

Fire Safety Inspection – Shelter Cares

Use of form: Shelter cares for children are required to have an annual fire safety inspection and submit the results of the inspection to the department. Use of this form is voluntary; however, completion of this form by the inspector will meet the requirements of DCF 59.06(20)(h) applicable SPS codes and applicable local building and fire codes. Personally identifiable information gathered on this form will be used only for identification purposes. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: The fire inspector completing this form must meet at least one of the following three criteria: be appointed by the municipalities Fire Chief, have Fire Inspector I Certification, or have NFPA Certification. The inspector shall visibly observe the physical plant to determine compliance with each item, note whether the shelter care is in compliance by checking either “Yes” or “No” and indicate any comments on the last page in the Other Comments section. The fire inspector is encouraged to call or write the licensing specialist if they have any questions or observe any condition which requires immediate attention. If any items are indicated as not being in compliance at the time of the initial inspection, the required modifications must be made and a final inspection completed to document compliance. The shelter care shall provide the department with a copy of the completed final inspection report.

Name – Facility	Name – Licensee	Facility ID Number
Address – Facility (Street, City, State, Zip Code)		County

FIRE SAFETY

Yes **No**

1. Is a diagrammatic floor plan that clearly indicates the direction of each exit for emergency evacuation posted on each floor level? [59.06(20)(e)]
2. Are all passageways leading to exits clear and unobstructed? At least one exit door shall be at least 3 feet in width. [59.06(20)(b)]
4. Do all habitable rooms on the second floor have access to at least 2 exits? Note: At least one of the exits shall be a stairway. [59.06(20)(a).]
- A window shall be considered an “exit” if it and its screen or storm window is openable from the inside with the use of tools, not less than 22 inches in the smallest dimension, at least 5 square feet in area and with a lower sill not more than 4 feet from the floor.
5. Are all interior doors openable from both sides? [59.06(20)(i)]
6. Are all exterior doors openable from the inside at all times without the use of a key? [59.06(20)(j)]
7. Do all habitable rooms below grade have at least two exits? Note: At least one exit shall be a stairway to grade or a door that is below grade level that leads to grade level by an outdoor stairway. [59.06(5)(e)]
- A stairway leading to a first floor above grade may be used as a second exit from a room below grade.
 - A window may be used as a second exit from a room below grade if the window can be opened from the inside without the use of tools, is at least 22 inches in the smallest dimension, is at least 5 square feet in area and has a lower sill that is not more than 4 feet from the floor.
8. Are stairways, halls and aisles maintained in good repair, adequately lighted and free from obstacles? [59.06(21)(b)]
9. Do all stairwells have a handrail? [59.06(21)9(c)]

FIRE EXTINGUISHERS

Yes **No**

10. Are fire extinguishers present in the size, type and location specified by the local fire department? [59.06(20)(f)]
11. Is there at least one extinguisher with a rating specified by the local fire department mounted in the kitchen? [59.06(20)(f)]
12. Is at least one fire extinguisher with a rating specified by the local fire department provided on each floor level? [59.06(20)(f)]
13. Are all fire extinguishers operable?
14. Does each extinguisher have a label indicating its present condition and date of annual inspection?

SMOKE DETECTION

Yes **No**

15. Is a smoke detection system installed and operable? Note: The minimum requirement is a UL listed electrically interconnected system or a radio signal-emitting system which has at least one centrally mounted alarm horn which, when activated, can be heard throughout the premises. [59.06(20)(d)]
Note: A hold-over room shall either meet the above requirement or have at minimum, a functioning battery operated smoke detector located inside the room and tested at least once a month and a functioning battery operated smoke detector located outside the room but in proximity to the room, also tested once a month. [59.06(20)(dm)]
16. Is there a smoke detector located in each bedroom?
17. Is a smoke detector located at the head of every open stairway? [59.06(20)(d)1.]
18. Is a smoke detector located next to doors leading to every enclosed stairway on each floor level? [59.06(20)(d)2.]
19. Are smoke detectors located in every hall? Note: Smoke detectors located in a hall shall not be spaced more than 30 feet apart nor more than 15 feet from any wall. [59.06(20)(d)3.]
20. Are smoke detectors located in each common use room? Note: This includes living rooms, dining areas, lounges, family rooms and recreation rooms, but does not include kitchens. [59.06(20)(d)4.]

CARBON MONOXIDE DETECTOR

Yes **No**

21. Does the shelter care in a one-unit or two-unit building have a functional carbon monoxide detector installed in the basement and on each floor level, except the attic, garage, or storage area of each unit, in accordance with the requirements of s. 101.647 Stats.?
Note: A one-unit building is a single family residence. A two-unit building is a duplex or two-flat.
22. Does the shelter care in a building with at last 3 units have one or more functional carbon monoxide detectors installed, in accordance with the requirements of s. 101.149 Stats.?

SMOKE SEPARATION

Yes **No**

23. Do all stairways serving three or more levels have a door at either the bottom or top of the stairway? [59.06(20)(c)]
24. Is that door kept closed at all times? [59.06(20)(c)]

ELECTRICAL SAFETY

Yes **No**

25. From a visual inspection, does it appear that clothes dryers are properly vented?
26. Are portable space heaters in use? [59.06(16)(c)]
27. Are ground fault interrupter (GFI) outlets in use for all electrical outlets within 6 feet of a water source in bathrooms, kitchens, laundry rooms, and basements and in the garage and on the exterior of the shelter care? Note: Facilities constructed on or after January 1, 2006, must comply with this rule. [59.06(17)]

OTHER COMMENTS If additional space is needed, attach separate sheet(s).

This fire inspection was completed by a qualified fire inspector on _____
(mm/dd/yyyy)

Name – Fire inspector completing fire inspection: _____

Name – Agency: _____

Telephone Number – Agency: _____