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.
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?
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

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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

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


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.)
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
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.

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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.
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](http://www.nfpa.org)  
  National Fire Protection Association

• [http://www.iccsafe.org](http://www.iccsafe.org)  
  International Code Council

Restart Program