


DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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Policy Guide 2012.08

Revised Group/Day Care Home Fire Inspection Instructions

DATE: July 18, 2012
TO: Rules and Procedures Bookholders, DCFS Licensing Staff
FROM: Richard Calica, Director 
EFFECTIVE: Immediately

I. PURPOSE

The purpose of this policy guide is to revise the fire safety inspections of daycare homes and group day care homes performed by the Office of the State Fire Marshall (OSFM).

II. PRIMARY USERS

The primary users of this policy guide are Department Day Care Licensing Representatives and Licensing Supervisors.

III. REVISED POLICY

The Department's day care/group day care home licensing standards are more stringent and restrictive than the OSFM's life safety code regarding the total number of door releasing mechanisms allowed on any exit door or exit window.

A) Fire Safety Inspection on Initial Applications

Licensing representatives shall not request the OSFM to conduct a fire safety inspection on homes that are not in compliance with:

- 1) Section 406.8(a)(22)(F), There shall be no more than 2 releasing devices (door knobs, hand-operated deadbolts, thumb-turn locks) on any exit door or exit window; or



- 2) Section 408.30(b)(6), There shall be no more than 2 releasing devices (door knobs, hand-operated deadbolts, thumb-turn locks) on any exit door or exit window.

B) Fire Safety Inspection on Renewal Applications

When prior to initial licensure the Department requested the OSFM conduct a fire safety inspection and there is a written OSFM clearance, the licensing representative shall **not** request the OSFM to conduct a subsequent visit to the facility prior to issuing the renewal license.

The licensing representative shall complete the **CFS 595-1, Group/Day Care Home Applicant Fire Inspection Checklist** and continue with the licensing home study. However, when there are fire safety concerns that can only be resolved by the OSFM, the licensing representative may request an OSFM fire inspection with supervisor's approval.

IV. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at (217) 524-1983 or via Outlook at OCFP-Mailbox.

V. FILING INSTRUCTIONS

File this policy guide behind **Rule 406, Licensing Standards for Day Care Homes** and **Rule 408, Licensing Standards for Group Day Care Homes**.