



CITRUS COUNTY FIRE RESCUE  
3600 W. SOVEREIGN PATH SUITE 141  
LECANTO, FL 34461  
352-527-5406 – OFFICE  
352-527-5404 - FAX

January 12, 2017

Dear Citrus County Child Care Owner / Operator:

The Florida Fire Prevention Code (2012) NFPA 101 Chapter 17 Daycare section 17.7.3.1 requires monthly fire inspections of the facility by a “trained senior member of the staff”. In order to assist you in meeting the requirement, attached is a recommended monthly inspection form. Once completed, post the form in a conspicuous place.

The form is designed to be relatively self-explanatory. However, there may be terms, questions or requirements that you may not be familiar with or recognize. Please, do not hesitate to contact the Citrus County Fire Rescue Fire Inspector’s Office for clarification or for any on-site assistance. Most questions may be answered over the telephone or during the required annual fire safety inspection. If necessary, you may request a site visit with the fire inspector.

**Please be aware that completing the Daycare Monthly Inspection Report does NOT prevent an on-site fire and life safety inspection by Citrus County Fire Rescue. Also, it is NOT to be used in lieu of an annual Florida Statute or code REQUIRED fire and life safety inspection.**

If you or your staff has any questions, please do not hesitate to contact our office.

Sincerely,

Paul Gillum  
Fire Inspector Coordinator

Attachment: Daycare Monthly Inspection Report

[Type here]

3600 W Sovereign Path Suite 141 Lecanto, FL 34461 Phone- 352-527-5406 CCFR Form #13



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**CITRUS COUNTY FIRE RESCUE DAYCARE  
 MONTHLY INSPECTION REPORT**

Name of Daycare

Telephone Number

Daycare Mailing Address

Daycare Physical Address

Senior staff member making report

Date / time of inspection

Owner / Manager

Emergency Telephone No.

Owner / Manager Signature

Number of children at time of monthly inspection

Date / time of last fire drill

- A. A trained senior staff member must conduct the inspection and check the appropriate boxes.
- B. All **No** answers must be corrected and identified as corrected in the “Comments” section of this report.
- C. If you need assistance or have any questions, call the Citrus Sheriff Fire Rescue Fire Inspector’s Office at (352) 794-5999.
- D. Use this form as a master and make as many copies as necessary.
- E. This form/inspection is a monthly inspection that is performed by daycare staff and is not to be construed as an annual fire inspection performed by a certified fire safety inspector as required by Florida Statute.

**FIRE SYSTEMS**

Yes No N/A

- Is the fire alarm system in normal mode? No trouble, supervisory or alarm indications?
- Has the fire alarm been inspected by a licensed fire alarm contractor within the last 12 months?
- Has all deficiencies noted on the fire alarm inspection report (contractor) been corrected?
- Are all fire alarm components in place and appear to be operational?
- Is the fire sprinkler main control valve in the “open” position?
- Are the fire sprinkler heads unobstructed (at least 18” clearance below head) and free of dust or debris?
- Has all deficiencies noted on the fire sprinkler system report (contractor) been corrected?
- Has the fire sprinkler system been inspected by a licensed fire sprinkler contractor within the last 12 months?

[Type here]



### EXITS AND MEANS OF EGRESS

Yes No N/A

- Are all required exits kept unlocked and accessible during business hours?
- Are exit signs posted at all required exits?
- Are all exit signs unobstructed and easily seen?
- If exit signs are illuminated, are they operational?
- Are all emergency lights functional?
- Are rescue windows operational and unobstructed?

### FIRE EXTINGUISHERS

Yes No N/A

- Has a licensed fire extinguisher company inspected all fire extinguishers within the last 12 months?
- Are the fire extinguishers mounted on the wall no higher than 5' from the floor?
- Are all fire extinguishers visible and accessible?

### GENERAL INFORMATION AND HOUSEKEEPING

Yes No N/A

- Is your address visible from the street with at least 6" contrasting letters?
- Has your heating or a/c filters been replaced or cleaned within the last month?
- Are empty boxes and other trash removed from the building regularly?
- Are all storage rooms and areas organized and neatly kept?
- Are all hallways, corridors and stairways free of trash and other materials?
- Are flammable liquids stored in buildings away from the building or in fire rated rooms or cabinets?
- Is storage at least 24" below the ceiling in areas that are not protected by fire sprinklers or 18" when protected by fire sprinklers?

### ELECTRICAL

Yes No N/A

- Are all electrical panel boxes unobstructed? Minimum of a thirty (30) inch clearance must be maintained.
- Are all openings in the main electrical panel covered with proper covers? "Knock out" covers etc.
- Are all circuit breakers in the "on" position and not "tripped"?
- Are all electrical outlets, switches and junction boxes properly covered with approved plates?
- Are extension cords used for temporary use only and not used in lieu of permanent wiring?
- Are all electrical cords and wires in good condition? No cuts, frays, splices, or other damage on cord.
- Are all large appliances (refrigerators, stoves, heaters etc.) plugged directly into an electrical receptacle? No extension cords should be used.

### Comments/Remarks

[Type here]