



**BEXAR COUNTY FIRE MARSHAL
AND EMERGENCY MANAGEMENT OFFICE**

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CHRIS LOPEZ
Fire Marshal

**LICENSED DAYCARE CENTER
CHECKLIST**

A facility that provides educational, supervision, or personal care services for more than five children at a location other than the home of the person cared for.

In accordance with the 2015 International Fire Code (IFC), NFPA 101 Life Safety Code (LSC) and Title 11 Local Government Code (LGC), daycare centers shall meet, but are not limited to, the following State and Local requirements.

1.	Annual fire inspections shall meet regulations set by the local fire marshal. <i>(LGC Title 11, Section 352.016)</i>
2.	Plans and procedures for meeting disasters and emergencies, such as fire and severe weather, must be written. <i>(IFC, Ch. 4, Sec. 403.5/LSC, Ch. 17, Sec. 17.7.1)</i>
3.	Emergency evacuation drills must be conducted on a monthly basis. <i>(IFC, Ch. 4, Sec. 405/LSC, Ch. 17, Sec. 17.7.2.1)</i>
4.	Physical address must be posted and visible from street. <i>(IFC, Ch. 5, Sec. 505.1)</i> - Numbers must be a minimum of 4" high x 5" wide
5.	The number and location of exit doors required is dependent on size and layout of facility. <i>(IFC, Ch. 10, Sec. 1006/LSC, Ch. 17, Sec. 17.2.4.1)</i>
6.	Illuminated exit signs are required. <i>(IFC, Ch. 10, Sec. 1013)</i>
7.	A source of emergency lighting in case of electrical failure is required. <i>(IFC, Ch. 10, Sec. 1008/LSC, Ch. 16, Sec. 16.2.9)</i>
8.	Smoke detectors required in each room or space of facility. <i>(IFC, Ch. 9, Sec. 907.2.11.2 / LSC, Ch. 17, Sec. 17.3.4.5)</i> - Place at least 36" away from a/c vent and tip of ceiling fan blade. - If mounted on ceiling: Place at least 6" away from wall. - If mounted on wall: Place at least 6" down from ceiling.
9.	Fire extinguishers are required throughout facility. <i>(IFC, Ch. 9, Sec. 906)</i> - Minimum size allowed: 2A10BC - Fire extinguishers must be readily accessible at all times. - Fire extinguishers must be serviced and tagged annually by a licensed company.
10.	Daycare centers caring for 50+ children must have all exit doors swinging in the direction of exit travel. <i>(IFC, Ch. 10, Sec. 1010.1.2.1)</i>
11.	Daycare centers caring for 50+ children must have all exit doors equipped with panic hardware. <i>(IFC, Ch. 10, Sec. 1010.1.10)</i>

12.	No double-keyed deadbolts on exit doors. <i>(IFC, Ch. 10, Sec. 1010.1.9.3)</i>
13.	No unvented fuel-fired heaters. <i>(LSC, Ch. 17, Sec. 17.5.2.2)</i>
14.	Electrical outlets/switches must have their cover plates and electrical devices/cords must be in good condition. No splices or exposed wiring. <i>(LGC, Title 11, Section 352.016(3) / IFC, Ch. 6, Sec. 605.1 & 605.6)</i>
15.	Every closet door latch shall be such that clients can open the door from inside the closet. <i>(LSC, Ch. 17, Sec. 17.2.2.2.4)</i>
16.	Every bathroom door lock shall be designed to allow opening of the locked door from the outside by an opening device that shall be readily accessible to the staff. <i>(LSC, Ch. 17, Sec. 17,2,2,2,5)</i>
17.	Clothing and personal effects must not be stored in corridors and lobbies. <i>(IFC, Ch. 8, Sec. 807.5.2.1)</i>
18.	Artwork and teaching materials must not exceed 50% of the wall area. <i>(IFC, Ch. 8, Sec. 807.5.2.3 / LSC, Ch. 17, Sec. 17.7.4.3)</i>
19.	Protective safety covers on electrical outlets in areas occupied by children must be installed. <i>(LSC, Ch. 17, Sec. 17.5.1.2)</i>
20.	Residential and commercial stoves used for cooking and preparing food shall be protected by a properly classified vent/hood and fire extinguishing system when the daycare center provides care to 10 or more children. <ul style="list-style-type: none"> - Exception: If food is prepared at a different location and the stove is used strictly for warming, it does not require a commercial vent/hood and fire extinguishing system; Provided a letter from the facility is on file at the Fire Marshal's Office indicating such. <i>(IFC, Ch. 6, Sec. 609.2 and 904)</i>
21.	An approved Fire Alarm System is required when the daycare center has an occupant capacity of 50 or more children. <i>The requirements of the International Building Code shall be the minimum acceptable requirements for this type and classification of facility.</i> <ul style="list-style-type: none"> - If daycare occupant capacity is less than 100 children, rooms with toddlers 2½ years of age and younger MUST have an exit door leading directly to the outside in order to be exempt from requiring a fire alarm system. - The exit door must be side hinged and swing in the direction of exit travel. <i>(IFC, Ch. 9, Sec. 907.2.3 and 903.2.6)</i>
22.	A Sprinkler System may be required. <i>The requirements of the International Building Code shall be the minimum acceptable requirements for this type and classification of facility. (IFC, Ch. 9, Sec. 903.2.3 and 903.2.6)</i>

7/22/15