

**SECTION J: FIRE PREVENTION
MONTHLY INSPECTION CHECKLIST
FOR USE BY FCCH PROVIDER**

- J-1. _____ The FCCH Provider inspects all exits daily to ensure all doors (including balcony doors), stairs, and windows are in proper condition, not obscured, unobstructed, and easy to open. Problems are remedied immediately.
- J-2. _____ Every required exit, exit access, and exit discharge is continuously maintained free of obstructions or impediments (including snow, ice, etc.) for full instant use in the case of fire or emergency.
- J-3. _____ Window screens or bars are easily removable/openable from the inside to provide the full clear opening without the need for tools or special knowledge.
- J-4. _____ There are no barriers or gates that divide space and prevent rapid exit from areas occupied by clients/children. This does not include barriers such as infant gates that can be easily pushed aside by adults. However, such infant gates must not be permanently affixed to the door frame, wall, furniture, or other object.
- J-5. _____ When more than one lock is provided on a door to the outside, only one lock may remain engaged during business hours. (See Item A-12 for exception for doors into a fully-enclosed garage).
- J-6. _____ If a door lock has been added or replaced since the last inspection ensure it complies with the requirements in Items A-12 and A-13.
- J-7. _____ There are no padlocks, slide bolts, hook-and-eyes, bi-fold door locks, or "childproofing" door locks on any doors.
- J-8. _____ Blinds, curtains and draperies are permitted to be installed and closed over the window glass in exit doors as long as the door knob/lever and its associated section of the door frame remains visible.
- J-9. _____ Hangings, furnishings, decorations, or other objects) do not obstruct view of or use of the exits. The location of the exit should remain obvious to visitors in the FCCH in spite of any hangings or draperies.
- J-10. _____ Fuel-fired heating equipment is not used unless it is connected to a permanently installed vent pipe or chimney leading to the outside. "Vent-free" propane and natural gas space heaters and wall heaters are examples of fuel-fired heating equipment that are not acceptable for use in a FCCH.

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J-11. _____ Fireplaces are equipped with protective screens and fireplaces are not used during business hours while children/clients are present.

J-12. _____ In government owned housing, a functional fire extinguisher is readily available to the FCCH Provider when required by the local DoD authority. The fire extinguisher has the ratings as required by the DoD authority (e.g., A-B-C ratings).

J-13 _____ The fire extinguisher has been inspected and serviced by a qualified technician or DoD fire protection specialist within the previous 12 months if a fire extinguisher is required to be available within the FCCH.

J-14. _____ The FCCH Provider must have completed approved training in fire extinguisher use within the previous 12 months if a fire extinguisher is required to be present in the FCCH. Documentation of the date of fire extinguisher training is kept in the FCCH Provider's records.

J-15. _____ Ignition sources (e.g., matches, lighters, open flame candles, hot flameless candles, oil or kerosene lamps, camping lanterns using mantles, etc.) are located out-of-reach and kept out-of-sight of clients/children, except that unlit candles may be located in-sight of clients/children if kept completely out-of-reach. Such ignition sources must remain extinguished at all times when clients are cared for in the FCCH.

NOTE: Use of activated flameless candles is permitted when clients/children are cared for in the FCCH only if the flameless candles are of a type that produces minimal heat during operation. The condition of minimal heat may be established when the activated flameless candle may be held in a bare hand without discomfort as judged by the FCC program staff or DoD fire prevention personnel.

J-16. _____ Flammable and combustible liquids (such as spare propane tanks, gasoline for lawnmowers, paint thinner, automobile oils and lubricants, Coleman camping fuel, charcoal lighter fluid, kerosene for lamps, etc.) are stored in the garage or outside storage unit. These liquids are located so they are not readily accessible if a client or one of the FCCH Provider's children under 8 years of age should find a way to enter the garage or outside storage unit without adult supervision.

J-17. _____ Smoke alarms are cleaned at least once a year. Documentation of the smoke alarm cleaning is kept in the FCCH Provider's records.

NOTE: Smoke alarm cleaning should normally consist of removing dust by application of a vacuum cleaner hose to the exterior surfaces of the smoke alarm.

NOTE: The FCCH Provider must not attempt to clean the building system smoke detectors when the FCCH is located in an apartment building protected with a smoke detection system. Smoke alarm cleaning must be limited to any additional smoke alarms

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added to rooms used for sleeping by clients in addition to those smoke alarms in rooms used for sleeping by the permanent occupants. (See Item B-2).

J-18. _____ Carbon monoxide alarm devices (when provided) are functionally checked for operability at least monthly. Batteries are replaced annually (except for units provided with sealed, non-replaceable batteries). Documentation of the dates of functional checks and battery replacements (when applicable) for each carbon monoxide alarm is kept in the FCCH Provider's records.

J-19. _____ A fire evacuation drill, approved by the FCC Administrator (Coordinator), is practiced by the FCCH once a month. If drills are missed due to severe weather, additional drills must be held in the other months. At no time should there be more than two months between drills. Documentation of the dates of fire evacuation drills is kept in the FCCH's Providers records.

EXCEPTION: Army requires at least 12 drills be conducted within each consecutive 12 month period. When a scheduled drill is unexpectedly missed a make-up drill must be conducted within the following month. Up to two (2) scheduled drills may be intentionally deferred to meet operational requirements, but a corresponding number of make-up drills must be scheduled during the two (2) months preceding or two (2) months following the deferred drills.

J-20. _____ All persons in the FCCH unit participate in drills.

J-21. _____ Smoke alarms are tested (by test button) once a month together with the fire drills.

NOTE: Smoke alarm testing and use of the test button by the FCCH Provider located in an apartment building protected with a smoke detection system is limited to any additional smoke alarms added to rooms used for sleeping by clients. The FCCH Provider must not attempt to test the apartment building's system smoke detectors. (See Item B-2 for more information).

J-22. _____ Drills are executed at different hours of the day and evening including when clients/children are resting or sleeping.

J-23. _____ During drills or evacuations, FCCH Provider and clients/children leave the building in a brisk, orderly manner and do not run.

NOTE: The desirable time to exit the house/unit is one (1) minute or less. If clients/children are sleeping, the exiting time may be slightly longer. At no time should total evacuation time exceed two (2) minutes. (Evacuation time is measured from the alarm signal to all occupants outside the building.) The object of the drill is not to race but to practice the actions needed so they become routine and automatic. Times will

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improve with practice. Evacuating in an orderly, safe manner is the most important. If evacuation time increases, the root cause should be discovered and corrected.

J-24. _____ Clients/children are not allowed to obtain clothing or other personal items before they leave the building during a drill or evacuation. .

J-25. _____ During inclement weather, blankets are kept in a specified location near the main exit of the home. The FCCH Provider, or an older child assigned the job, brings the blankets to the evacuation point and distributes them to the clients/children at the evacuation point. .

J-26. _____ Range is cleaned after each use or more often as needed. Range vent filters are cleaned weekly.

J-27. _____ The laundry area and dryer vent is free of lint. Soiled linens are either washed immediately or stored in containers with solid sides and lids.

J-28. _____ Electrical:

- ___ Wiring is not exposed.
- ___ Wiring is in good condition – no fraying, splicing, or damage.
- ___ Circuits and extension cords are not overloaded.
- ___ All ground plugs are intact (the third prong is not clipped off or hanging outside the extension cord it is plugged into).
- ___ Receptacles are in good condition—not cracked, loose, or broken.
- ___ There are no loose or broken light bulbs.
- ___ No electrical cords (including extension cords) are run under rugs, carpeting or across doorways; cords are not accessible to children or the cords are secure.
- ___ Cribs, beds, or upholstered furniture are not touching receptacles.

J-29. _____ Protective covers are installed on all electrical receptacles (outlets) in all areas occupied by clients/children, to include receptacle openings not in use on surge protector devices and extension cords. If Tamper-Resistant (TR) receptacles are provided in the house, protective covers are not required and removable outlet caps should not be used in the TR receptacles.

J-30. _____ There is a working telephone in the FCCH whenever clients/children are present. A mobile (i.e., cell) phone is considered a working telephone when charged and operable.

J-31. _____ Emergency numbers and parent contact numbers for all clients/children enrolled in the FCCH are posted near the phone and also kept with the daily attendance list.

These numbers include:

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- Parents' daytime numbers.
- Two emergency contacts for each child
- 911 or the local emergency numbers for ambulance, police, and fire
- Poison control
- Medical advisor
- Back-up Provider – able to arrive within 10 minutes
- FCC Administrator (Coordinator)
- FCC Leadership Point of Contact (e.g. Flight Chief, Division Chief, etc.)

J-32. _____ Bright flashlights using LED bulbs and at least one set of back-up batteries are available at all times. A flashlight using at least two C-cells or two D-cells is expected. A small pen-light or LED-reading light should not be considered as meeting the requirement.

J-33. _____ If a condenser-type (i.e., non-vented) clothes dryer is being utilized a small amount of lint will typically escape past the lint filter and lodge in the internal condenser unit so periodic cleaning of that internal condensing unit is needed. The frequency of cleaning of the internal condenser unit should be at least as often as the minimum frequency specified by the manufacturer. If applicable, documentation of the dates of internal condenser cleaning are kept in the FCCH Provider's records.

INSPECTION NOTES

Inspection Date: _____

FCCH Provider's Signature: _____

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