

Family or Group Day Care Inspection Checklist:

- Obtain zoning approval and a business license.
- Confirm that there are no existing hazards in the structure, including known code violations, inadequate electrical or structural conditions, faulty furnaces or equipment, and lack of maintenance on the home.
- Floor level(s) to be used for the day care business must be either first floor, second floor, basement, or combination thereof. Any area used for the day care must have a second exit or approved escape window, unless it is a non-habitable area such as a bathroom.
- Existing doors and windows are operable and open fully. Two ways out are required from most spaces, rooms, and floor levels. One of these ways may be an approved window or basement access door. A basement with the only exit through the stairs to the first floor is not permitted for day care use.
- Oil burner, gas furnace or other heating system tested, cleaned and the area free of storage. Heating units cannot be a hazard to children and must have been cleaned and serviced within one year prior to the day care opening. Submit documentation listing all work performed.
- Install one **10BC** (minimum) fire extinguisher in the kitchen, about five feet to the top of the unit, and where it can be quickly reached during a stove fire. These "BC only" units are better designed for kitchen fires.
- AFD *recommends* that you install a **2A 10BC** (minimum) fire extinguisher on each floor level of your home. Install securely at five foot height, where it is visible and will not be blocked in.
- Housekeeping must be neat and storage reasonable throughout the home.
- The electrical system has no open junction boxes, improper or open wiring junctions, overuse of extension cords, power strips, missing or broken cover plates, or hazards at the service panel area.
- Smoke detectors are required on **each floor level, outside of and within 15 feet of all sleeping room doors, inside all sleeping or bedrooms, and in day care areas.** Detectors located to cover the "outside bedroom areas" are permitted to also count as the required detector on that particular floor.
 - Smoke detectors, if wall-mounted, **MUST** have a clearance from the ceiling to the top of the detector of 4-12 inches.
 - Smoke detectors, if ceiling mounted, should be near the center of the room. They may, however, be as close as 4 inches to the wall if needed to obtain the required 3' clearance to edges of ceiling fans, vents, or other obstructions.

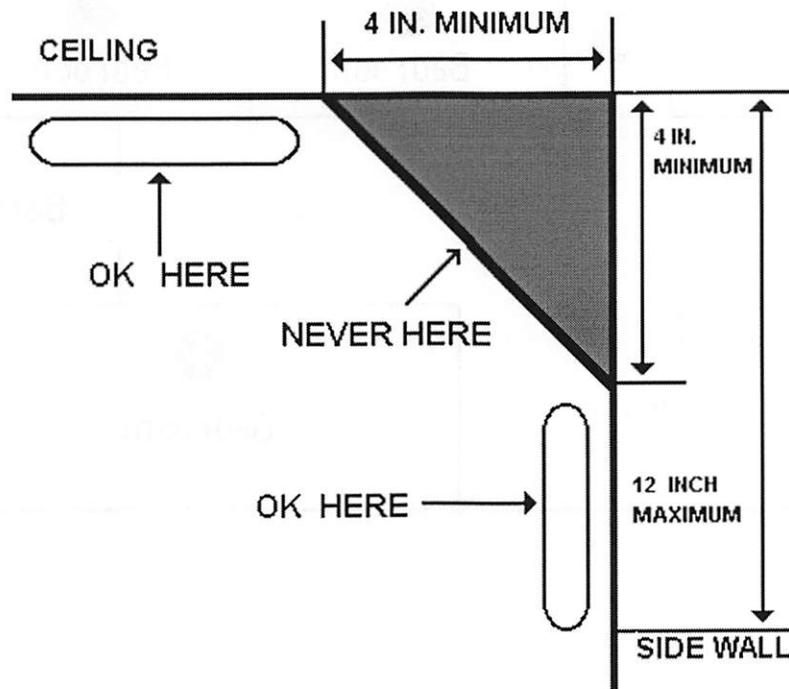
- Install smoke detectors at least twenty feet horizontal from cooking appliances unless it is a photoelectric smoke alarm.
- Install the required smoke detectors at least three feet away from bathroom doors and the edges of ceiling fans and air vents.
- Smoke detectors must not be more than 10 years old.
- **IMPORTANT NOTE: Smoke Alarms in Family Day Cares are permitted to be battery-powered, unless there is an existing hard-wired system. In such cases, the existing hard-wired system must be maintained per Code, and as installed, with minimum battery-powered units being added to meet additional needs. Smoke detection in Group Day Cares must be hard-wired, with battery back-up. Plans for new systems or additions to existing systems must be submitted to the Fire Prevention Office, detailing the work to be done.** See that document for more information.
- Applicant agrees to comply with the following operational requirements:
 - Storage must be in approved areas away from ignition sources
 - Do not burn candles while children are in care
 - Extension cord use to be approved and safe
 - No flammable liquids in the basement, limit storage elsewhere to amounts needed, and no more than five (5) gallons total.
 - Keep matches and lighters safely stored
 - Cooking must be attended at all times
 - No smoking while children are in care
 - Test smoke detection at minimum monthly intervals
 - Conduct emergency evacuation drills per Code (every 2 months recommended)
 - Staff able to evacuate all children in one trip
 - Follow Title 55 requirements for child / staff ratios permitted
 - Create according to DHS requirements an Emergency evacuation route/plan
Evacuation plan must be displayed.

I certify that I have reviewed this checklist and that all of the requirements to open and operate a family or group day care have been met or exceeded. Return form to Fire Prevention, 435 Hamilton St, Allentown, PA 18101.
(610) 437-7758

Applicant Signature: _____ Date: _____

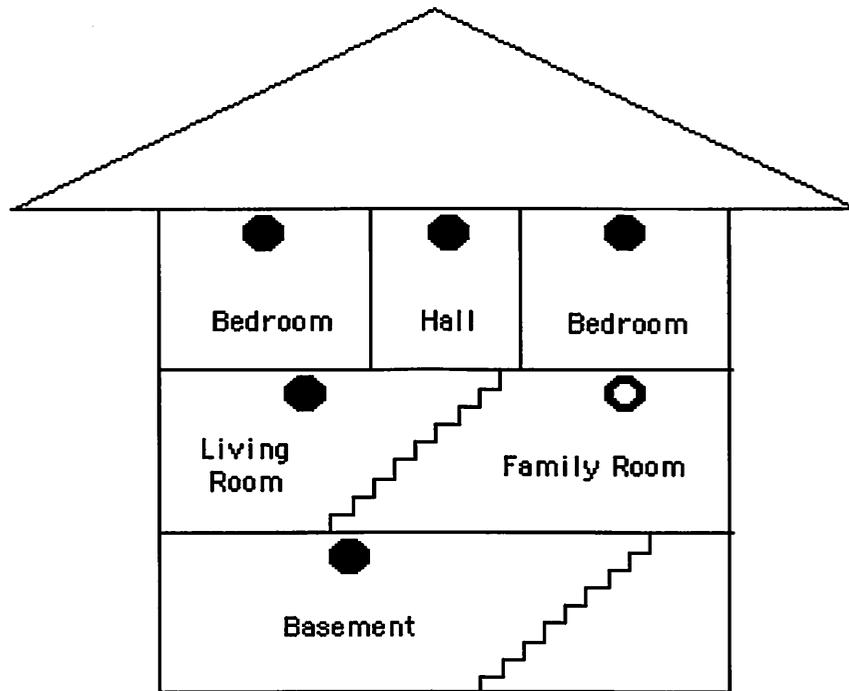
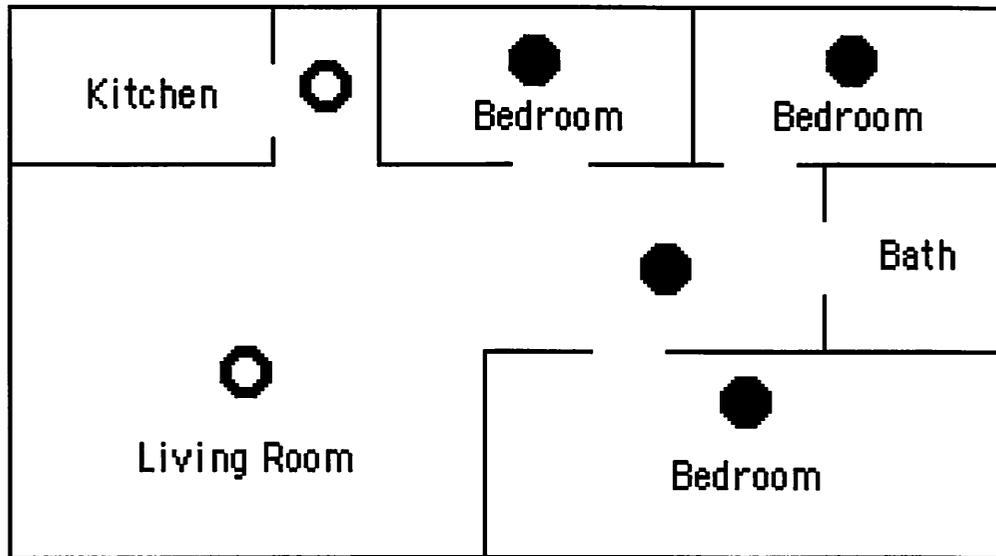
Address: _____

Smoke Detector Installation Guidelines



- (1) Smoke alarms **should not be installed within 3 ft. of the following:** the door to a kitchen, the door to a bathroom containing a tub or shower, forced air ducts used for heating or cooling, ceiling or whole house ventilating fans, or other high air flow areas.
- (2) Kitchens. Normal cooking may cause nuisance alarms. If a kitchen alarm is desired, it should have an alarm silence feature or be a photoelectric type. A kitchen detector is NOT required.
- (3) Smoke alarms and smoke detectors **shall not be installed** within a 36-inch horizontal path from the tip of the blade of a ceiling suspended (paddle) fan.
- (4) Smoke alarms or smoke detectors located within a 20-foot horizontal path of a cooking appliance **shall be equipped** with an alarm silencing means or to be of the photoelectric type.
- (5) Smoke alarms and smoke detectors **shall not be installed** within a 36-inch horizontal path from the supply registers of a forced air heating or cooling system and shall be installed outside of the direct airflow from those registers.
- (6) Avoid placing smoke detectors near fluorescent lights. Electronic "noise" may cause nuisance alarms. Twelve (12) inches clearance is a minimum.

Smoke Detector Installation Guidelines



- = Smoke Detectors for Minimum Protection
- + ○ = Smoke Detectors for Maximum Protection

Family Day Care Pre-Opening Data

- Your Name: _____
- Proposed Day Care Name: _____
- Address: _____
- Type of Home (Circle) Detached Twin Row Townhouse Condo Other _____
- Proposed Day Care Location in Home: _____
- Check here if any other than the ground floor is planned for day care use
- Basement: Full Partial Unfinished None Other _____
- Number of Floors (do not include basements): 1 2 3 _____
- Heating System Type: Forced Air Water Baseboard Electric Baseboard
Heat Pump Ceiling Grid Floor Grid
Radiator Woodstove Coal Stove
Convection Air Other _____
- Heating Fuel: Natural Gas Fuel Oil Electric Propane Coal Solar Wood

Major Pre-Inspection Requirements: (see **Form 49b** for full requirements) **Check Off When Completed**

- 10 BC Fire Extinguisher mounted in kitchen (new unit or has current inspection tag)
- Smoke detectors on every floor level including basement, inside every bedroom, and outside (within 15 feet) of bedrooms. They must be installed correctly!
- Heating system must have been serviced by a licensed, qualified contractor and the report filed with the Fire Prevention Office. All deficiencies must be repaired and the system be stated to be safe for use. Electric baseboard heat in good condition is exempt.
- Any above grade floor used for day care must have an approved operable escape window or approved equivalent for all bedrooms.
- Basements proposed for day care occupancy must be approved habitable areas with an approved second means of egress.
- Portable Heaters, appliances, and extension cords are in good condition. The Fire Marshal will evaluate your facility as needed.

Return this form and form 49b to – Fire Prevention / 435 Hamilton Street / Allentown PA 18101
Office Phone (610) 437-7758

