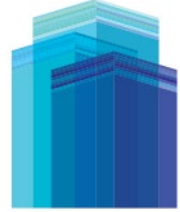


# RESIDENTIAL DAYCARE ADVISORY



## Now that I've applied for my Business Licence, what's next?

You'll want to review the attached "Regina Fire and Protective Services – Residential Daycare Requirements". This document contains specific information that the Fire Department will be looking for during their inspection. Please read through the document carefully.

It's important to remember that even if your business licence application receives approval, this approval does not relieve you of conforming to the requirements set out by Regina Fire and Protective Services, prior to the start of your operation.

## What if some of the items are not being met?

If alterations are needed in order for the residence to conform to all of the requirements; a building permit may be required (examples include: enlarging windows, smoke/co alarms, new partitions, etc.). Please note, **no work shall commence**, without the issuance of a valid building permit. To find out if your alteration requires a building permit, or for more information please contact:

### Building Standards:

Phone: 306-777-7551

Email: [permits@regina.ca](mailto:permits@regina.ca)

Once the building permit has been applied for, reviewed, approved and issued – you can book your building inspection online. Once the inspection has been passed, a letter of completion will be given. You can provide this to your Fire Inspector to prove that you are ready for them to inspect using the contact information below.

## What if I meet all of these requirements?

If all requirements are being met with existing construction, you can book your fire inspection. Inspections are typically booked 2 and 4 weeks in advance. Each inspection will cost \$95.00 + GST as per the Fire Bylaw 2018-49.

### Fire and Protective Services:

Phone: 306-777-7830

Email: [FAST@regina.ca](mailto:FAST@regina.ca)

**For more information on Building Permits, Building Safety, Business Licensing or Zoning, please visit [Regina.ca](http://Regina.ca) or contact [Service Regina](#).**



## **Regina Fire and Protective Services - Residential Daycare Requirements**

If alterations are required to satisfy any of these requirements, a building permit may be required and will need to be issued prior to the start of construction. Contact Building Standards at 306-777-7551 or at [permits@regina.ca](mailto:permits@regina.ca) for more information.

### **Mean of Egress**

#### **Egress from Basements**

If the basement is to be used by children, two exits must be provided. A clear unobstructed window of .35 meters square with no dimension less than 381 mm (15 inches) may be used as an alternative to an exterior exit door from the basement. Metal windows are not accepted.

#### **Windows must meet the following requirements;**

- The window must be accessible by stairs to a landing within 305 mm (12 inches) to the underside of the window.
- The window must be easily operable by the children to permit them to escape unaided.

#### **Landings, Stairways and Handrails must meet the following requirements;**

- The stairs should not be less than 550 mm (22 inches) wide.
- The width of a landing must be at least the width of the stairway in which it occurs. In a straight run stairway, the length of the landing is not required to be more than 1100 mm (43 inches).
- Risers should not be less than 125 mm (5 inches) or more than 180 mm (7 inches)
- Stair depth should not be less than 220 mm (9 inches), not including nosing/overhang.
- Handrails and guards must be present with no openings larger than 100 mm (4 inches). This may be accomplished by using solid pieces of material and spindles or balusters must be installed to prevent climbing.

### **Emergency Lighting**

- Emergency lighting must be installed by a licensed electrician on every story used by the daycare.
- Emergency lights are required to illuminate the path of travel from locations such as, hallways, functional areas (living rooms, kitchen) to the exit door.
- Areas for emergency lighting to be installed include, hallways and above or adjacent to exit doors.
- Emergency lights are not to be operated with extension cords. If they are not hardwired, the electrical outlet must be a dedicated outlet and be installed at the same level as the emergency lighting unit.

### **Inspection and Testing**

The emergency lighting unit must be easily accessible for testing and tested monthly for proper operation. Additionally, you must also test annually to ensure that the light remains on for at least 30 minutes. A record of all tests must be kept on site for a period of 2 years.

### **Fire Extinguishers**

- Install a minimum of one 5lb ABC Fire Extinguisher on each floor of the home.
- All extinguishers must be inspected by a qualified, licensed fire protection company.
- Each extinguisher must have a service tag secured to it which identifies the company name, date of service and technicians license number.
- The fire extinguisher needs to be in a visible and accessible location on the wall.
- The top of the fire extinguisher must not be more than 5 feet above the floor and the bottom of the fire extinguisher is more than 4 inches above the floor.

### **Inspection and Testing**

- Portable fire extinguishers are required to be inspected, tested and maintained annually in conformance with NFPA 10, "Portable Fire Extinguishers" Fire Code. Contact a qualified, licensed contractor to service the fire extinguisher annually.
- Portable fire extinguishers must be inspected monthly by the daycare operator and recorded. These records must be kept on site for a period of 2 years.

### **Smoke Alarms**

#### **Inspection, Testing and Maintenance**

Each smoke alarm shall be tested monthly and a record of the test must be logged. The record must contain the address of the premises being inspected, date of the inspection, name of the person conducting the inspection, as well as, the condition, maintenance and operation of the smoke alarm including any deficiencies and if any corrective actions that were taken. These records must be kept on site for a period of 2 years.

### **Fire Safety Measures**

#### **Emergency Procedures**

A map of the floor area(s) must be developed identifying the exit routes, location(s) of exits, along with the procedures to be carried out in the event of a fire or any other emergency. At least one copy of the fire emergency procedures must be prominently posted on each floor area.

#### **Fire Drills and Records**

Fire drills must be conducted monthly and logged. The drill can be conducted in conjunction with your smoke alarm tests. These records must be kept on site for a period of 2 years.

### **Waste Receptacles**

All waste receptacles must be made of non-combustible materials.

*Please contact Regina Fire and Protective Services to schedule a fire inspection at [FAST@regina.ca](mailto:FAST@regina.ca) or (306) 777-7830.*