

CHILD CARE AGENCY FIRE SAFETY RECORD

Head Start Center _____

Please post at the fire extinguisher and enter dates inspected by the Fire safety Inspector or the Licensing Counselor. If your fire drill is observed by your Licensing Counselor or Inspector, please have her or him sign by the date.

Year 20__	Monthly Fire Drill		Monthly Exit Signs		10sec. Monthly 1.5 hour annual Emergency Lighting Inspection: Date:		Annual of system Fire Alarm Test: Date Monthly		Monthly Smoke Detector Test: Date	
	Date	Time	Date	Extinguishers Date	Date	Date	Date	Date	Date	Date
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

*The Fire Alarm System MUST be inspected yearly by a licensed installer / inspector. Send a copy of the report to the office and record & keep record at the center.

FIRE CODE ENFORCEMENT

The Fire Marshal requests a written emergency evacuation plan be posted on the wall.

The director should be able to show documentation that a selected employee is trained to perform inspections.

INSPECTION SCHEDULE

(To be conducted by child care facility personnel)

Exit signs: Inspect once per month for 10 seconds (Can be checked by button)

Emergency Lighting: Inspect once per month for 10 seconds (Best way is to shut the breaker off. This can also be checked by button)

The annual inspection should last 1 ½ hours. The breakers should be shut off.

Fire Alarm System: Inspect once a month when the fire drill is being conducted.
Use pull stations for alarm and smoke for smoke detector.

The Fire Alarm System must also be inspected yearly by a licensed installer/inspector.

Fire Extinguishers: Inspect once per month to make sure the extinguisher is fully charged by examining the gauge. Document inspection on the tag of the extinguisher. An annual inspection must be completed by a licensed inspector.

Sprinkler System: Inspect once per month with an annual inspection by a licensed installer.

Kitchen Hood System: Inspect once per month with an annual inspection by a Licensed Inspector.

Exit doors and windows should be inspected to insure they operate, shut and latch properly. Doors should be exited by one hand movement only. Deadbolt locks should never be used while children are present. Doors can only be locked to keep someone from entering – not to keep