

BUILDING INSPECTION REPORT – CHILD CARE CENTERS

Use of form: Use of this form is voluntary; however, completion of this form by the inspector will meet the requirements of HFS 45.06(1)(a) and HFS 46.06(1)(a) and 55.43(1)(d) for child care centers required to meet commercial building codes. Personally identifiable information will be used for identification purposes only.

Instructions – Owner / Occupant / Licensee: Complete Section A and give the form to the commercial building inspector, registered architect or engineer to be completed during the inspection. If upon completion of the initial inspection any applicable building codes are indicated as Not Met, required modifications must be made and a final inspection must be completed to document that all applicable building codes have been met. **Note:** A license will not be issued until all applicable building codes have been met. The child care center must provide the Department with a copy of the completed inspection report and attach a diagram of all interior and exterior spaces that will be utilized by the center. The diagram must include dimensions, a description of each room's usage and the ages of children that will be cared for in each room.

Instructions – Inspector: A commercial building inspector, registered architect or engineer shall visually observe the physical plant to determine compliance with each item and check the appropriate box for Met, Not Met or Not Applicable. **Note:** Licensing rules for group child care centers (HFS 46) may be more restrictive than building codes for the amount of space accessible to children and the number of toilets and washbasins. See HFS 46.06 for building requirements. Rooms used to serve children under age 2 are required to have a diaper changing sink located within the room. See HFS 46.09(4)(b).

SECTION A (Completed by building owner / occupant / licensee)

Check one: New child care facility Altered existing child care facility

Check one: Initial inspection report Final inspection report

Name – Building Owner	Address – Building Owner (Street, City, State, Zip Code)	Telephone Number
Name – Occupant / Licensee	Address – Occupant / Licensee (Street, City, State, Zip Code)	Telephone Number
Number of Children Under 2 ½ Years to be Served		Proposed Capacity

SECTION B (Completed by commercial building inspector / registered architect or engineer)

I. Inspector Information

Name – Building Inspector	Commerce ID Number	Date of Inspection
Name – Building Inspector's Employer	Telephone Number	

II. Use and Occupancy Classification (Choose the most appropriate classification)

<input type="checkbox"/>	E _____	More than five children, but not more than five under 2 ½ years.
<input type="checkbox"/>	E _____	Five to 100 children 2 ½ years or younger if all rooms are on the level of exit discharge and each room has an exterior door (1 or 2 family dwelling). NOTE: No steps up or down may be present at each door.
<input type="checkbox"/>	I-4 _____	More than five children 2 ½ years or younger (1 or 2 family dwelling).

III. E Occupancy Requirements (Complete this section if occupancy classification is E.)

	Met	Not Met	N/A	Commerce Code Cite	Description
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.3.2, 302.3.3., Table 302.3.3	Fire separation
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 803.4	Interior finishes
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	903.2.5	Sprinklers – fire areas greater than 20,000 sq. ft.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1003.2.2.2	Minimum floor area per occupant – 20 sq. ft. per person. NOTE: HFS 46.06(7)(a) and HFS 45.06(1)(b)1. require centers to have a minimum of 35 sq. ft. of usable space per child.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1003.2.3	Required egress width (“occupancy other” line).
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.2.10	Exit lights
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.2.11	Illumination of egress path – must be illuminated at all times.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1003.1.9	Panic hardware required – more than 100 people (including all people in the building).
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.3.1.9	Space allowed with one exit – 50 people maximum.

	Met	Not Met	N/A	Commerce Code Cite	Description
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.2.4	Exit access travel distance – 200' without sprinklers; 250' with sprinklers.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.2.5	Common path of travel – 75' maximum.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1004.3.2.1	Fire rated corridors – corridors serving more than 30 people – one hour without sprinklers; zero hours with sprinklers.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1005.2.2	Buildings with one exit – one story – 50 maximum occupants – 75' maximum travel distance.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1005.3.2	Stair enclosures – four or more stories – two hours; other – one hour. See Exception – 1 – 8.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 11	Accessibility – no different than any other commercial building.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1204	Natural light (net glazed area, minimum 8% percent of floor area in room served) or artificial light at 10 footcandles.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 2902.1	Toilet fixtures – one per 50 males; one per 50 females. NOTE: HFS 46.06(10) requirements for toilets and sinks will need to be met for group child care centers.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	907.2.3	Manual fire alarms (when smoke detectors or sprinklers are present, manual fire alarms must be interconnected with detectors or sprinklers). NOTE: If building has more than 50 occupants, exception 2 must be met.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.3.3.11	Handrails – ramps and stairways

COMMENTS

IV I-4 Occupancy Requirements (Complete this section if occupancy classification is I-4.)

	Met	Not Met	N/A	Commerce Code Cite	Description
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.3.2, 302.3.3., Table 302.3.3	Fire separation
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 803.4	Interior finishes
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	903.2.5	Sprinklers – all I occupancies must be sprinklered
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1003.2.2.2	Minimum floor area per occupant – 20 sq. ft. per person NOTE: HFS 46.06(7)(a) and HFS 45.06(1)(b)1. require centers to have a minimum of 35 sq. ft. of usable space per child.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1003.2.3	Required egress width (“occupancy other” line)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.2.10	Exit lights
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.2.11	Illumination of egress path – must be illuminated at all times except for sleeping rooms
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1004.2.1	Spaces allowed with one exit – ten people maximum
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 1004.2.4	Exit access travel distance – 200' maximum
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1004.2.5	Common path of travel – 75' maximum
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1005.2.2	Buildings with one exit – one story – ten maximum occupants. 75' maximum travel distance

	Met	Not Met	N/A	Commerce Code Cite	Description
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1005.3.2	Stair enclosures – four or more stories – two hours; other – one hour.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 11	Accessibility – all floor levels in an I-4 must be accessible
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1204	Natural light (net glazed area, minimum 8% of floor area in room served) or artificial light at 10 footcandles.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 2902.1	Toilet fixtures – one per fifteen males; one per fifteen females NOTE: HFS 46.06(10) requirements for toilets and sinks must be met.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	907.2.6	Manual / automatic fire alarms
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1003.3.3.11	Handrails – ramps and stairways

SIGNATURE – Building Inspector

 Date Signed