**BAYTOWN FIRE DEPARTMENT**

**Fire & Life Safety Inspection for Child Care Facilities**

**Checklist**

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**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](http://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 disorderly. 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.