

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
Bureau of Early Childhood Services

DCC - Monthly Fire/Safety Inspection  
for DCC Director or Designee



**Maintain On-Site**

- The director or a designated qualified staff member must conduct monthly inspections of the premises to observe possible fire hazards. Any such hazard must be corrected immediately. A record of all inspections and all corrections must be maintained at the program.
- Use this form or a similar document with the proper information to conduct the monthly Fire Safety Inspection.

<b>Provider/Program Name:</b>	<b>CCFS#:</b>
<b>Facility Telephone Number:</b>	<b>Month/Day/Year of Inspection:</b>

<b>1. EMERGENCY EVACUATION PLAN</b>			
(a)	Location(s) identified. OCFS-418.1.2(a)(12)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Evacuation plan posted in common area. OCFS-418-1.5(b)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Plan is up to date and includes recent changes. OCFS-418-1.5(b); FC 408.4.2; 4042	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	New staff members have been properly instructed. OCFS-418-1.4(b), (c), (2.3); FC 406.3.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<b>Notes:</b>			

<b>2. EVACUATION DRILLS (Fire Drills)</b>			
(a)	A fire drill was conducted within the last 30 days. OCFS 418-1.4 (b); FC E-405.2, 408.3.2, I-405.2;	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Evacuation plan is posted in common area. OCFS 418-1.5 (b)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Evacuation plan is up to date and includes recent changes. FC 404.2; OCFS 418-1.3(a) (2)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	New staff members have been properly instructed on evacuation. OCFS-418-1.4(c), (2.3); FC 406.3.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<b>Notes:</b>			

<b>3. FIRE ALARM SYSTEM</b>				
(a)	Sounding devices are located at?	FC 907.10.2; FC 903.4.2		
	- All sounding devices are properly placed.	FC 907.10.2; FC 903.4.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Strobe lights are located at?	FC 907.10.1		
	- All strobe lights are properly placed.	BC Chapter 27	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(c)	Pull alarm stations are located at?	FC 907.4		
	- All pull alarms are properly placed.	FC 907.4	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	- All pull alarms are accessible.	FC 907.4	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	- All pull alarms are completely visible.	FC 907.4	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed

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<b>FIRE ALARM SYSTEM (CONTINUED)</b>			
(d)	Panel is located at?	FC 901.2.1	
	- The green power light is on.	FC 901.6	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
	Batteries are properly placed, connected and functioning.	OCFS 418-1.4(c)(2)	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
	The alarm dialer is properly plugged in and functioning.	OCFS 418-1.4 <input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(e)	Smoke/Heat detectors are located at?	FC 901.2.1	
	All smoke/heat detectors are properly in place.	FC 901.2.1	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
	Obstructions are not blocking the smoke/heat detectors.	FC 901.2.1	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____			

<b>4. FIRE EXTINGUISHERS</b>			
(a)	Location of Fire Extinguishers?	OCFS 418-1.4 (c) (1); FC 906.1; FC 906.5	
(b)	Extinguishers are visible.	OCFS 418-1.4 (c) (1); FC 906.1; FC 906.5	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(c)	Extinguishers are fully accessible.	FC 906.6	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(d)	Extinguishers are either hung-up or in proper cabinet.	FC 906.7; FC 906.8	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(e)	Extinguisher are charged and ready for use.	FC 906.2	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(f)	Extinguisher's "pin" is in place.	FC 906.2; NFPA 10	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(g)	Extinguishers seal is not broken or damaged.	FC 906.2; NFPA 10	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(h)	Extinguishers are properly tagged and inspected.	FC 906.2; NFPA 10	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____			

<b>5. EMERGENCY LIGHTING</b>			
(a)	Location of Emergency Lighting?	BC 1003.2.11	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(b)	Emergency lighting is in place.	BC 1003.2.11	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(c)	Operates for monthly tester (push test button for 30 seconds).	FC 604.4	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(d)	Aimed at exits.	BC 1003.2.11	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(e)	Annual 90-minute testing conduct on?	BC 1003.2.11.2	
<i>Notes:</i> _____			

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<b>6.</b>	<b>EXIT SIGNS</b>			
(a)	Location of Exit Signs?	BC 1003.2.10.1		
(b)	Exit Signs are in place.	BC 1003.2.10.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Exit Signs are clean and legible.	BC 1003.2.10.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	Exit Signs are lighted at all times.	BC 1003.2.10.4	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Not obscured by art work.	BC 1003.2.10.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>7.</b>	<b>SPRINKLER SYSTEM / FIRE DEPARTMENT CONNECTIONS</b>			
(a)	Sprinkler heads located at?	OCFS 418-1.4 (c) (3), FC 903.2.5		
(b)	Fire Department connections located at?	FC 912		
(c)	Not obstructed (clear 18-inches below).	FC 315.2.1, 912.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	Nothing is tied or taped to sprinkler heads.	FC 901.8	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Fire Department connections not obstructed & capped.	FC 912.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(f)	Tamper switch connected to control valves.		<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(g)	Control valve on and properly secured.	903.3.1.2 in accordance with NFPA 13R	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>8.</b>	<b>EXIT DOORS</b>			
(a)	Exit Doors located at?	OCFS 418-1.4 (d)		
(b)	Exit Doors are lighted.	FC 1003.2.11	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Exit Doors open freely.	FC 1003.3.1.8	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	Exit Doors have proper egress hardware.	BC 1003.3.1.8	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	No dead bolts or locks as prohibited.	FC 1003.3.1.8	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
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<b>9.</b>	<b>AISLES AND CORRIDORS</b>			
	(a)	Aisles / Corridors located at? OCFS 418-1.3 (a) (1)		
	(b)	Full width clear of furniture, equipment, etc. OCFS 418-1.4 (e)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(c)	No storage of supplies, rubbish, coats, etc. OCFS 418-1.4 (e)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>10.</b>	<b>FIRE DOORS AND SHUTTERS</b>			
	(a)	Fire Doors / Shutters located at? OCFS 418-1.4 (d)		
	(b)	Not held open with wedges, ties, etc. PM 703.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(c)	Self-closers operate. PM 703.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(d)	Latches operate properly. PM 703.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(e)	No obstructions to prevent closing. PM 703.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>11.</b>	<b>ELECTRICAL SYSTEM</b>			
	(a)	Panel boxes located at? FC 605.3.1		
	(b)	Accessible. FC 605.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(c)	Clear of combustibles. FC 605.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(d)	No hot smell. FC 605.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(e)	Cover closed. PM 605.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(f)	Fixtures in place with no bare wiring. PM 604.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(g)	Outlets are capped where accessible to children. OCFS 418-1.5(i); FC 605.6	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(h)	Extension cords are not used for permanent wiring. FC 605.5	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(i)	Cords are not frayed. PM 604.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
	(j)	Cords do not run under carpets or through doorways. FC 605.5	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

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<b>12.</b>	<b>FURNACE / BOILER ROOM</b>			
(a)	Area is locked and inaccessible to children.	PM 303.15	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Clear of all combustibles.	PM 305.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	No smell of gas or oil.	FG 304.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	No holes in walls and/or ceilings.	PM 303.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Fresh air intake not blocked.	PM 603.5	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(f)	Smoke pipes and vents are connected to chimney.	FG 501.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>13.</b>	<b>KITCHEN</b>			
(a)	Hood, exhaust fan, stove free of grease.	PM 304.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Fixed extinguishing system charged and tagged.	FC 906.2; NFPA 10	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Door kept closed at all times unless auto-release is installed.	PM 303.15	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>14.</b>	<b>STORAGE AREAS</b>			
(a)	Unnecessary storage has been removed.	OCFS 418-1.5 (a)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Storage on shelves is stacked neatly.	OCFS 418-1.5 (a)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Flammables removed or in proper metal cabinets.	FC 304.2, FC 2701.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	Storage does not block detectors or sprinklers.	OCFS 418-1.5 (a), PM 704.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Area is locked and inaccessible to children.	PM 303.15; OCFS 418-1.5(o)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____				

<b>15.</b>	<b>LAUNDRY ROOM</b>			
(a)	Dryer vent is properly connected.	PM 403.5	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Dryer cleaned and cleared of lint after each use.	OCFS 418.5 (a); MC 504.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Gas dryer has proper vent to exterior.	PM 403.5	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance
<i>Notes:</i> _____				

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<b>16.</b>	<b>INFANT EVACUATION (Cribs, Cart, etc – recommended equipment)</b>				
(a)	All are properly located.	OCFS 418-1.5(b)	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Labeled "evacuation crib."	OCFS 418-1.5 (b) (Evac.Plan Guidelines)	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	In good condition and repair.	OCFS 418-1.5(b)	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	Not used for storage.	OCFS 418-1.3 (c ), (d) (1)	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Emergency evacuation bag in order. OCFS 418-1.5 (b)(Evac.Plan Guidelines), 418-1.11(g)		<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
<i>Notes:</i> _____					

<b>17.</b>	<b>STEPS AND STAIRWAYS</b>				
(a)	Areas are lighted.	PM 605.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(b)	Clear of storage, rubbish and obstructions in and under stairs.	OCFS 418-1.4(a)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(c)	Hand rails and steps in good condition and repair. OCFS 418-1.5 (e); PM 303.12; PM 304.5		<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
<i>Notes:</i> _____					

<b>18.</b>	<b>GENERAL</b>				
(a)	Attendance sheets located at?	OCFS 418-1.15 (c) (6)			
(b)	Attendance sheets are kept at dedicated locations.	OCFS 418-1.15 (c) (6)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(c)	Attendance sheets are kept accurate.	OCFS 418-1.15 (c) (6)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(d)	Flashlights are located at?	OCFS 418-1.5 (r)			
(e)	Flashlights are kept at dedicated locations.	OCFS 418-1.5 (r)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(f)	All flashlights are operating properly.	OCFS 418-1.5 (r)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(g)	Artwork/bulletin boards are at least 2-feet from ceiling.	Reg. 418.5 (a); BC	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(h)	Artwork/bulletin boards are at least 10-feet from corridor / aisle-way exits. OCFS 418.5 (a) BC 1003.2.3		<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(i)	Artwork/bulletin boards do not cover more than 20% of wall.	FC 803.4.2	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
(j)	Emergency telephone numbers posted conspicuously on or at call-out phones. OCFS 418-1.5 (b)		<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed	
<i>Notes:</i> _____					

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<b>GENERAL (CONTINUED)</b>				
(k)	Posted emergency telephones numbers are accurate/correct.	OCFS 418-1.5 (b)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(l)	Parent's telephone numbers/addresses are up-to-date.	OCFS 418-1.5 (b)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(m)	Staff and parent's purses are not accessible to children.	OCFS 418-1.5 (t)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(n)	Portable heaters are not used during operating hours.	OCFS 418-1.5 (c)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
Notes: _____				

<b>19. EXTERIOR</b>				
(a)	Fire lanes are located at? FC 503.1.1			
(b)	Fire lane signs are posted.	FC 503.3	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(c)	Vehicles are not parked in the fire lane.	FC 503.4	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(d)	Fire hydrants are located at?	FC 508.5; FC 508.5.4; FC 508.5.5		
(e)	Fire hydrants are clear of snow and vegetation.	FC 508.5.4; FC	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(f)	Vehicles are not parked near fire hydrants.	FC 508.5.4; FC 508.5.5	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(g)	Porches, stairs, ramps, railings, sidewalks in good condition.	OCFS 418-1.3(o)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(h)	All areas listed above are free of ice, snow and standing water.	PM 302.3	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(i)	Liquefied petroleum gas tanks are located at?	FC 3003.3		
(j)	Grass, weeds and storage is cleared from tanks.	FC 3003.3	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(k)	Tanks are level on foundation.	FC 3003.3	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(l)	No smell or leaking gas from tanks.	FC 3003.3	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(m)	Precautions will be taken for fuel oil deliveries during operating hours.	OCFS 418-1.5 (a)	<input type="checkbox"/> N/A	<input type="checkbox"/> In Compliance <input type="checkbox"/> Corrections Needed
(n)	Storage, rubbish and vegetation is away from building.	PM 305.1.1; PM 305.2.1	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(o)	Rubbish dumpster is a minimum of 10-feet from building.	OCFS 418-1.11 (s) (5); PM	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
Notes: _____				

<b>20. PLAYGROUND EQUIPMENT</b>				
(a)	Playground equipment securely mounted.	OCFS 418-1.5 (o)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(b)	Playground equipment clean and no sharp edges.	OCFS 418-1.5 (a)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(c)	Equipment appropriate size for age group using.	OCFS 418-1.7 (e)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(d)	No trip hazards or water hazards.	OCFS 418-1.5 (a) & (g)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(e)	Playground equipment is organized to ensure adequate supervision.	OCFS 418-1.7 (g)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
(f)	Equipment is safe and has not been recalled.	OCFS 418-1.5 (o)	<input type="checkbox"/> In Compliance	<input type="checkbox"/> Corrections Needed
Notes: _____				

