



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

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**H. ROSS COLEMAN**  
Fire Marshal

**RESIDENTIAL BOARD AND CARE FACILITIES  
CHECKLIST**

**A facility that provides supervision or personal care services for up to, but not more than 16 occupants, excluding staff, in a building arranged for occupancy as residential care/assisted living. Occupancy Group R-4.**

**In accordance with the 2009 International Fire Code (IFC), NFPA 101 Life Safety Code (LSC) and Title 11 Local Government Code (LGC), assisted living facilities 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. 33, Sec. 33.7.1.1)</i>
3.	Emergency evacuation drills must be conducted on a quarterly basis on each shift. <i>(IFC, Ch. 4, Sec. 405.2; Table 405.2)</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 6" high x 5" wide and a color contrasting to the building color.
5.	The number and location of exit doors required is dependent on size and layout of facility and number of occupants. <i>(IFC, Ch. 10, Sec. 1014, Table 1015.1 / LSC, Ch. 33, Sec. 33.3.2.4 and 33.3.2.5)</i> - Two exits are required if the number of occupants exceeds 10.
6.	Illuminated exit signs are required. <i>(IFC, Ch. 10, Sec. 1011.1 and 1011.2/LSC, Ch. 7, Sec. 7.10)</i>
7.	A source of emergency lighting in case of electrical failure is required. <i>(IFC, Ch. 10, Sec. 1006.3 / LSC, Ch. 7, Sec. 7.8 and 7.9)</i>
8.	Interconnected smoke detectors required in each sleeping room, on wall or ceiling outside of sleeping rooms, and on each level of facility. <i>(IFC, Ch. 9, Sec. 907.2.11.2, Sec. 907.2.11.3 / LSC, Ch.33, Sec. 33.3.3.4.8)</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.	Door operating hardware shall not require tight grasping, tight pinching or twisting of the wrist to operate (IFC, Ch. 10, Sec. 1008.1.9.1)
11.	No double-keyed deadbolts on exit doors. (IFC, Ch. 10, Sec. 1008.1.9.3(4))
12.	No unvented fuel-fired heaters. (IFC, Ch. 6, Sec. 603.4/LSC, Ch. 33, Sec.33.3.6.2.3)
13.	Electrical outlets/switches must have their cover plates 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)
14.	Every closet door latch shall be such that clients can open the door from inside the closet. (LSC, Ch. 33, Sec. 33.2.2.5.3)
15.	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, Ch.33, Sec. 33.2.2.5.4)
16.	Clothing and personal effects must not be stored in corridors and lobbies. (IFC, Ch. 8, Sec. 803.4.1)
17.	Residential and commercial stoves used for cooking and preparing food shall be protected by a properly classified vent/hood and fire extinguishing system. (IFC, Ch. 6, Sec. 609.2, 904.2 and 904.2.1)
18.	An approved Fire Alarm System and smoke alarms is required (IFC, Ch. 9, Sec. 907.2.10/ LSC, Ch. 33, Sec. 33.3.3.4)
19.	A <u>Residential Fire Sprinkler System</u> is required. <i>The requirements of the International Building Code shall be the minimum acceptable requirements for this type and classification of facility. An N.F.P.A. 13R or 13D compliant residential fire sprinkler system, supplied from the domestic water system will meet this requirement.</i> (IFC, Ch. 9, Sec. 903.2.8)

7/21/09

- Depending on the Licensing or Regulatory Agency, an annual Fire Prevention Inspection may not be required if there are three or less occupants.