



### ADULT CARE FACILITY CHECK SHEET

Facility Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Maintenance Representative \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Facility Administrator \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**YES | NA** (NOTE: "Yes" indicates the area has been inspected. Code violations require completion of the Residential Care FDM Inspection Form)

**Exits**

- |     |                          |                          |  |
|-----|--------------------------|--------------------------|--|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | A minimum of two exits are required where the number of occupants on the second floor is ten or more.  |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Rooms used as a place to assemble: the exit doors must have panic hardware without any other locking device on the door when the occupant load (O/L) is 50 or more. To determine the occupant load, divide the assembly area square footage by 7 (for chairs only) or 15 (for tables and chairs) and that is the O/L, 1008.1.9, 1004.1.  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Exit system (aisles, halls, doors, corridors, stairs, etc.) are clear and unobstructed; combustible materials shall not be stored in exits or exit enclosures.   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Required door self-closures shall operate per code.  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Sleeping rooms shall be provided an escape window, min. height 24" and width 20", 5.7 sq. ft.  |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Exit doors are openable from the inside without the use of a key or special knowledge or effort. (Exception: resident room dead bolts shall be allowed.)   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | No dead bolt mechanism of any type is allowed on any exit door unless it is integrated with the main door latch release. (Exception: resident room dead bolts shall be allowed.)   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | A landing and floor are provided on each side of every exit door and their surfaces are not more than 1/2" (if built after 10/2004) and 1" (if built before 10/2004) below the highest point of the door threshold.  |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Exit signs are above each exit door except the main exit door and internally or externally lit, or as required by the AHJ.   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency lighting operates on battery backup when the main power is off. Documentation shall be provided that shows that the facility performed a 90-minute test in the previous inspection year to show the batteries have the ability to function in an emergency. Most units have a test button that checks the circuitry while on battery power, but it does not indicate the condition of the battery. |

**Fire Protection Systems**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | At least one <u>fire extinguisher</u> is provided for every 75' of travel, for each floor level, and maximum mounting height is per code.       |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Fire extinguishers</u> have been serviced within the last <u>12 months</u> . (Exception: electronically monitored extinguishers.)            |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Sprinkler system</u> (if provided) has been serviced within the last <u>12 months</u> . <b>Review</b> a copy of the service report.          |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Fire alarm system</u> has been serviced within the last <u>12 months</u> . <b>Review</b> a copy of the service report.                       |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Operating smoke detectors</u> are required in all sleep areas and at the top of stairs, if required by code.                                 |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <u>Kitchen hood suppression system</u> has been serviced within the last <u>6 months</u> . <b>Review</b> a copy of the service report.          |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | The emergency plan information (including drills) is current, available, and in place. Fire alarm drills per the International Fire Code (IFC). |

**General**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Address is on the exterior of the building and visible from the street. Letters will be a minimum 4" high and the letter stroke 1/2" wide.  |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Electrical panel is at least 30" in width, 36" in front, and 78" high clear access.   |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Covers are on electrical outlets, switches, and exposed wires, and damaged wiring is repaired.  |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Equipment/boiler/mechanical/electrical rooms do not have any combustible storage.   |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor trash containers are not under any building overhang, canopy, or other building projection, unless allowed by code.   |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Are extension cords in use? <u>Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures; extended through walls, ceilings, or floors; or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.</u> |

**Special**

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|-----|--------------------------|--------------------------|--|
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Holes in the walls and ceiling of heating equipment rooms, or any rated wall, are repaired.  |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Delayed Egress Doors shall comply with section 1008.1.3.2 of the IBC 2006 Edition.   |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Oxygen quantities per resident room shall be based on the needs of each resident and the availability of the oxygen vendor to deliver oxygen. Amounts of oxygen in excess of the quantity determined for each resident shall be stored in a central storage room that meets the requirements of the IFC. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Resident room inspections shall follow procedure 02.03.03a with an effective date of 02/01/07. Inspectors shall inspect all rooms marked oxygen plus 10% of the remaining licensed living units within the boarding home or group home, as per the procedure.  |

The above form is to be used as a minimum, to ensure that a uniform inspection is performed in all facilities. If additional code violations are noted, please note them on your inspection form.

Inspected by \_\_\_\_\_ Date \_\_\_\_\_