

ADULT BOARD & CARE - CHECK LIST

January 30, 2012

Adult Board and Care (Personal Care) facilities are regulated by the Texas Department of Human Services (TDHS) and require a license to provide care for four or more residents or clients, not related by blood or marriage to the owner or operator. The facility must pass an annual fire/safety inspection. TDHS requires that these facilities comply with NFPA 101, *Life Safety Code*. This code meets or exceeds the *Uniform Fire Code* requirements.

This check list includes, but is not limited to, the applicable standards for a fire inspection report form published by TDHS and dated January 1998. The check list is based on the NFPA 101 requirements for a small facility that can be promptly evacuated and provides care for 4 to 16 clients. Additional requirements have been established by the Jollyville Fire Marshal. Some items require briefing only.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF "FAIL"

	OK	FAIL	N/A
1. The emergency number for FIRE, POLICE or AMBULANCE is 911. Monitoring alarm companies should use (512) 864-8370.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The address should be easily visible from the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The exterior grounds near structure should be free of trash, tall dry weeds, grass or brush and any other combustibles that could be a fire hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The gas meter shut-off should be accessible and its operation known to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. UL listed power taps with ground and built-in CB that are plugged directly into an outlet are approved. Electrical cords should not run under floor covering, over nails, hooks, metal edges, through walls, ceilings, or partitions. They should not be where they will be stepped on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Electrical panel boards will be accessible and have a 30 inch clear area in front. Electrical devices, switches and wall outlets shall have cover plates in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Gas appliances and heaters will have all normal panels or doors in place. There shall be no storage inside cabinets or closets enclosing gas appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. There will be no holes or gaps in wall and ceiling covering material that could allow fire spread.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. There shall be outside door exits on two or more different sides of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All hallways, doorways, pathways and exits are kept clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	FAIL	N/A
11. Wood burning or gas log fireplaces are equipped with screens or glass doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Any exit door (including interior doors leading to an exit) shall be operable from the inside without the use of a key, special knowledge or effort. Exit doors must not be blocked in any manner on the inside or outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. In addition to a normal door, each sleeping room will have an emergency escape or rescue window that is easy to open from the inside without the use of a key or tool. These will be free of any obstruction, including bars, grates or similar devices that would inhibit egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. A Fire Emergency Plan shall be available showing evacuation routes and designated assembly points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Fire drills shall be conducted every other month and records kept showing date and time of each drill and the time required for evacuation. Two drills per year shall be conducted at night. Buildings should be evacuated within three minutes. Residents may be advised in advance of drills. Ask to see the records of the past six fire drills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Smoke detectors are required to be mounted outside of and in the immediate vicinity of each sleeping room. They are also required inside of each sleeping room and in living rooms, dining rooms, day rooms, etc. They shall be powered by the building electrical system and when activated, shall initiate an alarm that is audible in all sleeping areas. Detectors should be tested monthly. Check proper operation of detectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The only accepted building heating system will be a CENTRAL HEAT UNIT that is listed (approved) by nationally recognized standards organizations such as UL or the American Gas Association and installed according to accepted standards. All other types of heating including electric, gas or liquid fueled space heaters, will not be used <i>without the written approval of the Jollyville Fire Marshal</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. A dry chemical fire extinguisher with a UL rating of at least 2-A:10-B:C will be mounted near the kitchen exit, but not closer than 8 feet to the stove.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Extinguishers should be mounted where they are visible and at approximate chest height, but not over 60" (or 48" if ADA rules apply).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Extinguishers must be inspected or serviced annually by a State licensed technician and have an approved service tag attached. Service tag is not required if it can be proven that extinguishers are less than one year old.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Check that the extinguisher pressure is in the normal zone and that the operating safety pin is secured with an intact break-away tie.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. An operating flashlight should be available or a functioning battery powered emergency lighting system installed. <i>Emergency lighting may be required by the Fire Marshal depending on the size and/or arrangement of egress ways.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	FAIL	N/A
23. Flammable liquids used for maintenance and not exceeding five gallons will be stored in code approved metal containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The laundry area is clean and equipment is free of lint or dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Keep stoves, ovens and vent hoods clean. Built up grease will eventually ignite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Portable propane cylinders of over 1¼ pound capacity (about 3" x 12" cylinder) should not be stored or used in buildings or garages, or stored any closer than 5 feet from a building.			
27. The facility shall be provided with an approved manual fire alarm system with visible pull stations located near each exit door. System must be inspected or serviced annually by a State licensed inspector and have an approved service tag attached. Check for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCUSSION ITEMS

1. In the event of a fire or other emergency dial 911. Do not dial “0”, as the telephone operator is located in San Antonio and it delays notification of the proper emergency agency by 10 minutes or more. Avoid using cellular phones, which bypass the 911 computer system that automatically identifies the proper emergency agency and gives the callers address.
2. Explain the reason for feeling for heat before opening a door that could lead into a fire area. Explain how to cautiously open the door just enough to look for fire or heavy smoke. (Open only 2 or 3 inches and be prepared to forcefully close the door if heavy smoke or flames are present.) Brief on the importance of keeping low to the floor in a smoke environment.
3. If the dwelling has rooms above the ground floor, discuss optional egress methods such as first floor roof access or chain/rope fire escape ladders. If the door exit is not usable because of fire, heat or heavy smoke, keep the door closed and go to a window for escape or rescue.
4. If there is a fire, have all residents exit the building. It is important to close all doors when exiting rooms and the building proper to reduce smoke spread and fire intensity.
5. If the fire is small, the attendant could consider using the fire extinguisher. The required fire extinguisher is effective on all types of fires and is safe to use on energized electrical equipment. Read the instructions on the extinguisher before it needs to be used.
6. Always call or have someone call the fire department (911) before any fire fighting attempts.
7. When using an extinguisher, keep your back toward an exit, aim at the base of the fire from about 8 feet away. Avoid breathing smoke. If the fire becomes too big, get out and close the door behind you.
8. If there is a fire on the stove top, use the fire extinguisher. Turn off the heat when this can be done safely. Do not use flour, salt, sugar, or try to smother the fire with towels or other items.
9. If there is a fire in an oven, microwave or clothes dryer, keep the door closed and turn off the heat.
10. Never re-enter a burning or smoke filled structure. Meet and brief the fire department.