



South Carolina DSS

Child Care Services
Child Care Licensing & Regulatory
Fire & Life Safety Office
“Records and Reports”
Questions 13 - 19
For Educational Child Care Facilities



Presentation is designed to:

- Review the questions answered by inspectors in the “Records and Reports” section of the DSS Child Care Inspection Reports.
- cover typical application of code requirements for child care.



Presentation is not designed to:

- cover all aspects of each code requirement.
- cover Child Care Licensing regulations.
- provide case by case interpretations



Preparing for Fire Inspections

- Review all required paperwork. For example: inspection reports, fire plans, fire drills, etc.
- Follow-up on the deficiencies identified and document that the deficiencies are corrected.
- Do a WALK THROUGH
- Check fire extinguishers, dietary hoods, emergency lights, etc.
- If you have questions, ASK!



Preparing for Fire Inspections

- Is the staff encouraged to look for fire and life safety problems?
- Does the staff know how to report problems?
- Safety is everyone's job!
- Who is responsible for having records available? Do you have more than one person who knows where the records are?
- Who will walk with the fire inspector?

Inspection Reports

- DSS Fire and Life Safety reports are provided to the inspected facility.
- Inspection reports contain questions that the fire inspector will answer.
- Inspector answers the questions that apply to your specific facility; therefore not all questions will be on every report.
- This module relates to the questions 13-19 listed under Records and Reports.



Inspection Report

Child Care - Educational

South Carolina DSS
Child Care Licensing and Regulatory Services
2638 Two Notch Road, Suite 200
Columbia, SC 29204
Phone: 803-898-9020
Fax: 803-898-9029

Activity Date: 03/13/2009 12:00:00AM
Activity Number: I-Bridwell-09-0003
Activity Cause: Complaint
Inspector Name:
Inspector Phone:

Party:

West Child Care
(0000000)
Daisywood Ln. Main Bld.
SC ;
803-898-9020

Occupancy Type: Educational
Property Use: Child Care - Educational
Total Violation: 0
Corrected Violation: 0
Hours: 2.00

YOU ARE HEREBY NOTIFIED that this is an official Fire and Life Safety REPORT of the SC DSS Child Care Regulatory Services, in accordance with SC 23 9 30, stating the defects found to exist in the herein referenced structure or building, and further requiring that you as owner, agent, or person in control of said structure or building have 30 days, unless other wise stated below, to complete the specified repairs or improvements. If corrections are not completed within the time set above, both this REPORT and a SUPPLEMENTAL REPORT detailing the failure to comply with the Fire codes will be provided to the licensing department which requested this inspection.

You are further notified that the owner, agent, or party in control of said building or structure may request "Administrative Reconsideration" for finding/s of this REPORT within fourteen (14) days of receipt, by writing to the SC DSS CCL Director at the address above and stating the specified ground for reconsideration.

Director:

Name::

Violations Corrected.

Are all violations corrected?: No

Rooms for 30 months old and younger

Rooms approved for 30 mths.: 1
Number of children 30 mths.: 20

Records and Reports

1. Is written "Fire Evacuation Plan" available in accordance with the International Fire Code?
Yes
Ref. Number: IFC (2006) 404.3.1 Fire evacuation plans....
2. Is "Fire Safety Plan" posted to include Site and Floor Plan?
Yes
Ref. Number: IFC (2006) 404.3.2 Fire safety plans....
3. Is the "Fire Evacuation Plan" and "Fire Safety Plan" maintained and reviewed annually?
Yes
Ref. Number: IFC (2006) 404.4 Maintenance....
4. Are employees trained in the contents of the Fire Evacuation and Safety Plan and documented at least annually?
Yes
Ref. Number: IFC (2006) 406.2 Frequency....
5. Are monthly fire drills conducted in accordance with the International Fire Code?
Yes
Ref. Number: IFC (2006) 405.2 (Table E) Frequency....
6. Are fire drills documented in accordance with the International Fire Code?
Yes
Ref. Number: IFC (2006) 405.5 Record keeping....

7. Is Fire Alarm Inspected, Tested, Maintained and Documented per NFPA 72 by a SC Licensed person?
Yes
Ref. Number: IFC (2006) 907.20 Inspection, testing and...
8. Are deficiencies noted on Fire Alarm Inspection report/s corrected?
Yes
Ref. Number: IFC (2006) 907.20.5 Maintenance, inspecti...
9. Is Sprinkler System Inspected, Tested, Maintained and Documented per NFPA 25 by a SC Licensed person?
Yes
Ref. Number: IFC (2006) 901.6.1 Standards....
10. Are deficiencies noted on Sprinkler System Inspection report/s corrected?
Yes
Ref. Number: IFC (2006) 901.6 Inspection, testing and ...
11. Is hood suppression system serviced and maintained every 6 months by a SC licensed Company?
Yes
Ref. Number: IFC (2006) 904.11.6.4 Extinguishing syste...
12. Are deficiencies noted on Hood Suppression Inspection report/s corrected?
Yes
Ref. Number: IFC (2006) 901.6 Inspection, testing and ...

DSS Fire & Life Safety "Periodic" Inspection Report.

This module is addressing
Records and Reports.

“Records and Reports”

Questions Cont.

(Click on the question you wish to review or you may review the full session)

13. [Is the cooking hood clean and free from the accumulation of grease?](#)
14. [Are the fire extinguishers and hood suppression inspected monthly by an employee and documented on the tag?](#)
15. [Are fire extinguishers serviced and maintained annually by a SC licensed company?](#)

“Records and Reports”

Questions Cont.

(Click on the question you wish to review or you may review the full session)

16. [Is the minimum size and the number of "K" class fire extinguishers provided for cooking?](#)
17. [Is the emergency power for lights and exit signs tested and documented monthly and annually?](#)
18. [Is the facility address number properly posted in accordance with the International Fire Code?](#)
19. [Is fire department access to building maintained?](#)

13. Is cooking hood clean and free from the accumulation of grease?

- **International Fire Code 904.11.6.3 Cleaning.** Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and those records shall state the extent, time and date of cleaning. The records shall be maintained on the premises.
 - Grease removal devices (Filters) may be cleaned by the owner or designee.
 - The hood, duct and fan are to be inspected and cleaned per NFPA 96.
 - The hood, duct and fan are required to be cleaned by a properly trained, qualified person.
 - The extinguishing system is required to be secured by a SC permitted person to prevent accidental discharge of the system during cleaning and the system is to be placed back in service by SC licensed company and permitted person.
 - A report of cleaning is to be provided to the owner or designee per NFPA 96.

Typical Hood

Grease Removal Devices
(Filters)



Typical Upflow Hood Fan

Required to be cleaned



Common Code Violations



- Hoods not kept free of grease build-up

Common Code Violations



- Filters installed improperly
- Baffles in this type filter must be vertical
- Mesh type filters are no longer approved

[Click here to return to questions.](#)

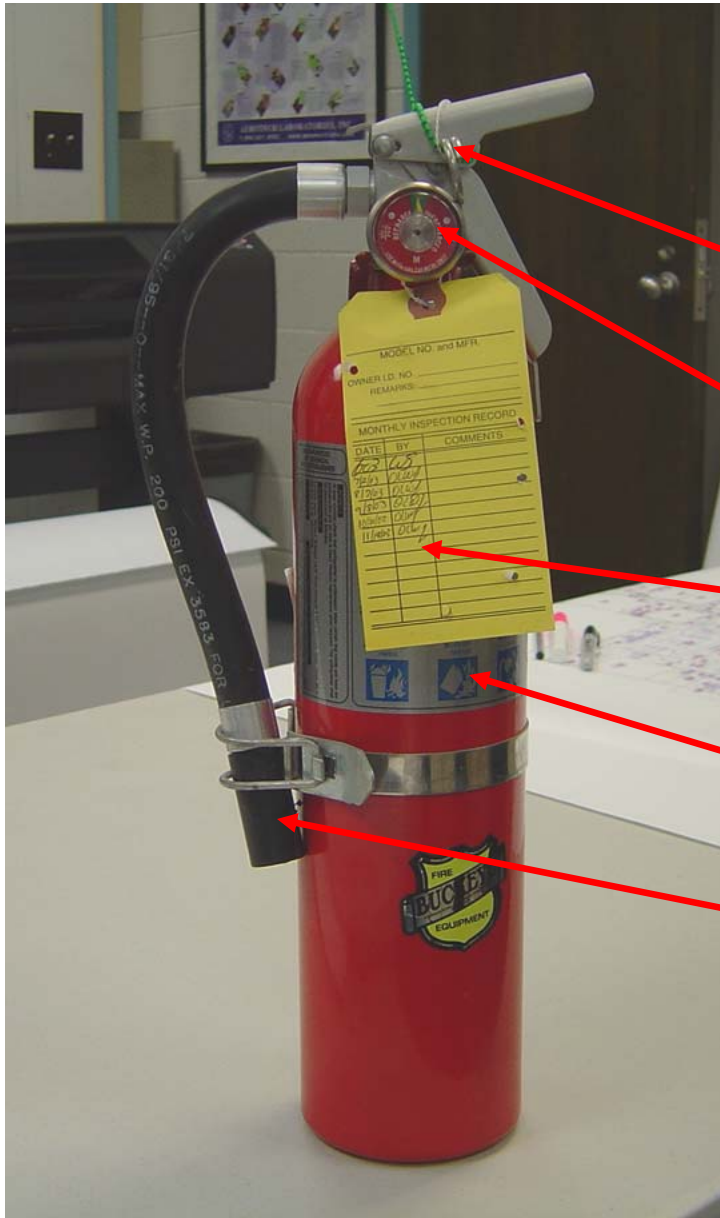
14. Are fire extinguishers (and hood suppression) inspected monthly (by an employee) and documented on tag?

- NFPA 10-7.2.1.2 Fire extinguishers shall be inspected either manually or by means of an electronic monitoring device/system at a minimum of 30-day intervals.
- Inspection may be done by an employee trained in how to inspect a fire extinguisher or hood suppression system.
- Inspection is documented by writing the date of the inspection and initials of the person conducting the inspection on the tag attached to the fire extinguisher or the hood suppression system.

14. The procedures to inspect fire extinguishers:

- NFPA 10-7.2.2* Procedures. Periodic inspection or electronic monitoring of fire extinguishers shall include a check of at least the following items:
 1. **Location in designated place**
 2. **No obstruction to access or visibility**
 3. **Pressure gauge reading or indicator in the operable range or position.....**
- NFPA 10-7.2.2.2 Where required by 7.2.2.1, the following inspection procedures shall be in addition to those addressed in 7.2.2:
 1. **Operating instructions on nameplates are legible and face outward**
 2. **Safety seals and tamper indicators are broken or missing**
 3. **Examination for obvious physical damage, corrosion, leakage, or clogged nozzle**

14. Fire Extinguishers



Seal not broken and in place.

Needle of gauge is in the green (full)

Tag used to document monthly inspection

Operating instructions

Hose/Nozzle not clogged or damaged

Common Code Violations



- Extinguisher that needs to be recharged

Common Code Violations

- Blocked Fire Extinguisher



14. The procedures to inspect a hood suppression system:

- **NFPA 17A-7.2.2 (Monthly Hood) Inspections shall include verification of the following:**
 1. **The extinguishing system is in its proper location.**
 2. **The manual actuators are unobstructed.**
 3. **The tamper indicators and seals are intact.**
 4. **The maintenance tag or certificate is in place.**
 5. **No obvious physical damage or condition exists that might prevent operation.**
 6. **The pressure gauge(s), if provided, shall be inspected physically or electronically to ensure it is in the operable range.**
 7. **The nozzle blowoff caps, where provided, are intact and undamaged.**
 8. **Neither the protected equipment nor the hazard has not been replaced, modified, or relocated.**

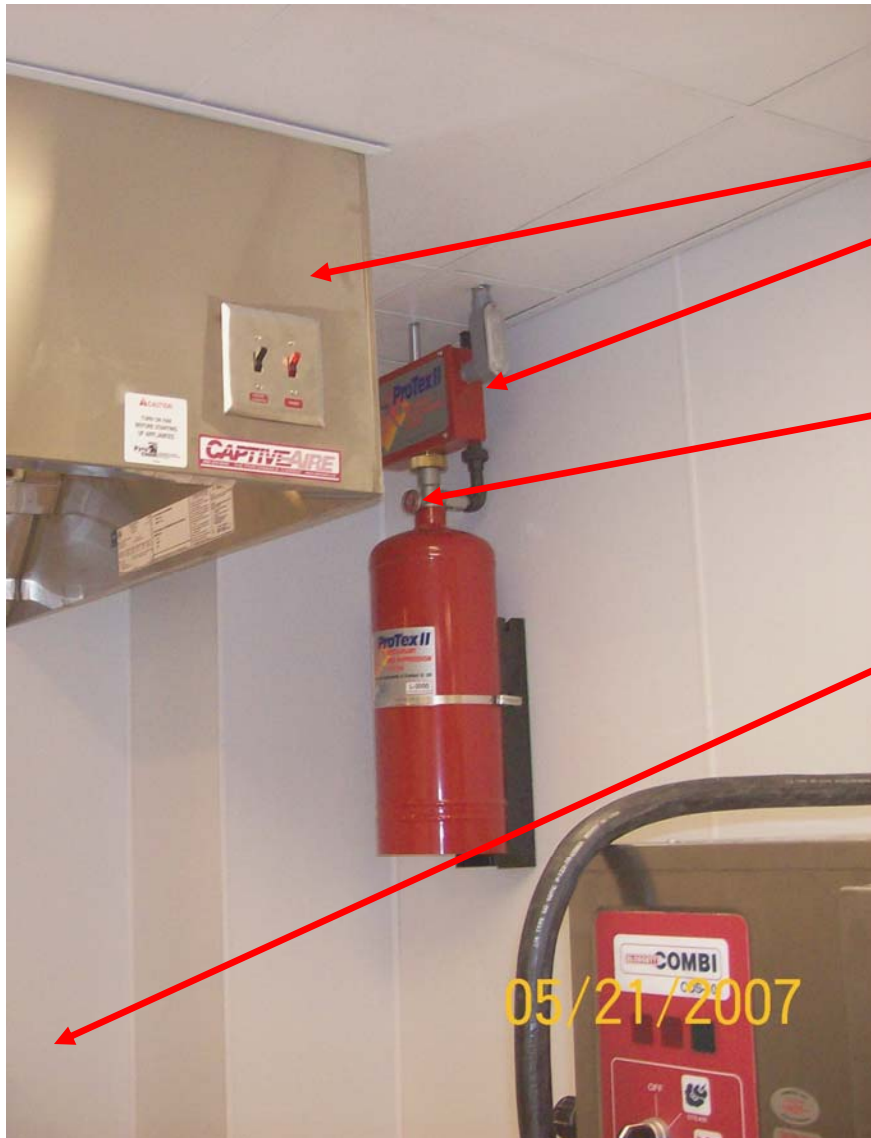
14. Hood Suppression Inspection



Seal not broken

Tag to document inspection

14. Hood Suppression Inspection



No visible damage to the System or nozzles

Pressure needle required to be in the green (Full)

Equipment is properly placed under the hood

[Click here to return to questions.](#)

15. Are fire extinguishers serviced and maintained annually by a SC licensed company?

- NFPA 10-7.3.1.1.1 Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year, at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification.
 - The last annual service date is listed on the company tag attached to the fire extinguisher. The annual service is required within one year of that date. If the tag is missing then new service by a SC licensed company and permitted person is required.
 - Service is required to be conducted by SC licensed company and permitted person.
 - Service may reveal other maintenance or repairs needed for the fire extinguisher. (Maintenance, Hydrostatic Test, Etc.)

Collar Tag indicates last maintenance for extinguisher

Tag indicates Licensed Company name. Date of annual service and signature or initials of permitted person conducting the service.

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16. Is minimum size and number of "K" class fire extinguishers provided for cooking?

- **International Fire Code 904.11.5 Portable fire extinguishers for commercial cooking equipment.** Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.
 - The number of Class K rated portable extinguishers required may increase if using deep fat fryers.
 - A sign indicating that a Class K rated extinguisher is to be used as backup to the suppression system is required to be placed above the Class K extinguisher.
 - A Class K extinguisher is to be visible and accessible within 30-foot of the cooking equipment but not so close as to be a hazard.
 - The hoses of the Class K extinguisher are to be flexible. The long wand type are no longer used due to ability for them to be emerged in a grease fire causing the fire to splash on the user and spreading the fire.



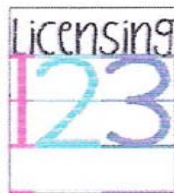
Sign indicating Class K fire extinguisher used as backup to suppression system.

Class K Rated Fire Extinguisher

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17. Is the emergency power for lights and exit signs tested and documented monthly and annually?

- **International Fire Code 604.3 Maintenance.**
Emergency and standby power systems shall be maintained in accordance with NFPA 110 and NFPA 111 such that the system is capable of supplying service within the time specified for the type and duration required.
 - Testing of required emergency lighting systems shall be conducted as follows:
 1. Functional testing shall be conducted at 30-day intervals for not less than 30 seconds.
 2. Functional testing shall be conducted annually for not less than 1½ hours if the emergency lighting system is battery powered.
 3. The emergency lighting equipment shall be fully operational for the duration of the tests.
 4. Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.



SCDSS Child Care Licensing
Fire and Life Safety Office
2638 Two Notch Rd. Suite 200
Columbia, SC 29204

Child Care Fire Drill Report

A “Fire Day” is recommended for your Child Care each month for the following as applicable.

1. Facility Name: _____
Street Address: _____
City/State/Zip: _____
2. Person conducting drill: _____
3. Date of drill: _____ Time: _____
4. Method used to notify occupant of drill: _____
5. Weather Condition: Sunny Cloudy Raining
 Windy Calm _____ Temperature
5. Fire Department notified: Yes No
If so, how? Telephone Fire Alarm System
6. Staff members on duty: _____
7. Number of occupants evacuated: _____ Students _____ Faculty/Staff
8. All rooms searched to insure evacuation of all: Yes No
9. Everyone gathered at designated meeting place: Yes No
10. Total time to evacuate: _____ Total time for accountability _____
11. Remarks: (Special Conditions; Problems encountered; etc.)

Exit Signs Checked: OK Number Emergency Lights Checked: OK Number

- 1) Conduct a fire drill using a different manual pull each month. Document on Fire Drill Report.
- 2) Check Exit Signs and Emergency Power. May document on Fire Drill Report.
- 3) Check Fire Extinguishers and document on tag attached to the fire extinguisher.
- 4) Check battery operated smoke alarms if you have them. May document on Fire Drill Report
- 5) Evaluate results of the Fire Drill to determine if plans are still adequate.

Testing of Exit Signs and Emergency Lights may be documented on the monthly fire drill record. (If separate form is not used.)

A record of all fire exit drills shall be kept on the premises. The following minimum information is required per the International Fire Code 405.5:

- | | |
|--|---|
| ▪ Identity of person conducting drill. | ▪ Any special conditions simulated. |
| ▪ Date and Time of drill. | ▪ Problems encountered. |
| ▪ Notification method. | ▪ Weather conditions. |
| ▪ Staff members on duty and participating. | ▪ Time required for complete evacuation |

Emergency and Exit Lights

NFPA 101-14.13.2.1.1 Testing of required emergency lighting systems shall be permitted to be conducted as follows:

- 1) Functional testing shall be conducted at 30-day intervals for not less than 30 seconds.
- 2) Functional testing shall be conducted annually for not less than 1½ hours if the emergency lighting system is battery powered.
- 3) The emergency lighting equipment shall be fully operational for the duration of the tests required by 14.13.2.1.1(1) and 14.13.2.1.1(2).
- 4) Written records of visual inspections and tests shall be kept by the owner for inspection by the AHJ. [101:7.9.3.1.1]



Emergency Generators

- Required to be inspected, tested and maintained per NFPA 110.
- Required to be overseen by a properly instructed individual because **working around generators can be dangerous.**
- Written records of the inspection, test and maintenance are required.



Emergency Generators

- **NFPA 110** - 8.1.1 The routine maintenance and operational testing program shall be based on all of the following:
 - 1) Manufacturer's recommendations
 - 2) Instruction manuals
 - 3) Minimum requirements of this chapter
 - 4) The authority having jurisdiction



[Click here to return to questions.](#)

18. Is facility address number properly posted for facility in accordance with the International Fire Code?

- **International Fire Code 505.1 Address numbers.** New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).
- Must be minimum 4 inches or larger if required by the local jurisdiction.
- Verify that the address is visible from the road entrance.
- A sign will not take the place of the address number unless properly sized numbers are included with the signage.

[Click here to return to questions.](#)

19. Is the fire department access to building maintained?

- **International Fire Code 503.4 Obstruction of fire apparatus access roads.** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.
 1. Access must be maintained at all times.
 2. “No Parking” signs or marking may be required.
 3. Barriers, such as gates or barricades, may be required to be installed or removed if not proper.

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SC DSS Child Care Licensing

- Central Office 800-556-7445
803-898-9020
- Region I – Greenville 800-637-8550
864-250-5576
- Region II – Columbia 888-202-1469
803-898-9001
- Region III- Charleston 800-260-0211
843-953-9780
- Region IV – Florence 800-464-9138
843-661-6623

Fire Code Questions

- Contact SCDSS CCL Fire & Life Safety Office @ (803) 898-9020 or 800-556-7445
 - You may ask for a Fire & Life Safety Inspector for code questions.



Resources

- <http://www.nfpa.org>
National Fire Protection Association
- <http://www.iccsafe.org>
International Code Council

[Restart Program](#)