



## LICENSED CHILD CARE FACILITY INSPECTION CHECKLIST

**Facility Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Administrator** \_\_\_\_\_

**E-Mail** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

### BUILDING INFORMATION

New Construction       Existing Building       Previously Licensed Building

Certificate of Occupancy:       Group E       Group I4       Other: \_\_\_\_\_      Occupant Load: \_\_\_\_\_

Stories: \_\_\_\_\_      Childcare located on Floor(s): \_\_\_\_\_      Construction Type: \_\_\_\_\_

# of Classrooms for ages ≤ 2.5: \_\_\_\_\_      # of Classrooms for ages > 2.5: \_\_\_\_\_

Other occupancies in building: \_\_\_\_\_      Required fire separation per IBC 508.4: \_\_\_\_\_

### DOCUMENT REVIEW

**Auto Sprinkler System (901.6)**       No       Partial       Total       NFPA 13       13R       13D

Annual (9-15 months) Report      Inspected on \_\_\_\_\_ By \_\_\_\_\_ Type \_\_\_\_\_

5-Year Internal Pipe Testing      Conducted on \_\_\_\_\_      Quarterly (2 – 4 months) inspections

Annual (9-15 months) Backflow Report      Conducted on \_\_\_\_\_      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>

3-Year Dry System Full Flow Trip Test      Conducted on \_\_\_\_\_

**Auto Fire Alarm (901.6)**       No       Partial       Total

Annual (9-15 months) Report      Inspected on \_\_\_\_\_ By \_\_\_\_\_

Sensitivity Testing (907.8.3)      Conducted on \_\_\_\_\_

Nuisance Log (for zoned systems only)       Yes       No

**Kitchen Suppression System (every 6 months for both wet and chemical) (904.5.1)**       Yes       No

First Semi-Annual Servicing      Conducted on \_\_\_\_\_ By \_\_\_\_\_

Second Semi-Annual Servicing      Conducted on \_\_\_\_\_ By \_\_\_\_\_

Hood Cleaning (606.3.3)      Conducted on \_\_\_\_\_ By \_\_\_\_\_

**Generator**       Yes       No

Annual Servicing (1203.4)      Conducted on \_\_\_\_\_ By \_\_\_\_\_

Log of Weekly Inspections and Monthly 30-Minute Full Load Test       Yes       No

**Opening Protectives 705.2 (NFPA 80)**

Fire Door Annual Insp. (5.2.4)      Conducted on \_\_\_\_\_ By \_\_\_\_\_

Fire / Smoke Damper 4-year Insp. (19.5)      Conducted on \_\_\_\_\_ By \_\_\_\_\_

**Exit and Emergency Lights Battery Testing**

30-Second Monthly Testing and 90-Minute Annual Testing Log (1032.10)       Yes       No

**Emergency Plan (404.1)**       Yes       No

**Fire Extinguishers**

Annual Servicing (906.2)      Conducted on \_\_\_\_\_ By \_\_\_\_\_

Monthly Inspections by Facility Maintenance Log Provided (NFPA 10-7.2.1)       Yes       No

**Fire Drill Reports with Signature of Participants (405.2/ WAC 212-12-044)**       Yes       No

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
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**FIRE PROTECTION BUREAU - FIRE AND LIFE SAFETY INSPECTIONS**

**PO Box 42642**

**Olympia WA 98504-2642**

**(360) 596-3911 FAX: (360) 596-3934**



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**ADDITIONAL CODE REFERENCES**

**Exterior Inspection**

Address Posted on Building (505.1)

Fire Equipment Access (509.2) – Fire Hydrant Access (507.5.4)

**Exits**

If more than 5 children under 2 ½ years old in entire “E” occupancy, each room used for childcare must have an exit direct to the exterior (Chapter 2 “I-4” definition)

Exit Aisles, Halls, Doors, Corridors are Clear and Unobstructed (1032.3)

Automatic Self-Closing Doors in Operable Condition (705.2.3)

Doors Unlatch With One Operation, No Key or Special Knowledge (1010.2.1)

Child care facilities, rooms or spaces where care is provided for more than 10 children that are 2 1/2 years of age or less, shall have access to not less than two exits or exit access doorways (WAC 51-50-1006 – Table 1006.2.1 (h))

**Electrical**

Electrical Panel, Cover on Outlets, Switches, Exposed Wiring (603.1)

Extension Cords as Permanent Source of Power (603.6)

Power Strips Daisy-Chained (603.5.2)

Electrical Panel Working Space (603.3)

**Combustible Storage**

Combustible Storage is 18” Below Sprinkler Head Level (315.3.1)

Combustible Storage is 24” Below Ceiling in Unsprinklered Areas (315.3.1)

**Detector Coverage**

Carbon Monoxide Detection with fuel burning appliances and with attached private garages (915.1.1)

Sprinkler Head Missing in Required Sprinkler Area (903.3.1.1)

Smoke Detector Missing/For Protection of Fire Alarm Panel (907.2)

**Automatic Sprinkler System (WAC 51-54A-0903, Group E - 903.2.3, and Group I4 - 903.2.6.1)**

Group E & I4 *fire areas* with an occupant load of 51-100 require fire sprinkler system unless all of the following apply:

- Each room where care is provided has a direct exit to the exterior
- Each room where care is provided is located on the level of exit discharge

Group E & I4 *fire areas* with an occupant load of 101 or more require fire sprinklers

**Automatic / Manual Fire Alarm system (WAC 51-54A-0907, Group E - 907.2.3 and Group I4 - 907.2.6.4)**

Group E & I4 *occupancies* with an occupant load of 51-100 require a manual fire alarm system

Group E & I4 *occupancies* with an occupant load of 101 or more require an emergency voice / alarm communication system

**INSPECTOR NOTES:**

I certify that the facility has been inspected to current state-adopted codes.

\_\_\_\_\_  
**Inspected by (Signature)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Reviewed**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

FDM \_\_\_\_\_

TRACKING \_\_\_\_\_

DSHS/DOH \_\_\_\_\_