This document is provided as a guide to help you prepare your residential property for use as a licensed facility. Please review each item and place a check mark in each box after completing. **Be sure to correct any unsafe conditions noted during the inspection.** In addition to this checklist, other applicable Federal, State, and/or city regulations may apply. If you have any questions, please contact the Fire Prevention Division.

This checklist is applicable to home daycare facilities, residential care facilities, and other licensed home care operations.

- Address numbers are visible from street on a contrasting background (i.e. black on white or white on black.)

- Minimum of two separate exits are required and shall be unobstructed to the street. Required exits are not permitted to be through an attached garage, store room, rest room, closet or similar space.

- All exterior doors shall be openable from the inside by single unlocking or unlatching action. Also called "emergency exit hardware".

- Security bars, grills, grates may be installed on emergency escape or rescue windows or any required door, provided the devices are openable from the inside by a single unlocking/unlatching action.

- Minimum 2A 10BC fire extinguisher which is State Fire Marshal tagged and approved shall be mounted 3 feet to 5 feet above the floor.

- A fire alarm shall be attached to the structure, (for home daycare facilities this comes into effect when caring for over 6 children total). It shall be distinctive in tone and audible throughout the structure.

- Listed smoke alarms shall be installed outside and inside of sleeping rooms. Smoke alarms shall be tested by the licensee and witnessed by the inspector.

- One hour separation between garage and house is required. The door shall be solid wood 1 3/8 inches in thickness and must be provided with an automatic door closer.

- Extension cords shall not be used in place of permanent wiring.

- No combustible storage near heat-producing equipment.

- GFIC protection required in bathrooms, outdoors, other areas per Electrical Code. New construction only, recommended in existing structures.