

# PROCEDURE

Cancels: 10.1.11.T Fire Inspection Procedure

See also: POL 10.1.11; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

## PRO 10.1.11 Requesting Fire Inspections

Action by:

Action:

Licensing Staff

1. **Receives** notice from center or school-age program that a State Fire Marshal inspection is needed.
  - 1a. If a center or school-age program is already licensed, **skips** to **step 3**.
2. **Confirms** Certificate of Occupancy (CO) is type "E" or "I".
  - 2a. If center or school-age program's local building authority is unable to issue a CO, **requests** program get a letter from the building authority stating:
    - The building is approved to be used for a child care facility.
    - The building is classified occupancy type "E" or "I"; or
    - They are unable to issue a CO.
3. **Completes** *DCYF 15-905 Request for State Fire Marshal Inspection* and **sends** via email to State Fire Marshal's Office (SFMO) ([childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov))
  - 3a. If no response of assignment is received within 1 calendar week, may **contact** [childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov) for status update.
4. **Joins** State Fire Marshal for fire inspection when appropriate after staffing with Supervisor.
5. **Receives** and **reviews** report sent from SFMO headquarters via [childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov).
  - 5a. If fire report not received within 45 calendar days of date of request, may **contact** [childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov) for status update.

5b. If center or school-age program is approved, **files** and **documents** in WA Compass and **exits** procedure.

5c. If State Fire Marshal disapproves two inspections, staffs potential third inspection with Supervisor.

Supervisor

6. **Staffs** potential 3<sup>rd</sup> inspection with Area Administrator (AA).

Area Administrator  
(AA)

7. **Approves** or **disapproves** third fire inspection.

7a. If approved, **sends** email to SFMO stating approval for third inspection.

7b. If not approved, **staffs** alternate plan with Supervisor and Licensor.

Licensor

8. **Reviews** third inspection.

8a. If approved, **files** and **documents** in WA Compass and **exits** the procedure.

8b. If disapproved, **staffs** with Supervisor.

Supervisor

9. Staffs with Area Administrator.

AA

10. **Determines** licensing plan and **staffs** with Supervisor and Licensor.