



LANCASTER FIRE DEPARTMENT COMMERCIAL DAY CARE INSPECTION REQUIREMENTS

1. File an Operational Permit Application through the Fire Marshal's Office located at the Lancaster Public Safety Building located at 100 Craig Shaw Memorial Pkwy., Lancaster, TX 75134, 972-218-2600.
2. A floor plan is required showing all exits and the square footage of each room.
3. Personnel are required to have First Aid and CPR licenses. A First Aid Kit must be on the premises at all times.
4. Facilities under 3000 square feet require a minimum of one (1) 3A 40BC Fire Extinguisher near the front or rear door. Facilities over 3000 square feet require one (1) 3A 40BC Fire Extinguisher for every 3000 square feet. All extinguishers must be inspected by a licensed fire extinguisher company.
5. Safety Plug Covers needed throughout the premises.
6. Play area must be kept clean of all hazards.
7. All medicines and household chemicals must be out of reach of children or safety latches have to be on cabinet doors. All matches/lighters must be out of reach of children.
8. All natural gas and propane lines are require to be tested by a licensed plumber. A re-test must be made every five (5) years.
9. Extension cords are not allowed.
10. If you have a sliding glass door, the sliding glass door has to be identified as such at a child's eye level.
11. The floor area is 35 square feet per occupant. This area is intended to be only the room areas that are used for specific occupancy purposes and does not include circulation areas, corridors, stairs, garage or service, utility, toilet and mechanical rooms.
12. A Fire Alarm and Sprinkler System will be required throughout the Day Care. Two phone lines are required: One will be a dedicated line and one a rollover line. Plans must be submitted by a licensed fire alarm company.
13. An annual Fire Alarm Permit/sticker must be obtained from the Fire Department (fee: \$100.00 annually).
14. When all of these items are completed, contact the Fire Marshal's Office at 972-218-2600 to schedule an Inspection with the Fire Marshal.
15. Once the property has passed inspection an Operation Permit will be provided by the Fire Marshal.
16. The Planning and Zoning Department must sign of on Facility in compliance with the City of Lancaster Development Code (Application will be sent to Planning and Zoning by the Fire Marshal's office). **Should any inspection fail for noncompliance with City Codes a second inspection is required, and an additional fee of \$50.00 will be charged. This fee will increase by \$25.00 for each subsequent re-inspection.**

