

Office of the State Fire Marshal

Child Care Center Handbook



Office of the State Fire Marshal
700 SW Jackson, Suite 600
Topeka, KS 66603
785-296-3401

INTRODUCTION

The Office of the State Fire Marshal has long had the responsibility to reduce the potential impact of fire and explosion hazards where people live, work, and congregate (other than one and two family dwellings). More specifically, the Fire Prevention Division focuses on facilities posing distinct fire hazards and those places where the potential loss of life from fire is very high; including structures where the very young and very old live and congregate.

To ensure a reasonable level of fire and life safety, the basic requirement for educational facilities is compliance with the International Fire Code, 2006 Edition.

We have standardized inspection checklists and provide continuous training for our personnel to provide quality inspection and reasonable enforcement and to ensure a level playing field among facilities across the state. We will work with facilities on compliance; however, we believe we must insist on minimum requirements to ensure continuation of safe installations, practices, and procedures.

This booklet is developed for educational facilities in the State of Kansas as an informational guideline only. The Office of the State Fire Marshal has reproduced parts of the following National Fire Protection Association Codes for information and educational purposes for this booklet only: NFPA 72, 2007 edition; NFPA 25, 2008 edition; NFPA 110, 2006 edition; and NFPA 96, 2008 edition.

REQUIREMENTS

Classroom Locations

- Basement Classrooms
 - Basement exiting shall provide access to 2 remote exits from all areas in the basement used for education purpose
 - At least one exit shall lead directly to the exterior without entering the upper floor or upper floor corridor, except when previously approved and documented by OSFMO.
- The International Fire Code does not have restriction on the placement of classrooms/age of children located within a building. However, the Office of the State Fire Marshal will continue to require compliance with floor restrictions, unless the building is equipped with a full sprinkler system. The floor restrictions are as follows:
 - Shall not be located more than 5 feet vertical above or below the story of exit discharge
 - Cannot be located above the second story of exit discharge

Construction / Renovations

- A code footprint should be submitted to, and approved by OSFMO before the work begins on any major renovations, alterations, or modernizations. See <http://www.KSFM.ks.gov/plans-review-code-footprint/>
- “Major” means the modification of more than 50 percent, or more than 4,500 square feet, of the smoke compartment.
- “Minor” means the modification of less than 50 percent, or less than 4,500 square feet, of the smoke compartment.
- The replacement of a system, such as a fire alarm system, would be “major” for that system only. Thus, that system would have to meet the requirements for new construction, not the entire building itself. However, if more than one system is renovated, altered or modernized then the entire building may be required to meet the new construction standards.
- When an entire floor is gutted, the renovation of that floor should be considered “major” and must meet the regulatory requirements for new construction. If corridor walls or partition walls between rooms are removed in their entirety (to make additional space or to reconfigure rooms), the replacement wall must meet new requirements.
- Cosmetic changes such as painting and wallpapering would not constitute a “major” renovation or alteration regardless of the size of the affected area.

Corridor Walls / Fire Walls / Smoke Walls

- In non-sprinkled existing buildings, corridors walls shall have a fire resistance rating of 1 hour.
- Corridor walls shall provide a barrier to resist the passage of smoke.
- In new buildings, corridors protected by a supervised sprinkler system, the corridor walls are not required to be fire rated. In corridors where each instruction room has at least one door directly to the exterior, the corridor walls are not required to be fire rated or smoke resistant.
- Ensure continuity of smoke barriers/fire walls – Outside wall to outside wall or other smoke/fire barrier and from floor to roof/floor deck above.
- Seal all rated wall penetrations with rated materials. Penetrations of non-rated walls that are required to limit the transfer of smoke may be sealed with standard building materials that are non-combustible.
- Do not use expanding foams to seal rated wall penetrations.
- If there are damaged ceiling tiles, ensure the damaged ceiling tile is replaced with a new ceiling tile of the same rating.

Corridor Width / Means of Egress

- Monitor corridors serving as exit access to ensure that they are clear and unobstructed:
 - Unsecured items that may create a tripping hazard are not to be placed in the halls such as furniture and plants.
 - Student desks, utility carts, art supplies, etc. may not be stored in hallways.
 - Storage occurs when an item is left in place or not in use for over 30 minutes. If the appropriate staff is around and using something every 30 minutes the item is not considered to be stored.
 - Any items in the corridor cannot reduce the minimum corridor width. Examples: vending machines and drinking fountains.
 - Corridor width shall not be less than 44 inches
 - Dead end corridors shall not exceed 20 feet

Documentation Requirements

- The following documentation is required to be maintained and readily available for review by OSFM
 - Building diagram
 - Copy of any active waivers
 - Documentation showing the most recent and/or the last 12 months of inspection, testing, and maintenance for the following

DOCUMENTATION REVIEW		
Emergency Lights Monthly (30 sec) Annual (90 min)	Fire Pump Weekly Monthly Annual	Smoke Detectors Annual Sensitivity Testing
Exit Signs Monthly (30 sec) Annual (90 min)	Flame Retardant Treatment Documentation & Maintenance	Miscellaneous Boiler Certificate Elevator Maintenance
Fire Alarm Monthly Quarterly Semi-Annual Annual Batteries (4 yrs)	Generator Weekly Monthly Annual Load	Facility Policies Evacuation Plans Fire Procedures Fire Watch *Power strips/Extension Cords Smoking Policy * These policies are recommendations
Fire Dampers Test and Lube (4 yrs)	Hood Suppression Bi-Annual Testing (last 2) Cleaning	
Fire Drills Quarterly	Sprinkler System Weekly (dry) Monthly (wet)	
Tornado Drills 3 x per year	Quarterly Annual 5 yr Internal Standpipe hydro test (5 yr)	

Doors

- Inspect, repair, and maintain doors to ensure that:
 - Automatic or self closing devices are properly installed and functioning. Hazardous area doors are self closing.
 - Smoke doors and doors opening into the corridor close properly and resist the passage of smoke. Non-rated gaskets, such as weather stripping, are not an acceptable method to correct door gaps.
 - Doors close and latch into the frame (positive latching hardware). Door latches and opens with one motion.
 - Doors are unobstructed and not blocked in any manner. Hold-open devices that release when the door is pushed or pulled are permitted. Door stops, chocks, tie-backs or other devices that require manual unlatching or release are not permitted.
 - Smoke barrier doors that swing in the same direction may be required to have a coordinator to ensure doors close properly which allows one door to close first preventing the doors from hitting.
 - Manually operated flush bolts or surface bolts on exit doors are not permitted.
 - All closet doors must be able to be opened from the inside.
 - Bathroom doors must be able to be unlocked from the outside with an opening device. That device must be accessible to staff and located near the door.
- Monitor doors with magnetic locks or delayed egress locks to ensure that:
 - Doors release appropriately.
 - No more than one delayed egress device in the path of travel.
 - Doors shall unlock upon activation of sprinkler system, smoke detection system, and upon building loss of power.
 - Doors may not relock if the fire alarm system is placed in silent mode. The doors shall not relock without the system being reset.
 - Doors with a delayed lock shall have a sign posted on the door and within 12 inches of the releasing device stating “PUSH UNTIL ALARM SOUNDS DOOR CAN BE OPENED IN 15 SEC”
 - Doors with a magnetic lock shall have a key pad or key lock at the door and the method of getting out of the building shall be automatically provided to all visitors, and staff.

Electrical

- Inspect and monitor facility to ensure that power strips with surge protectors are used appropriately.
 - No high current draw devices can be plugged into a power strip. No refrigerators may be plugged into power strips. Appliances that produce heat or are used for cooling cannot be plugged into a power strip.
 - Equipment such as televisions, DVD players, and clocks, may be plugged into a power strip with surge protection as long as the amperage capacity of the power strip is not exceeded.
 - Power strips are not allowed to be plugged into another power strip.
 - Power strips should be secured to prevent tripping.
 - Power strips shall be plugged directly into an electrical outlet.
 - When children under 6 yrs. of age, unused electrical receptacles shall be provided with protective covers.
 - Any heaters shall be separated or screened to protect children from the hot surface.
- Maintain three foot clearance around all electrical panels.
- Ensure that all electrical equipment is in good repair and that all electrical cords and plugs have no frayed or exposed wires. Extension cords cannot be used as permanent wiring.
- Ensure that all electrical outlets, light switches, and junction boxes have appropriate cover plates.
- Multi-plugs adapters are prohibited.

Emergency Lighting

- Conduct a functional test on all battery operated emergency lighting system at 30-day intervals for not less than 30 seconds.
- Conduct an annual test on every required battery-powered emergency lighting system for not less than 1.5 hours.
- Ensure that equipment is fully operational for the duration of the test. Written records of visual inspections and tests shall be kept by the facility.
- Documentation shall include the location of each individual unit, date tested, initials of individuals conducting the test, and the test results.
- Monitor emergency lighting to ensure that the lighting is equipped with two sources of light either by having two fixtures or one light fixture with two light bulbs.
- Ensure that rooms over 1,000 square feet in area have illuminated exit signs and that the signs are on emergency power.

Exits

- Monitor facility to ensure that:
 - Exit doors are readily distinguishable from the wall such that the doors are easily recognizable as doors. Doors shall not be disguised to blend in with the interior.
 - Exit and directional signs display the correct egress pathway or direction of travel with continuous illumination and are also served by the emergency lighting system
 - Exit access is arranged so that exits are readily accessible at all times and that the means of egress is continuously maintained free of all obstructions or impediments to full instant use.
 - Ensure the entire means of egress is illuminated at minimum of one foot candle of illumination at floor level (to include the exit access, exit, and exit discharge)
 - Exterior exit doors shall lead directly to the exit discharge or the public way.
 - Every occupied room other than the bathroom must have at least one window or outside door for emergency rescue. Window shall open easily from the inside without tools, and sill of window shall be no more than 44 inches above the floor, with a minimum clear opening of 821 square inches. EXCEPTION: NOT REQUIRED IN FULLY SPRINKLED BUILDINGS.
 - If a window leads into a window well it shall provide a minimum opening of 9 square feet, with a minimum on each side of 36 inches.

Fire Alarm System

- Manual fire alarm systems shall be installed. A fire alarm panel must be installed in a supervised location.
- Ensure that the fire alarm system is installed and maintained in accordance with *NFPA 72, National Fire Alarm Code, 2007 edition* and that maintenance records are available.
- Annual fire alarm system test documentation must be complete, accurate and show test results for all initiating and supervisory devices.
- Inspect the fire alarm system to determine if the sprinkler system is connected to the alarm system including water flow devices. Verify that activation of the sprinkler system causes the fire alarm to sound.
 - Verify that the fire alarm system transmits to the local fire department or central station.
 - Ensure that the fire alarm system is provided with an alternative power supply in accordance with NFPA 72.
 - Self monitoring fire alarm systems are still required to maintain and provide all required documentation of maintenance and testing.
- Notify the local or state fire marshal and obtain any required permits before any changes are made to the system.

Inspection and Testing

Date	Time
------	------

Service Organization	Property Name
Name	Name
Address	Address
Representative	Owner Contact
License No	Telephone
Telephone	

Monitoring Entity	Approving Agency
Contact	Contact
Telephone	Telephone
Monitoring Acct No.	

Type Transmission	Service
<input type="checkbox"/> McCulloh	<input type="checkbox"/> Reverse Priority
<input type="checkbox"/> Multiplex	<input type="checkbox"/> RF
<input type="checkbox"/> Digital	<input type="checkbox"/> Other:
Specify:	Specify:
<input type="checkbox"/> Weekly	<input type="checkbox"/> Semiannual
<input type="checkbox"/> Monthly	<input type="checkbox"/> Annual
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other:

Control Unit Manufacturer	Model No.
Circuit styles	
Number of circuits	
Software Rev	
Last date system service	
Last date system revised	

Alarm- Initiating Devices and Circuit Information

Quantity	Circuit Style
	Manual Fire Alarm Box
	Ion Detector
	Photo Detector
	Duct Detector
	Heat Detector
	Waterflow Switches
	Supervisory Switches
	Other:

Alarm Notification Appliances and Circuit Information

Quantity	Circuit Style
	Bells
	Horns
	Chimes
	Strobes
	Speakers
	Other:
No. of alarm notification appliance circuits	

Are circuits monitored for integrity? Yes No

Supervisory Signal-Initiating Devices and Circuit Information

Quantity	Circuit Style
	Building Temp
	Site Water Temp
	Site Water Level
	Fire Pump Power
	Fire Pump Running
	Fire Pump Auto Position
	Fire Pump or Pump Controller Trouble
	Fire Pump Running
	Generator in Auto Position
	Generator in Controller Position
	Switch Transfer
	Generator Engine Running
	Other:

Signaling Line Circuits

Quantity and style (see NFPA 72, Table 3-6) of signaling circuits connected to system
 Quantity: Style:

System Power Supplies

a. Primary (Main) Nominal Voltage Amps:
 Overcurrent Protection Type Amps:
 Location of Primary Supply Panelboard
 Disconnecting Means Location
 b. Secondary (Standby)
 Storage Battery: Amp Hr Rating
 Calculated capacity to operate system, in hours
 Engine driven generator dedicated to fire alarm system
 Location of fuel storage

Battery Type

Dry Cell Nickel-Cadmium Sealed lead-acid Lead-acid Other:
 c. Emergency or standby system used as a backup to primary power supply, instead of using secondary power supply
 Emergency system described in NFPA 70
 Legally required standby described in NFPA 70
 Optional standby system described in NFPA 70

Prior to Any Testing

Notifications are made	Who	Time
Monitoring Entity	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Occupants	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	
AHJ (notified of any impairments)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

System Tests and Inspections

Type			Comments
Control Unit	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Interface Eq.	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Lamps/LED	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Fuses	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Primary Power Supply	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Trouble Signals	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Disconnect Switch	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Ground-Fault Monitoring	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	

Secondary Power

Battery Condition	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Load Voltage	<input type="checkbox"/> Functional		
Discharge Test	<input type="checkbox"/> Functional		
Charger Test	<input type="checkbox"/> Functional		
Specific Gravity	<input type="checkbox"/> Functional		
Transient Suppressors	<input type="checkbox"/> Visible		
Remote Annunciators	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	

Notification Appliances

Audible	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Visual	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Speakers	<input type="checkbox"/> Visible	<input type="checkbox"/> Functional	
Voice Clarity	<input type="checkbox"/> Functional		

Initiating and Supervisory Device Test and Inspections

Loc. & S/N	Device Type	Visual	Functional	Factory Setting	Meas. Setting	Pass	Fail
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Emergency Communication Equipment**Comments**

Phone Set	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
Phone Jacks	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
Off-Hook Indicator	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
Amplifier(s)	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
Tone Generator(s)	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
Call-in Signal	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional
System Performance	<input type="checkbox"/> Visual	<input type="checkbox"/> Functional

Interface Equipment

Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation
Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation
Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation

Special Hazard Systems

Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation
Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation
Specify:	<input type="checkbox"/> Visual	<input type="checkbox"/> Device Operation	<input type="checkbox"/> Simulated Operation

Special Procedures:

Comments:

Supervising Station Monitoring**Time****Comments**

Alarm Signal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarm Restoration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Trouble Signal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisory Signal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Supervisory Restoration	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notification that Testing is Complete**Who****Time**

Building Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Monitoring Agency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building Occupants	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The following did not operate correctly:

System restored

Date:

Time:

This testing was performed in accordance with applicable NFPA standards

Name of Inspector

Signature

Name of owner or representative

Date

Time

Signature

Fire Drills

- Ensure that the facility administration has a plan that has been distributed for the protection of all persons in the event of fire, for their evacuation to areas of refuge, and for their evacuation from the building when necessary. Establish a system to ensure that all employees are periodically instructed and kept informed with respect to their duties under the plan.
- Monitor fire drills to ensure that the drill includes the transmission of a fire alarm signal and simulation of emergency fire conditions. Document receipt or verification of call to remote monitoring company.

Fire Drill Scheduling Matrix

1 st Quarter	Shift: Time: Date:	Shift: Time: Date:	Shift: Time: Date:
2 nd Quarter	Shift: Time: Date:	Shift: Time: Date:	Shift: Time: Date:
3 rd Quarter	Shift: Time: Date:	Shift: Time: Date:	Shift: Time: Date:
4 th Quarter	Shift: Time: Date:	Shift: Time: Date:	Shift: Time: Date:

- Maintain documentation concerning fire drills for the preceding 12 months that shows at least the following:
 - Identify of the person conducting the drill
 - Date and time of drill
 - Notification method used
 - Staff members on duty and participating
 - Number of occupants evacuated
 - Special conditions simulated
 - Problems encountered
 - Weather conditions when occupants were evacuated
 - Time required to accomplish complete evacuation

Fire Extinguishers

- Inspect portable fire extinguishers when initially placed in service and at approximately 30-day intervals.
- Maintenance shall occur at intervals not to exceed 1 year, conducted by a firm certified by the State Fire Marshal in accordance with K.S.A. 31-133a.
- Change chemical for dry chemical fire extinguishers every six years.
- Conduct 12 year hydrostatic vessel test.
- Hydrostatically test CO2 portable fire extinguisher vessels every five years.
- Ensure that fire extinguishers having a gross weight not exceeding 40 lbs (18.14 kg) are not installed so that the top of the fire extinguisher is not more than 5 feet above the floor.
- Ensure that fire extinguishers having a gross weight greater than 40 lbs (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 3.5 feet above the floor. In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 inches.
- Class K fire extinguisher must be provided when cooking with grease laden vapors.

Fire Safety Plan

- Develop a written fire safety plan that addresses all of the following components:
 - Use of alarms
 - Transmission of alarm to fire department
 - Response to alarms
 - Isolation of fire
 - Evacuation of immediate area
 - Evacuation of smoke compartment
 - Preparation of floors and building for evacuation
 - Extinguishment of fire
- Ensure that evacuation routes are clearly marked on the plan including alternative routes.
- Evacuation route diagrams shall be posted in each classroom indicating a minimum of two alternative exit paths.
- Ensure that Fire Safety Plans are updated annually.

Fire Watch

- Where a required automatic sprinkler system **or** a required fire alarm system is out of service for more than four hours in a 24-hour period, the building shall be evacuated or an approved fire watch system be provided for all parties left unprotected by the shutdown until the sprinkler system or fire alarm system has been returned to service.
- A fire watch should at least involve one trained staff with no additional duties while conducting fire watch duties. These individuals are specially trained in fire prevention and in occupant and fire department notification, and understand the fire safety.
- Fire watch rounds shall be continuous. All areas shall be checked at least hourly.
- A written log or documentation of fire watch rounds should be kept and available for inspection. (See below)
- Fire watch policy must address:
 - Notification of the local fire department
 - Notification of the State Fire Marshal's office
 - All situations in which the sprinkler system could be out of service for more than four hours in a 24 hour period.
 - All situations in which the fire alarm system could be out of service for more than four hours in a 24 hour period.

Generators

- Inspect all generators weekly and exercise under load for 30 minutes per month. Ensure that the startup and or cool down times are not included in the 30 minute load test.
- Ensure that electrical power is transferred within 10 seconds of interruption of service.
- The monthly testing needs to be conducted by one of the following two methods:
 - Under operating temperature conditions or at not less than 30 percent of the EPS nameplate rating.
 - Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer.
- Diesel-powered EPS installations that do not meet the above requirements shall be exercised monthly with the available EPS load and exercised annually with supplemental loads at 25 percent of nameplate rating for 30 minutes, followed by 50 percent of nameplate rating for 30 minutes, followed by 75 percent of nameplate rating for 60 minutes, for a total of 2 continuous hours.
- Maintain all records of inspections and running under load. (See below)
- Ensure that there is battery powered emergency lighting at generators located inside a facility. Battery powered emergency lighting is not required at generators located outside if a car can be pulled up to the generator and provide lighting from the car headlights.
- A remote generator annunciator panel shall be located in an attended area that is continuously staffed. If the panel is in an unattended location, a clearly identified audible and visible signal shall be provided in a constantly attended area. Access shall not be restricted to the annunciator panel.
- Emergency generator sets are required to have a minimum of a 90 minute fuel supply.
- Facility must have a contingency plan and a written agreement for the resupplying of fuel in an emergency situation.

Hazardous Areas

- A hazardous area is defined as an area of a structure or building that poses a degree of hazard greater than that normal to the general occupancy of the building or structure, such as areas used for the storage or use of combustibles or flammables; toxic, noxious or corrosive materials; or heat-producing appliances.
- For new construction, any hazardous area is required to have a one hour fire separation and to be completely sprinklered.
- For existing facilities, ensure that any hazardous area is separated by a one-hour fire construction or completely sprinklered.
- Hazardous room doors shall maintain a solid wood core door with automatic self closing device equipped with positive latching hardware that resists the passage of smoke.
- Monitor mechanical rooms to ensure that the rooms are clean and orderly and are not used for combustible storage.
- Ensure that there is a minimum of a 3 foot clearance around all electrical panels and heat producing equipment such as a gas furnace.
- Change in use of a room (i.e.class room to a storage room) can create a hazardous area.
- Hazardous areas include but are not limited to:
 - Boiler and fuel-fired heater rooms
 - Laundries greater than 100 square feet
 - Repair/Maintenance shops and paint shops
 - Laboratories employing flammable or combustible materials
 - Combustible storage rooms/spaces (over 100 square feet)
 - Trash collection rooms
 - Soiled linen rooms

Heating, Ventilation, Air Conditioning, & Cooling (HVAC)

- Ensure that all HVAC units are installed and maintained in accordance with *NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilation Systems*, 1999 Edition.
- Examine each fire, smoke or ceiling damper every two years to ensure that it is not rusted or blocked giving attention to hinges and other moving parts. At least every 4 years, fusible links (where applicable) shall be removed; all dampers shall be operated to verify that they fully close; the latch, if provided, shall be checked; and moving parts shall be lubricated as necessary.

Hood Suppression System/Cooking

- Inspect and maintain the hood suppression system in accordance with *NFPA 96*.
 - System shall be serviced at least every 6 months by a firm certified in Kansas
 - Fusible links shall be replaced annually
 - Entire exhaust system shall be inspected and cleaned (See below)
- Verify that fuel sources automatically shut-off when the extinguishing system is activated.
- Clearly mark and locate the extinguishing system activator in the path of egress from the kitchen.
- Verify that activation of the extinguishing system activates the facility fire alarm.
- Ensure that the hood suppression system is UL 300 compliant.
- A Class K fire extinguisher shall be provided.
- Train staff in the operation of any range hood extinguishing system.
- Monitor all cooking locations to limit or avoid creating grease laden vapors in accordance with *NFPA 96*.
- Cooking equipment shall be cleaned at frequent intervals to prevent build-up of grease and other materials.
- Filters shall be of the baffle type. Mesh filters are not allowed.
- Filters shall be installed vertically with no gaps.

Exhaust Cleaning Cycle (NFPA 96)

Solid fuel cooking	Monthly
High volume cooking..... <i>(24hr cooking, charbroiling, wok)</i>	Quarterly
Moderate volume cooking	Semiannually
Low volume cooking	Annually
<i>(churches, day camps, seasonal businesses)</i>	

Interior Finish, Furnishings, & Decorations

- Facilities are required to maintain documentation as to the flame and smoke spread ratings of all their interior finishes that have been replaced and or updated.
 - Corridor finishes for existing buildings must be Class B (sprinkled) & Class A (non-sprinkled)
 - Interior finishes for non-corridor areas may be Class B (sprinkled or non sprinkled) or Class C for rooms with 4 persons or less if the building is fully sprinklered (existing buildings).
- Monitor facility to ensure that the means of egress is continuously maintained free of all obstructions or impediment to full instant use in the case of fire or other emergency. No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress there from, or visibility thereof.
- Monitor facility to ensure than no signs or decorations are attached to sprinkler heads or exit signs.
- Inspect curtains for flammability, review labels, or tags. Look for testing in accordance with NFPA 701, *Standard Methods of Fire Tests for Flame Propagation of Textiles and Films*.
- Fabrics can be made flame resistant by chemical treatment. However, such treatments can be made ineffective by laundering, dry cleaning or water leaching. Maintain records to document that treated fabrics are maintained in accordance with the manufacturer's specification to retain flame resistance.
- Monitor facility to ensure that the facility does not have combustible decorations unless they are flame-retardant. Exception: Combustible decorations, such as photographs and paintings, in such limited quantities that a hazard of fire development or spread is not present.
- Monitor use of outdoor decorations that are placed near the building as these can create a hazard, e.g. hay bales. Consider alternative to mulch in outside bedding areas to reduce the risk of fire.
- Monitor facility to ensure that furnishings or decorations of an explosive or highly flammable character are not used. Examples of explosive or highly flammable decorations include live or cut Christmas trees and pine branches/roping/garland.

Laundry /Trash

- Ensure that waste containers are stored in rooms protected as a hazardous area.

Portable space heating devices

- Portable unvented fuel-fired heating equipment shall be prohibited.
- Portable, electric space heaters shall comply with the following:
 - Only listed and labeled portable, electric space heaters shall be used;
 - Shall be plugged directly into an approved receptacle;
 - Shall not be plugged into extension cords;
 - Shall not be operated within 3 feet of any combustible materials;
 - Shall be operated only in locations for which they are listed.
- If a facility is utilizing portable, electric space heaters, then the facility must maintain documentation/policies consistent with the 2006 IFC.

Smoke Detectors

- Maintain and calibrate smoke detector systems in accordance with *NFPA 72*.
- Test all smoke detectors at least annually to ensure that each detector is operative and produces the intended response.
- Check smoke detector sensitivity within one year of installation and every 2 years thereafter. Smoke detectors that have passed the initial one year test and two 2-year test cycles
- Maintain records that indicate what testing of smoke detectors have been done over the past 12 months including records of automated sensitivity testing. After the second required sensitivity tests indicate that the detector has remained within its listed and marked sensitivity range the length of time between calibration tests shall be permitted to be extended to a maximum of 5 years.
- Smoke detectors must be located out of the direct airflow of a supply or return air vent.
- Ensure sensitivity tests reports have all required information pertaining to the ranges of the sensitivity of the smoke detectors and the time it took to activate.

Sprinkler System

- Inspect and maintain sprinkler system in accordance with *NFPA 25*. Retain maintenance records of the sprinkler system for the preceding 12 months and ensure availability for inspections.
- Monitor facility to ensure that there are no gaps in ceiling adjacent to sprinkler heads.
- Ensure that all storage is kept at least 18 inches below/away from sprinkler heads.
- Maintain a supply of at least two spare sprinkler heads for each type of sprinkler used in the facility. (Note- more than two sprinkler heads may be required depending on the number of heads used in a facility). Keep the sprinkler wrench with the spare sprinkler heads
- Ensure that the same type of sprinkler head is used throughout each compartment. (Note there are exceptions for special areas such as boiler rooms which may have higher than normal temperatures.)
- According to *NFPA 13*, a compartment is defined as a space completely enclosed by walls and a ceiling. The compartment enclosure is permitted to have openings to an adjoining space if the openings have a minimum lintel depth of 8 in. (203 mm) from the ceiling.
- Maintain sprinkler heads clean, dust free, and paint free.

Tornado Drills

- At least 3 drills per year
- Drills shall use a distinctly different alarm sound from that use for the fire alarm
- Refuge area location shall be posted by signage – at the building’s main entrance, classrooms, and/or at the refuge area
- Drills shall be documented and publicly posted

Vertical Openings

- Ensure that stairways, elevator shafts, light and ventilation shafts and other vertical openings, including pneumatic rubbish and linen systems, that open directly onto any corridor is sealed by fire-resistive construction to prevent further use or is provided with a fire door assembly having a fire protection rating of one hour with self closing device and positive latching hardware.
- Monitor facility to ensure that the area under stairways is not used for storage, unless by special design.
- Ensure that all chutes are secure from accidental falls.

Waivers

Temporary Construction Waivers

- The purpose of a temporary construction waiver (TCW) is to allow a facility additional time to obtain bids, permits, architectural designs or plans, plan approval, construction time, etc.
- In order to qualify for a temporary construction waiver the correction period required **must be for more than 90 days from inspection exit date.**

Continuing Waivers

- A continuing or annual waiver is for deficiencies that are structurally impossible or impracticable to correct and are an undue burden and financial hardship on a facility.
- To be eligible for a continuing waiver the following criteria must be met.
 - Must not adversely affect the safety & health of the students.
 - Must not adversely affect the safety & health of the staff.
 - Must be a financial hardship and undue burden on the facility.
 - Supporting documentation must be provided to support the claim of no adverse affect on students and staff, and that it would be a financial hardship to correct.
- Continuing waivers must be renewed from year to year along with all required supporting documentation.
- Waivered deficiencies will be cited at each survey.