Regina Fire & Protective Services - Residential Daycare Requirements

(16 in care including owner/operator's children)

Prior to scheduling a fire inspection, the listed requirements must be met in addition to having applied for a Business Licence with the City of Regina's Zoning Department. Failure to meet the following requirements will result in an unsatisfactory inspection.

As per *The Regina Fire Bylaw No. 2026-21*, a per-visit fee of $120 is required for facility inspections. **Where facilities require re-inspection, an additional $120 fee per visit will be charged.**

Means of Egress

Egress from Bedrooms (used for napping)
Bedroom windows used for napping must meet all of the following:

- One outside window or exterior door must be openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware.
- The window shall provide an unobstructed opening of not less than 0.35 m^2 (542 sq. inches) in area with no dimension less than 380 mm (15 inches).
- The window must maintain the required opening during an emergency without the need for additional support. E.g. a vinyl sliding window, once opened, would meet this requirement as there would be no need for additional support to maintain the opening while exiting.
- Where a window opens into a window well, a clearance of not less than 760 mm (30 inches) shall be provided in front of the window.
- Where a sash of a window swings towards the window well, the operation of the sash must not reduce the clearance in a manner that would restrict escape in an emergency.
- Where a protective enclosure is installed over the window well, the enclosure must be openable from the inside without the use of keys, tools or special knowledge of the opening mechanism.

Note: If the napping room(s) do not meet all the above, you may be required to contact the City of Regina's Building Department to apply for a permit for window alterations.

Egress from Basements
If the basement is to be used by children, two exits must be provided. A clear unobstructed window of 0.35 m^2 with no dimension less than 380 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 must 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 must not be less than 125 mm (five inches) or more than 180 mm (seven inches)
- Stair depth must not be less than 220 mm (nine inches), not including nosing/overhang.
- Handrails and guards must be present with no openings larger than 100 mm (four 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. Common locations 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 two years.

Fire Extinguishers

- Install a minimum of one five (5) lb. ABC fire extinguisher on each floor area of the home used for the daycare and every level containing a kitchen.
- 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 technician's 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 five (5) feet above the floor and the bottom of the fire extinguisher must be more than four (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. A list of licensed contractors can be obtained by contacting FAST@regina.ca or calling 306-777-7830.

Portable fire extinguishers must be inspected monthly by the daycare operator and recorded. These records must be kept on site for a period of two years.

Smoke and Carbon Monoxide Alarms

Smoke Alarms

- A smoke alarm is required on each level of the home. If the level has sleeping rooms, the smoke alarm must be in the hallway or corridor outside the sleeping room. In addition, a smoke alarm is required in each sleeping room (bedroom).
- Smoke alarms shall be installed on or near the ceiling in the room, corridor or hallway as per the manufacturer's installation instructions. Smoke alarms must be a 10-year lithium battery-powered type.
- Existing hardwired smoke alarms within residential dwellings must be maintained, include a battery backup, be replaced every 10 years or when they fail to operate and be tested every month.

Smoke Alarm Test Records
Maintain a written record on site for the monthly smoke alarm tests. The record must contain the address of the premises being inspected, the date of the inspection, the name of the person conducting the inspection, the condition, maintenance and operation of the smoke alarm including any deficiencies and any corrective actions that were taken. The records are required to be kept on site for a period of two years.

Smoke alarms shall be tested monthly and recorded as per the requirements above. This can be done in conjunction with your monthly fire drills. Records shall be kept on site for a period of two years.

Carbon Monoxide Alarms

- Carbon monoxide alarms are required in all homes that contain fuel-burning appliances (including furnaces, water heaters, gas-fired kitchen stoves and fireplaces), an attached parking garage or any other carbon monoxide hazard source.

- Permitted carbon monoxide alarms are tamper-proof carbon monoxide alarms with 10-year integrated battery, combination smoke/carbon monoxide alarms with 10-year integrated battery, and wall plug in carbon monoxide alarms.
- Carbon monoxide alarms must be placed either in each sleeping room or outside each sleeping area within five (5) meters of each bedroom door.

Inspection, Testing and Maintenance
Carbon monoxide alarms must be tested as per the manufacturer's instructions and a record maintained on site for a minimum of two years.

Fire Safety Measures

Emergency Procedures

- A map of the floor area(s) must be developed identifying the exit routes and 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 two years.

Door Hardware

- All exit doors must be equipped with lever action hardware; a dead bolt is also permitted. If an additional locking device is equipped on the lever, it must be "quick acting" (i.e. a quarter turn of the handle will release the lock).

Waste Receptacles

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

Street Identification

- Street address numbers must be installed at each property, clearly visible and legible from the street.

Please contact Regina Fire & Protective Services to schedule a fire inspection at FAST@regina.ca or 306-777-7830.