10.1.11
Fire Inspection Procedure

1. Prior to granting a child care license to any facility classified as a "center", that facility must have an approved fire inspection from the State Fire Marshal's Office (SFMO) with the following exception: If a school based program has a fire safety certification inspection completed and signed by the County Fire Marshal or local fire department within the last six months, they are not required to have an additional inspection completed by the SFMO.

    a. A child care center is a facility providing regularly scheduled care for a group of children one month of age through twelve years of age for periods less than 24 hours.
    b. In order for a facility to be considered a "center", which can also be located in a private residence, the facility must have a certificate of occupancy or other approved document that lists the occupancy type as an E (Education) or I (Institution).
    c. Prior to requesting a State Fire Marshal inspection for a school based program, DEL staff will request the potential licensee to contact their County Fire Marshal or local fire department to request a copy of their annual Fire Safety Certification.
    d. If a Fire Safety Certification inspection has been completed and signed within the last six months and a copy is available, a State Fire Marshal Inspection is not required.
    e. If a Fire Safety Certification cannot be located, or was completed more that six months prior, a State Fire Marshal Inspection must be completed.

2. DEL staff must confirm there is a valid Certificate of Occupancy (CO) that classifies the facility as an "E" or an "I" occupancy type prior to requesting a fire inspection, with the following exceptions:

    a. If a facility does not have access to obtaining a CO because their local building authority does not or will not issue one, they may obtain a letter from the local building authority, stating that the building is approved to be used for a child care facility, classifies the occupancy type as an "E" or an "I", and why they are unable to issue a CO. This must be submitted to the licensor prior to the licensor requesting a fire inspection.
    b. Fire inspection requests will be submitted for all Environmental Change (EC) and Critical Assessment (CA) inspections if the facility is currently occupied and operating. This request can be made regardless of whether or not the facility has an existing CO.

3. Request for Inspection Forms shall be filled out, with all required information, by licensing staff.

    a. Request for Fire Inspection Forms must be taken directly from The DEL Insider.
    b. Licensing staff shall follow the accompanying instructions for completing the Request for Fire Inspection Form.
    c. Requests from providers or potential providers will not be accepted.
    d. Forms lacking information or improperly filled out will not be assigned by the SFMO for inspection.
        i. Forms shall be sent electronically only to childcare.firerequest@wsp.wa.gov
        ii. Forms mailed or faxed to the SFMO will not be accepted.
        iii. The name of the facility to be inspected shall be the "subject" line of the e-mail for processing.

4. If the licensor does not receive an email or a courtesy copy (cc) email within one week from the date of request confirming the inspection has or has not been assigned to a Deputy State Fire Marshal, the licensing staff may send an email to the SFMO at childcare.firerequest@wsp.wa.gov inquiring about the status of the request.

5. Only one DEL request form is needed for initial, EC and CA fire inspections for each facility. The SFMO will schedule and conduct any follow-up inspections as necessary.

6. Licensing staff should inquire as to the status of any specific fire inspection request; if a report has not been received by licensing staff after 60 days from the inspection request submission (up to 30 days initial inspection plus up to 30 days for the facility to make any needed corrections and have the second inspection). The inquiry should be sent by e-mail to the SFMO at childcare.firerequest@wsp.wa.gov

7. If a facility has had two "disapproved" initial, CA or EC fire inspections, the case must be staffed by the Licensor, Supervisor and ASAM to approve the SFMO to conduct a third inspection. An e-mail shall be sent by the ASAM to the SFMO stating the facility has been approved for a third inspection.

8. Only emailed reports sent from the SFMO Headquarters Office via childcare.firerequest@wsp.wa.gov are to be considered official. Correspondence, communication and documentation from Deputy State Fire Marshals or from licensees to DEL staff outside this process are not considered official and shall not be used for licensing issues.

Definitions

Environmental Change (EC) - A change, modification or alteration to a licensed child care center or a school age program that may affect compliance with fire codes or regulations which results in a request to have the SFMO conduct an assessment on the specific area. Common examples – facility makes a structural addition or request to utilize areas for child care that were not previously approved for use.

Critical Assessment (CA) - A possible hazard or concern regarding fire safety within a licensed child care center or school age program which results in a request to have the SFMO conduct an assessment of the specific area or concern. Common examples – Facility has changed or obstructed an emergency exit or exit path or the facility appears to have damaged or inoperable fire protection features.