



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

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**LICENSED CHILD-CARE HOME
CHECKLIST**

A licensed child-care home is defined as: A building or portion of a building in which more than five clients but not more than 12 receive supervision and personal care on less than a 24-hour basis in the caregiver's own residence for children from birth through 13 years. The total number of children in care varies with the ages of the children, but the total number of children in care at any given time, including the children related to the caregiver, must not exceed 12.

In accordance with the 2003 International Fire Code (IFC), NFPA 101 Life Safety Code (LSC) and Title 11 Local Government Code (LGC), home daycares 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. 404, /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.	Home address must be visible from street. <i>(IFC, Ch. 5, Sec. 505.1)</i> - Numbers must be a minimum of 4" high x 5" wide
5.	At least two exit doors leading to the outside, located in distant parts of the home, is required. <i>(IFC, Ch. 10, Sec. 1014 /LSC, Ch. 17, Sec. 17.2.4.1)</i>
6.	A battery-operated source of emergency lighting in case of electrical failure is required in the home. <i>(LSC, Ch. 16, Sec. 16.2.9)</i>
7.	Smoke detectors required on each level of home, in each sleeping area, recreation/activity area or space, and other common spaces accessible to clients. <i>(IFC, Ch. 9, Sec. 907.2.6.2.3 /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.
8.	Fire extinguishers required on each level of home. <i>(IFC, Ch. 9, Sec. 906)</i> - Minimum size allowed: 2A10BC on each level. - Fire extinguishers must be readily accessible at all times. - Fire extinguishers must be serviced and tagged annually by a licensed company.

9.	Every living area, bedroom, or space greater than 250 sq ft, must have at least one window for emergency escape that is <i>not</i> equipped with burglar bars. (LSC, Ch. 17, Sec. 17.2.11.1, Ch. 16, 16.2.11.1.1/IFC, Ch.10, Sec. 1025, 1025.4, & 1027.5)
10.	No double-keyed deadbolts on exit doors. (IFC, Ch. 10, Sec. 1008.1.8.4)
11.	No unvented fuel-fired heaters. (LSC, Ch. 17, Sec. 17.5.2.2)
12.	Electrical outlets/switches must have covers and electrical devices/cords must be in good condition. No splices or exposed wiring. (LGC, Title 11, Section 352.016(3) / IFC, Ch. 6, Sec. 605.1 & 605.6)
13.	Every closet door latch shall be such that clients can open the door from inside the closet. (LSC, 17.2.2.2.4)
14.	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. (LSC, 17.2.2.2.5)
15.	Clothing and personal effects must not be stored in corridors and lobbies. (IFC, Ch. 8, Sec. 803.4.1)
16.	Artwork and teaching materials must not exceed 20% of the wall area. (IFC, Ch. 8, Sec. 803.4.2 / LSC, 17.7.4.3)
17.	Special protective covers for electrical outlets must be installed in all areas occupied by clients. (LSC, 17.5.1.2)

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