



CITY OF NEWPORT BEACH

Fire Department

Fire Prevention Division

GUIDELINES AND STANDARDS

GUIDELINE A.12 – Educational Child Day Care Facilities

A.12.1 PURPOSE

The purpose of this guideline is to assist owners and operators of educational day care facilities with meeting the minimum requirements necessary for the Fire Prevention Division's approval of educational child day care facilities. The regulations regarding these facilities are found in the California Code of Regulations Title 19, California Fire Code (CFC), California Building Code (CBC), and National Fire Protection Association (NFPA) Standards.

A.12.2 SCOPE

This guideline shall apply to educational Group E occupancies that utilize the use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than six children older than 2½ years of age.

A.12.3 PROCEDURE

PERMITS AND LICENSING:

Permits shall be obtained from the Community Development Department/Building Division for any structural changes, electrical, mechanical or plumbing (EMP) modifications and fire sprinkler or fire alarm installations. A final Building Department inspection for permits pulled shall be signed off prior to the Fire Department inspection. Upon Nbfd approval, a Fire and Life Safety form will be signed and forwarded to the governmental licensing agency.

FACILITY REQUIREMENTS:

1. Address numbers shall be posted on the building and shall be visible from the street. The address numbers shall not be less than 4 inches in height and shall contrast with the building's background color.
2. A fire extinguisher with a minimum classification of 2A:10BC is required and shall be mounted in a conspicuous and unobstructed location. The top of the fire extinguisher shall not be more than 5 feet above the finished floor level. The fire extinguisher shall be visually inspected by a licensed company annually and

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every six years be serviced by a licensed company. A current service tag shall be attached to the fire extinguisher at all times.

3. A manual and automatic fire alarm system shall be provided in day care occupancies.
4. Fire alarm systems shall be monitored by a supervising station.
5. There shall be a minimum of two exits provided.
6. Exit doors shall provide a clear width of not less than 32 inches.
7. Exit door hardware shall be operable without the use of a key or special knowledge or effort.
8. Panic hardware is required when the occupant load is 50 or more. The door must swing in the direction of travel.
9. Illuminated exit signs are required at all exits. Self-luminous Tritium powered exit signs are permitted. Photo luminescent signs are not permitted
10. All exit pathways shall be illuminated at all times the building space is occupied and shall be provided with emergency power.
11. Corridors in day care facilities having an occupant load over 10 are required to be one-hour fire rated unless each classroom is provided with at least one door which exits directly to the exterior of the building.
12. All drapes, hangings, curtains, drops, and any other decorative materials, including Christmas trees, shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the Office of the State Fire Marshal.
13. Fire drills shall be conducted not less than once every calendar month. The day care manager shall prepare written procedures to be followed in case of fire or other emergency.

Such procedures should include the assignment of a responsible party to:

- Call the emergency phone number
- Maintain order during evacuation
- Removal of log book to call roll once evacuation area is reached
- Posting of the below information is required:
- Emergency phone numbers
- Posting of evacuation plan showing paths of exit travel

REQUIRED CODE ANALYSIS:

1. Rooms in day care facilities shall not be located above or below the first story unless one of the exceptions is met in the CBC Section 442.4.
2. Maximum allowable size of a child day care area within a building shall comply with CBC Section 503 and Table 503. An evaluation is required if the space exceeds 9,500 square feet.
3. For buildings having uses in addition to day care: If a building or portion of a building contains two or more occupancies or uses, it must comply with CBC Section 508 and Table 508.3.3 regarding occupancy separations.
4. The occupancy load factor for day care use is 35 square feet per occupant. This establishes the maximum occupant load for the area; it may not be the same as the number of children the facility wishes to care for.
5. Day care facilities shall front directly on a public street or an exit discharge not less than 20 feet in width. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.
6. Every room with an occupant load of 300 or more shall have one of its exits or exit-access doorways lead directly into a separate means of egress system.
7. A day care facility may be fenced and gates may be equipped with locks, provided that safe dispersal areas based on 3 square feet per occupant are located between the school and the fence. The required safe dispersal areas shall not be located less than 50 feet from school buildings.
8. An automatic fire sprinkler system shall be provided if the overall area of the child day care facility exceeds 20,000 square feet or if the facility is not on the ground level. (Fire sprinklers are required for all newly constructed buildings over 5,000 square feet.)
9. Day care facilities shall meet the construction requirements per CBC Chapter 6.
10. Plumbing facilities shall be in accordance with the California Plumbing Code Table 4-1.
11. When a change of occupancy class occurs in an existing building, certain disabled access features shall be incorporated.