

<p>July 1, 2010</p>	<p align="center">SANTA ROSA FIRE DEPARTMENT FIRE PREVENTION BUREAU INSPECTION CHECKLIST</p>
	<p align="center">LICENSED CARE FACILITIES</p>

SCOPE:

This standard provides requirements for licensed care facilities known as Licensed Care Facilities for the Elderly with seven or more clients, including assisted living and social rehabilitation facilities. This Standard is not all-inclusive of all Code requirements, but is intended as a guide to the State Laws and Codes and local requirements. These requirements are based upon codes in effect as of the date of this standard. The facility operator and the Fire Inspector may also use this standard as an inspection guide.

CODES AND REFERENCES:

- California Department of Social Services (DSS)
- California Health and Safety Code (H&S), Sections 1502-1599.89, 13131.5
- 2007 California Building Code (CBC)
- 2007 California Fire Code (CFC)
- Santa Rosa City Code 18-16 and 18-44
- California Code of Regulations (CCR) Title 19
- National Fire Protection Association (NFPA) 13

RELATED FORMS:

- California STD 850 - Fire Safety Inspection Request
- California LIC 9092 – Fire Pre-inspection/Consultation Request

DEFINITIONS:

GROUP I DIVISION 1 OCCUPANCIES: Residentially based licensed care facilities accommodating more than six (6) non-ambulatory and/or bedridden clients. This division may include ambulatory clients.

GROUP R DIVISION 4 OCCUPANCIES: Residentially based licensed facilities accommodating more than six (6) ambulatory clients. This division may include six (6) non-ambulatory clients but may not exceed six (6) non-ambulatory clients.

BEDRIDDEN PERSON: A person requiring assistance in turning and repositioning in bed, or being unable to independently transfer to and from bed, except in facilities with appropriate and sufficient care staff, mechanical devices if necessary, and safety precautions, as determined in CCR Title 22 regulations, by the Director of Social Services or his or her designated representative.

PREINSPECTION:

The Fire District recommends obtaining the services of a licensed architect experienced in the design and review of licensed care facilities and a preinspection by this department for any facility desiring to be

licensed as a RCFE and or to have bedridden clients. Complete form: California LIC 9092 – Fire Pre-inspection/Consultation Request.

NEW FACILITIES:

All new licensed care facilities will require the submittal of building plans for review and approval prior to any work being done on the facility. Building plans shall be drawn by a properly licensed architect or engineer.

BUILDING CONSTRUCTION:

H&S 13131.5 Buildings housing non-ambulatory clients shall comply with the special requirements of H&S 13131.5. These requirements supersede the CBC. Buildings housing non-ambulatory clients on the first and second stories shall be a minimum of Type V-A construction. Buildings housing non-ambulatory clients on third, fourth and fifth stories shall be a minimum Type I-B construction (Type II-FR for pre 2008 facilities). See H&S 13131.5 for additional items.

GENERAL REQUIREMENTS:

CFC 505 PREMISES IDENTIFICATION:

- | | Y | N | |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 505.1 Building address numbers shall be a minimum 10” in height, contrasting in color to the background, and be readily visible from the street. This may require addressing in more than one location on the building. Brass or metallic finish numbers are unacceptable. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 505.1 Each individual unit number shall be above or adjacent to the entrance door. Numbers shall be a minimum 4” in height, contrasting in color to the background and readily visible. Brass or metallic finish numbers are unacceptable. |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 505.2 Directory maps shall be provided at every street entry into multi-building complex. Maps shall show all streets, driveways, building numbers, unit numbers and any additional information that would assist in locating individual units. |

CFC Chapter 9 CBC Chapter 9 SMOKE ALARMS & DETECTION:

All dwelling and sleeping units shall be provided with smoke alarms installed in accordance with their listing.

- | | | | |
|----|--------------------------|--------------------------|---|
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 907.2.10.1 Smoke detectors shall be installed in all common areas, hallways or corridors. |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | CBC 907.2.10.2 Smoke alarms shall receive their power from the building wiring and shall be equipped with a battery back-up. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | CBC 907.2.10.3 Smoke alarms shall be electrically inter-connected so that all alarms sound in the dwelling units upon actuation of any single alarm. |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 907.2.10.4 Smoke detectors shall be tested to verify their function. This shall be done with the approval of the facility owner/manager. |

- | Y | N | | |
|-----|--------------------------|--------------------------|--|
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | The facility owner/manager shall do the actual test. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | If the smoke detectors are connected to the building fire alarm, make sure the owner/manager has the capability to reset the fire alarm and make notifications to the central station. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | CBC 105 Permits from Community Development shall be obtained for any electrical installation. |

EXIT DOORS:

- | | | | |
|-----|--------------------------|--------------------------|---|
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.1 Doors used as exits shall be a minimum of 36 inches wide, with a minimum clear opening of 32 inches. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.3.4 The egress control device shall be capable of being deactivated by a signal from a switch located in an approved location. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.3 SPECIAL EGRESS DEVICES: When approved, licensed care facilities may be equipped with approved and listed special egress-control devices of the time-delay type. Such devices shall conform to the following: |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | The egress control device shall automatically deactivate upon activation of either the fire sprinkler system or smoke detection system. |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.8 Shall open from the inside without the use of a key or any special knowledge or effort. Exception: Individual dwelling and sleeping units. |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Sliding glass doors within dwelling and sleeping units shall have only the "latch-type" lock on the handle. Remove or disable all other types of locks. Screen doors shall be maintained and open without difficulty. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.8.6 (3) The door locks shall have the capability of being unlocked by a signal from a switch located in an approved location |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 1008.1.8.6 (4) An irreversible process that will deactivate the egress control device shall be initiated whenever a manual force of not more than 15 pounds of pressure is applied for two seconds to the panic bar or other door latching hardware. The egress control device shall deactivate within an approved time period not to exceed 15 seconds. |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | FC 10081.8.6 (5) A sign shall be provided on the door located above or within 12 inches of the panic hardware or other door latching hardware reading: "KEEP PUSHING. THIS DOOR WILL OPEN IN _____ SECONDS. ALARM WILL SOUND" |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 10081.8.6 (5) Sign lettering shall be a minimum 1" in height and shall have a stroke of not less than 1/8". |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 10081.8.6 (7) Actuation of the panic hardware or other door latching hardware shall activate an audible signal at the door. |

Y N

22. **CFC 10081.8.6 (9)** Regardless of the means of deactivation, relocking of the egress control device shall be by manual means only at the door.

CFC 1008.2 EGRESS GATES, BARRIERS & EXIT DISCHARGE:

23. Shall open without the use of a key or any special knowledge or effort.
24. When in an exit, gates shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable at times when the building or area served by the exit is occupied.
25. When installed across an exit, it shall be of sufficient size capable of opening so that the clear width is not less than those required for ADA access as required by the Building Code.
26. For capacities greater than six (6), gates shall open in the direction of exit travel.
27. **CBC 1024** Clear exit discharge shall be provided from every exterior door to the public way (street).. Sidewalks and pathways shall be a minimum width of 32 inches and be paved or concrete.

CBC 1017 EXIT CORRIDORS:

28. Shall be maintained in accordance with Building Code

CFC 1017.2 Exit corridors shall have a minimum width as follows:

I-1 occupancies:

29. The minimum corridor width shall be as determined in Section 1005.1, but not less than 44 inches.

R-4 occupancies:

30. Exit corridors shall have a minimum width of 44”.

Exceptions:

31. May be 36” when serving 10 or less occupants or 36” when serving 49 or less ambulatory only clients.
32. **CFC 1012.7** Handrails in corridors may project a maximum 4 ½ “ into the corridor width. This may be wider when in accordance with the building code.

INTERVENING ROOMS:

33. **CBC 1014.2 (2)** Exits shall not pass through kitchens, storerooms, closets or spaces used for similar purposes.

EXIT ILLUMINATION:

Y N

34. **CFC 1006.1** Exit signs and all means of egress aisles, hallways, corridors and exits shall be illuminated at all times.
35. **CFC 1011.5.3** Secondary source of power is required when two or more exits are required. Secondary source is typically provided from battery back-up or a generator. Secondary power sources shall be tested at least monthly.

FLOOR LEVEL EXIT SIGNS / PATH MARKING:

36. **CFC 1011.6** Floor level exit signs or path marking shall be provided in all interior corridors of I-1 and R-4 occupancies.

TACTILE EXIT SIGNS:

37. **CBC 1011.3** Tactile exit signs shall comply with Section 1117B.5.1 Item 1 of the California Building Code.

EMERGENCY ESCAPE AND RESCUE WINDOWS:

38. **CBC 1026** Emergency escape and rescuer windows shall be provided in accordance with.

RAMPS:

39. **CBC 1121A.2** Ramps shall be provided from exits complying with the above when the change in elevation is greater than 1/2". Changes between 1/4" and 1/2" shall be beveled. Changes in level up to 1/4" do not require edge treatment.

CFC 906 FIRE EXTINGUISHERS:

40. **CFC 906.2** Serviced annually.
41. **CFC 906.3** Provide type 2A:10B:C multipurpose fire extinguishers.
42. **CFC Table 906.3** An extinguisher shall be provided in within 75 feet of travel distance to all areas of the building.
43. **CFC 906.5** Installation shall be in a visible and accessible location.
44. **CFC 906.9** They shall be mounted with the top no higher than 5 feet from floor level.

FIRE RESISTIVE CONSTRUCTION:

45. **CFC 703.1** Maintain all fire resistive construction and fire-rated doors within the facility.

CFC 907 FIRE ALARM:

The fire alarm shall conform as follows:

Y N

- 46. CFC 907.20 Maintain the fire alarm in operable condition at all times.
- 47. Must be audible throughout the entire facility.
- 48. The fire alarm circuit in the circuit breaker box shall be a dedicated circuit, labeled "FIRE ALARM" and locked in the "ON" position.
- 49. Any additions or changes to the fire alarm shall be submitted to this department for approval prior to installation and may require a minor or major fire alarm modification permit.
- 50. Check the fire alarm control panel (FACP) to see that there are no "trouble" or "alarm" signal lights on.
- 51. Does the system report to a central station.
- 52. When was the system last serviced.
- 53. There is a sign on the door leading to the room where the Fire Alarm Control Panel is located.
- 54. Alarm initiating devices are visible and accessible through out the building.

BLOCKING OPEN SELF CLOSING DOORS:

- 55. It shall be unlawful to block open or impair the operation of any door required to be self-closing or automatic closing.
- 56. Doors in exit corridors (except dwelling / sleeping unit entry door)
- 57. Doors in Enclosed Exit Stairways
- 58. Smoke barrier doors.

CFC 1028.3 EXIT OBSTRUCTIONS:

- 59. Obstructions, including storage and furniture shall not be placed in the required width of an exit, except projections permitted by the Building Code and the Fire Code Official.

17. CFC 315 STORAGE OF MATERIALS:

- 60. No person shall place, store, or keep any materials that would obstruct or render an exit unusable or hazardous.
- 61. Storage shall not be permitted below stairways.
- 62. Storage shall be a minimum of 18" below fire sprinkler head deflectors.

Y N

63. Storage shall be a minimum 2' below the ceiling (non-sprinklered buildings).
64. No storage / obstructions within 36" in front of any electrical panel and maintain direct access to all electrical panels.

18. CFC Chapter 9 and NFPA 13, 13R, 13D FIRE SPRINKLER SYSTEMS:

Inspection guidelines:

65. The fire department connection (FDC) is visible and accessible.
66. The FDC connection is not damaged.
67. The FDC connection is painted red.
68. Maintain a 3 foot clearance around FDC
69. The caps on the FDC are secured and in place.
70. There is a permanent identification plate on the FDC.
71. All post indicator valves (PIV) are visible and accessible
72. All PIV's are locked in the "open" position.
73. All OS&Y valves are chained or locked in the open position.
74. The fire hydrants are visible and accessible.
75. System side hydrants are stenciled and caps painted blue.
76. A sign is posted on the door leading to the room or area where the fire sprinkler riser is located. The sign shall read "Fire Sprinkler Riser Inside"
77. There is a permanent calculations plate attached to the riser.
78. The date and tag of the last five year service.
79. Maintain a 3' clear radius around riser
80. Records of quarterly maintenance are being kept.
81. There is a spare fire sprinkler head box mounted on the wall with the following:
82. A minimum 6 spare heads for each type of head utilized in the building.
83. Appropriate head wrench.
84. Sprinkler heads are not leaking.

Y N

85. Sprinkler heads are free of obstructions.
86. Appropriate sprinkler coverage in all areas of the facility.

FIXED HOOD EXTINGUISHING SYSTEMS:

TITLE 19 CH 9 ARTICLE 4 S/S 904

The following are inspection guidelines for kitchen hood systems:

87. Shall be serviced every 6 months. SFM tag shall be attached to the system
88. The manual pull station is visible and accessible.
89. The proper appliances are located under the appropriate nozzles.
90. The nozzles over the appliances are free of grease buildup.
91. Fusible links are replaced annually.
92. The proper fire extinguishers are installed, serviced and accessible.
93. The housekeeping in the vicinity of the hood system is being maintained.
94. By December 31, 2009 all dry-chemical and wet-chemical extinguishing systems shall comply with UL 300.

Title 19 Ch 1 s/s 309 EMERGENCY PROCEDURES & INFORMATION:

The building emergency procedures shall comply with the requirements of **Title 19**.

95. Exit plans shall be posted on each floor level.
96. An explanation of the fire alarm system is posted.
97. Each unit is provided with an exit plan.
98. Location of fire extinguishers.

KNOX SYSTEM:

99. **CFC 506** A Knox key switch, padlock or box shall be provided at all secured entry / exit doors. Mounting location shall be approved by the Fire Department.

TRASH CONTAINERS:

Y N

100. **CFC 304.3** Commercial trash dumpsters or containers shall not be stored or placed within five (5) feet of combustible walls, openings, or combustible roof eavelines.

Exception: areas containing dumpsters or containers protected by an approved fire sprinkler system.

LAUNDRY ROOMS/BOILER ROOMS/CENTRAL HEATING PLANTS/OR HOT-WATER BOILERS:

101. **CBC Table 508.2** These rooms shall be separated from the rest of the building by not less than one-hour fire-resistive occupancy separation. All openings shall be protected by a fire assembly having a one-hour fire protection rating.

DRAPES & DECORATIVE MATERIALS:

102. **CFC 807** All drapes, hangings, curtains, drops, and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal, as set forth in **Subchapter 8, Chapter 1, Title 19, CAC.**

103. **Title 19 Ch 1 s/s 308** Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material.

FIRE HYDRANTS & FIRE PROTECTION EQUIPMENT:

104. **CFC 508.5.4** Fire hydrants and fire protection system control equipment (control valves, fire department connections) shall not be obstructed at anytime, including landscaping.