



DAY CARE

Inspection Preparation Checklist

- **Certificate of Occupancy** valid for Daycare (Occupancy Group E/I-4) must be provided. You may obtain a copy by emailing the City of Austin Development Services Department at DSDcertificateofoccupancy@austintexas.gov.
- **Address Numbers** should be clearly visible from the street.
- **Illuminated Exit Signs** are required when there is more than one exit out of a room or area. Only UL-listed and labeled signs are code-compliant. Electric exit signs must have a working battery back-up. To test the battery back-up, push the test button (usually located on the bottom or side of the exit sign). With the test button depressed, the exit sign should remain lit. If the exit sign also has emergency lights built-in, the emergency lights should illuminate when pushing the test button. If there is no test button, cut the power to the light circuit at the electric panel. All electric exit signs should remain lit when the power is off.
- **Emergency Lighting** is required in interior stairs, corridors, and windowless areas with child occupancy. Emergency Lighting must have a working battery back-up. If the light has a test button, it should illuminate when pushed. If there is no test button, cut the power to the light circuit at the electric panel. At least one light in the required area should remain lit.
- **Exit Doors** must open easily without binding or sticking. **Door hardware** must work properly. **Double-keyed deadbolts** are not permitted. **Push-to-exit buttons** are not permitted. **Doors equipped with push-bars (panic hardware)** should have no other locks on the inside of the door. All **Exit Paths** must be free of obstructions.
- **Fire Protection Systems** must be inspected and properly tagged at specific intervals. Fire Alarm and Sprinkler Systems: every 12 months, Kitchen Hood Extinguishing Systems: every 6 months.
- **Fire Protection Systems** must be free of yellow or red deficiency tags, in "System Normal" status, and have all current inspection reports uploaded in the Compliance Engine database.
- **The Compliance Engine** is an online database used by AFD to track fire protections system inspections and deficiencies. Please contact your fire protection system contractors to confirm they have uploaded all documentation and deficiency corrections to Compliance Engine prior to inspection. You can locate contact information for your fire protection system contractors on the physical inspection tags on the fire alarm control panel, sprinkler system riser, or hood system pull station. An approved inspection report will not be provided if Compliance Engine shows past-due and/or deficient fire protection systems.
- **Smoke Detectors** must fewer than 10 years old, be provided in corridors, at stair doors, lounges, recreation areas, and each room occupied by children (per fire code). THSC requires smoke detectors

in every area that has children. If a Fire Alarm System is present, then ALL smoke detectors must be connected to the Fire Alarm System.

- **Carbon Monoxide Detectors (CO)** are required by THHSC on every level of every building used for childcare. They may be hardwired, plug-in, or battery powered. CO detectors are not required to be connected to the fire alarm system in existing daycares. They must be fewer than 10 years old.
- **Portable Fire Extinguisher**, sized at least 2A-10BC, must be positioned every 75 feet of travel distance and within 30 feet of cooking equipment. Must have inspection tags dated within the past 12 months, and be in the “green” on the charge gauge. Extinguishers should be mounted in plain view. If stored inside a cabinet, the cabinet door must be labeled. Note on inspection tags: both the month and year of the inspection date should be hole-punched on the tag. If “JAN” and “2022” are punched, then the inspection is good through January 2023.
- **Electrical Outlets and Light Switches** need intact cover plates. If electrical outlets are not Tamper Resistant, then child-proof plugs are required.
- **Electrical Wiring and Fixtures** should be maintained in good condition. **Extension cords** may not be used as permanent wiring. Electrical appliances and fixtures should be plugged directly into an outlet, or a surge protector which is plugged directly into an outlet.
- **Combustible Storage** should be kept 24” from the ceiling (18” in areas with fire sprinkler protection), and 36” from electrical panels and fire alarm control panels. Water heater and HVAC closets should not be used for storage. Gas-powered equipment or gas cans should not be stored indoors or in outdoor closets attached to the building.
- **Ceiling** should have no missing tiles or holes.
- **Dryer Vent Hoses** need to be intact and connected to the vent discharge.
- **Private Fire Hydrants** are required to be inspected and tested annually by a third-party contractor. Generally, fire hydrants located inside parking lots are private and are not maintained by the City of Austin. If you are uncertain whether a hydrant is private please email your inspector or FirePrevention@austintexas.gov prior to the inspection.
- **Playgrounds**- each fenced yard must have at least 2 exits (one of which may be through the building). Employees must be able open the gates/locks *immediately* in an emergency.
- **Fire Drills** should be conducted monthly. Please have current logs available for review.
- Other items may come from the **International Fire Code, International Building Code, or THHSC Minimum Standards for Child-Care Centers.**
- **RE-INSPECTION FEES: A failed initial inspection will result in a \$133 re-inspection fee, and further delay receipt of an approved inspection report due to the time required to process the re-inspection fee.**