.

FIRE PROTECTION SYSTEMS:

___ ___ ___ Fire alarm systems and automatic fire sprinkler systems must have a current inspection tag & be operational, if applicable.

___ ___ ___ Working smoke detectors must be mounted on the ceiling or wall in all exit corridors, stairwells and all rooms used for sleeping purposes. Smoke detectors are required on each level of the building.

___ ___ ___ Smoke detectors are to be tested monthly and a record should be kept of such tests.

___ ___ ___ Fire extinguishers (minimum rating of 2A-10BC) must be inspected annually and properly mounted (at least 4" from the floor and no higher than 5' from the floor).

___ ___ ___ Maximum travel distance from anywhere in the building to a fire extinguisher is 75 feet.

___ ___ ___ A fire extinguisher shall be located in the kitchen area, if any cooking or warming is performed.

ELECTRICAL:

___ ___ ___ Maintain a minimum of 36" of clearance around the electrical panel. Electrical panel rooms must be labeled.

___ ___ ___ Electrical panels must have the proper cover on.

___ ___ ___ All breakers must be properly labeled as to what they operate and all empty breaker slots must be plugged.

___ ___ ___ All electrical wiring is in good condition and is enclosed in conduit or junction boxes. All outlets and switches have the proper cover plates. There is no exposed wiring.

___ ___ ___ No extension cords may be used as permanent wiring (to computers, refrigerators, radios, etc.).

___ ___ ___ No multi-plug adaptors, unless they have a built-in circuit breaker.

___ ___ ___ Power strips are acceptable as long as they have a built-in circuit breaker (should be stated on the packaging).

COMBUSTIBLE DECORATIONS:

___ ___ ___ Combustible (stuff that burns easily) decorations may only cover up to 50 percent of each wall, in the classrooms. Combustible decorations may only cover up to 20 percent of each wall, in the exit corridors.

___ ___ ___ No 3 dimensional combustible decorations are allowed. All wall decorations must be flat against the wall.

___ ___ ___ No combustible decorations are allowed to be hung from the ceiling.

___ ___ ___ No combustible decorations are allowed on or within 5 feet of an exit door (classroom or corridor) inside or outside.

___ ___ ___ All window and stage curtains must be fire retardant. (fire retardant spray is available at most fabric stores). Keep the container and records of when the curtains were treated.