

Life-Safety Inspection Worksheet (R21-6-101.44)

General Condition and Cleanliness (R21-8-104)

1. Y N **Interior clean, sanitary and disinfected to prevent/minimize/control illness**
 - Pet hair clumps
 - Choking hazards
 - Debris
 - Dirty dishes in excess of 1 day
 - Tubs, sinks toilets and showers free from excessive build-up
 - Urine, feces, smoke or other noxious smell

2. Y N **Home/premises in good repair and free from damage that poses a hazard as defined in R21-6-101.28** (*home is defined in R21-8-101.1 Premises is defined in R21-8-101.3*)
 - Broken glass
 - Rusted surfaces
 - Jagged edged surfaces
 - Sharp surfaces
 - Broken items do not pose a hazard (*broken defined here as “operative or inoperative but fractured or damaged and no longer functions as intended”*)
 - Furniture
 - Appliances including but not limited to Refrigerators, Freezers, Stoves, Small appliances
 - Fixtures including but not limited to sinks, tubs, showers, toilets, faucets
 - Equipment including but not limited to RV’s, automobiles, trucks, boats, farm equipment
 - Protruding nails
 - Holes in walls
 - Holes in ceiling
 - Holes in floors

3. Y N **Home/premises is clean to the degree that the condition does not constitute a hazard defined in R21-6-101.28**
 - Rotting food
 - Stale or accumulated urine or feces
 - Mold

4. Y N **Play areas and therapy equipment are stable and in good repair**
 - Area or equipment do not constitute a hazard defined in R21-6-101.28
 - Equipment does not tip or fall when used
 - Trampoline pads have no rips, tears or patches, excessive wear or deterioration with no uncovered springs
 - All therapy and play equipment functioning and not “broken” (*per above definition*)

5. Y N **Swing sets are securely anchored to the ground (If applicable)**
 - No leg leaves the ground when swing is in use and anchor can be verified

6. Y N **Garbage is removed from the premises (R21-6-101.61) at least once each week**

7. Y N **Premises and play areas are free from insect and/or rodent infestation**
 - Bedbugs
 - Ants
 - Bees/Wasps/Hornets
 - Flies
 - Maggots
 - Mice/Rats
 - Roaches
 - Lice
 - Mosquitos
 - Termites

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8. Y N Pools (defined in R21-6-101.59) are not stagnant, and are clear enough to see the bottom (If applicable)
- Drained pools must be free of any standing water
9. Y N Excessive weeds/brush that pose a hazard are trimmed or removed (If applicable)
- Wildland grasses, weeds, desert scrub, shrubs with grass understory must be removed 30' from the structure per USDA Forest Service (www.FS.USDA.gov)

Safeguarding of Hazards (R21-8-105)

10. Y N Highly toxic substances are in locked storage (substances that can cause serious bodily harm or death if improperly used) including but not limited to:
- Gasoline
 - Lighter fluid
 - Pesticides
 - Automotive solutions
 - Drain cleaner
 - Ammonia
 - Bleach
 - Spray paint
 - Turpentine
 - WD-40
 - CLR
 - Goo-Gone
 - Lime Away
 - Caustic cleaners
 - Oven cleaner
 - Spray water repellent
 - Spray adhesives
 - Pool/spa chemicals
 - Acetone based nail polish remover
 - Weed killer
 - Any substance labeled "danger, fatal or poison"
 - Meets definition of "lock" in R21-6-101.45
11. Y N Household cleaning supplies that are not intended for ingestion, but generally will not cause serious bodily harm or death if improperly used are safeguarded per R21-6-101.68 including but not limited to:
- Spray cleaners
 - Laundry detergent (unless labeled as toxic)
 - Dishwasher detergent (unless labeled as toxic)
 - Household items labeled "keep out of reach of children" but not labeled as toxic
 - Child safety latches that do not require a key or tool to remove are not accepted devices to safeguard cleaning supplies on lower cabinets and shelves.
12. Y N Access to grooming supplies not restricted (per case plan)
- Includes toothpaste, hand soap shampoo, menstrual products, and deodorant.
13. Y N Child's access is prevented as is Developmentally Appropriate (R21-6-101.17) to:
- Poisonous materials (as detailed above)
 - Cleaning supplies (as detailed above)
 - Hazardous materials (as detailed above)
 - Substances containing alcohol
14. Y N Ramps/bathtubs/showers have slip-resistant surfaces (R21-6-101.72)
- Textured shower / tub bottom
 - Decals or textured strips
 - Grouted tile
 - Non-slip mats

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15. Y N Handrails/grab-bars are securely attached and stationary (*If applicable*)
- Shower stalls
 - Staircase
 - Porch / deck railings
16. Y N Skirting (R21-6-101.71) is intact around the base of the mobile home (R21-6-101.49) (*If applicable*)
- All openings must be securely covered. Items propped to cover openings are not accepted.
17. Y N First Aid *supplies* are maintained – an instruction book is *recommended*. The following is the **MINIMUM** supply requirement
- absorbent compress dressings
 - adhesive bandages (assorted)
 - adhesive cloth tape
 - antibiotic ointment (locked)
 - anti-itch ointment (locked)
 - non-latex gloves
 - instant cold compress
 - elastic bandage (ACE)
 - sterile gauze pads
 - antiseptic wipes

**OLR recommends a water temperature of 120 degrees Fahrenheit or below. The inspector will measure the water temperature and inform the family if higher than the recommended limit noting this on the form being left with you.*

Weapons and Firearms (R21-8-106)

18. Y N The following weapons (R21-6-101.80) are inoperable (*per Merriam-Webster “not capable of being used”*) and in a locked area* inaccessible to children and safeguarded per R21-6-101.68 to prevent unsafe or improper use: (*If applicable*)
- Air guns
 - Bows and cross-bows
 - Stun guns
 - Hunting slingshots
 - Hunting knives
 - Any other projectile weapon

**A locked area does not include a room used for alternate purposes (ex: laundry room, garage, bedroom, clothing closet, pantry, bathroom, etc.)*

19. Y N Firearms are unloaded, trigger locked (R21-6-101.79), and kept in a tamper-proof, locked storage container made of unbreakable material. (*If applicable*)
- Trigger locks are secure and properly installed on each firearm on the property
 - Firearms are not locked in a storage container used for alternate purposes

** Operable and inoperable (see above definition) firearms are required to comply with all rules related to firearms, dismantling a firearm is not accepted*

20. Y N Ammunition is maintained in a locked storage separate from firearms (*If applicable*)
- Locked storage for ammunition requires a separate key/tool than the locked storage container for the firearms.
21. Y N For group home (*licensed under R6-5-7401 et. seq*) or group foster homes (R21-6-101.26) – no weapons are on premises (R21-6-101.61) (*If applicable*)

Animals (R21-8-107)

22. Y N No animals on premises (R21-6-101.61) pose a threat due to behavior/venom/disease (*If applicable*)
- Behavior is not threatening or aggressive
 - No venomous animals on the premises
 - No diseased animals on the premises

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23. Y N **All pets are vaccinated as dictated by state/tribal law (If applicable)**
- Dog owners are required by Arizona Revised Statute to have their dogs vaccinated against rabies
24. Y N **All dogs over 6 months of age have current rabies vaccine and verification is at the setting (If applicable)**

Storage of Medication (R21-8-108)

25. Y N **Medication as defined in R21-6-101.48 is maintained in securely fastened and locked storage**
- A room or area that serves as an alternate purpose is not an acceptable method to lock medication (bathrooms, bedrooms, closets for daily use, laundry rooms, pantry's, garages, etc.)
 - Medication includes all prescription and over the counter remedies (pain relievers, cold and flu symptom relievers, cough suppressants, allergy symptom relievers, ointments, sprays, rinses, vitamins, essential oils, antacids, etc.)
26. Y N **Medication that may be accessed by a foster child (R21-6-101.23) per case plan (verification may be required) or medication which must be readily and immediately accessible is safeguarded per R21-6-101.68 (If applicable)**
- Asthma inhaler (primary inhaler only)
 - Auto-injector such as an Epi-Pen
27. Y N **Refrigerated medication is in locked storage and does not prevent a child's access to food in the refrigerator (If applicable)**
- All refrigerated medication must be locked in its own lockable container in the refrigerator at all times (this includes and over the counter medication or remedies, albuterol, insulin, prescription medication, vitamins, etc.)
28. Y N **Double-lock system is in place for group homes (If applicable)**
- Locks must not include a locked door for a room that serves as an alternate purpose (laundry room, garage, office, daily use closets, staff or child bathrooms, kitchens, staff or child bedrooms, etc.)

Safe Appliances (R21-8-109)

29. Y N **Safe and functioning appliances are available for food refrigeration and cooking**
- Perishable food items are stored in a functioning refrigerator at or below 41° Fahrenheit
 - An outdoor cooking appliance that uses charcoal or gas is not used indoors
30. Y N **Electrical lighting sufficient to perform normal activities is available in bedrooms/living areas/rooms used to provide services.**
31. Y N **Light sockets are equipped with light bulbs or securely covered**
32. Y N **Adequate heating/cooling/ventilation is available in bedrooms/living areas/and rooms used to provide services. Temperatures must be within the range of 65 degrees and 85 degrees**
33. Y N **At least one operational telephone is available on the premises (R21-6-101.61)**
- Cell Phone / Digital Phone including VoIP / Land Line
34. Y N **All clothes dryers are safely vented with a non-flammable vent hose (If applicable)**
35. Y N **Portable heaters meet all safety requirements (If applicable)**
- Electric only
 - Not primary heat source
 - Not used in bedrooms
 - Protective covering to keep hands and objects away from heating element

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- UL approved per definition in R21-6-101.81
- Equipped with a tip-over shut-off switch
- Placed at least 3' from curtains, paper, furniture, and any flammable object when in use.

36. Y N

A carbon-monoxide detector is properly located per manufacturer's instructions and is functioning on each level of the premises if the premises has any device or appliance using combustible fuel, including gas, oil, coal or wood. Including but not limited to...(If applicable)

- Fireplaces (gas, coal and wood burning)
- Wood stoves
- Gas stoves/ranges
- Gas hot water heater
- Gas dryer
- Gas heat
- Gas AC

Electrical Safety (R21-8-110)

37. Y N

All electrical cords are in good condition/repair

No broken or frayed cords

38. Y N

Electrical panels and outlets are in good repair

- No wiring is exposed
- Covers are in place

39. Y N

Extension cords are not used on a permanent basis

Includes all extension cords on property (inside home, outside home, garages, tool sheds, barns, workshops)

Non-permanent basis is defined as less than 90 days (ex: Holiday decorations)

40. Y N

Electrical outlets are not overloaded

41. Y N

Major appliances are plugged directly into grounded outlets

Refrigerators

Freezers

Dishwasher

Stove / Oven

Washer

Dryer

Microwave

Furnace/Air handler

42. Y N

Mid-sized appliances are plugged directly into grounded outlets or into a power strip/surge protector which is plugged into a grounded outlet

- Computer equipment / Televisions / Stereo Equipment

Water and Plumbing Requirements (R21-8-111)

43. Y N

A continuous source of safe drinking water is available

44. Y N

If home uses a non-municipal water source including private well water or another source of water: (If applicable)

- The provider (*defined in R21-8-101.4*) supplies a written water analysis report, showing the water is within acceptable state and federal standards for drinking water for the age of the children in care, including the date testing was completed
- The analysis and report were obtained from a laboratory certified by the Arizona Department of Health Services as part of the initial licensing process and before each renewal

45. Y N

Sewage disposal is functioning

- No back-up evident in bathroom, under sinks or in bathtub/shower
- No leakage from the ground if using a septic tank/cesspool

46. Y N

One working toilet/wash basin/shower or tub is available for every 7 persons living in the home (including foster children (R21-6-101.23), persons living in the home and persons receiving care in the home

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Fire Safety and Evacuation Plan Requirements (R21-8-112)

47. Y N Premises (R21-6-101.61) is free from obvious fire hazards
48. Y N Heating equipment is equipped with appropriate safeguards and maintained as recommended by manufacturer (including required installation clearances)
49. Y N Flammables and combustibles are more than 3' from water heaters/portable heaters/fireplaces/woodstoves
- All items must be cleared within a 3' parameter of the hot water heater
 - Exceptions would be...
 - Appliances (refrigerator, washer, dryer, freezer)
 - Metal cabinets (no exposed flammable materials)
 - Household building materials (walls, doors, ceilings) (required installation clearances must apply)
50. Y N Working fireplace/woodstove is protected by an appropriate fire screen (If applicable)
- Working means that the fireplace/stove has the ability to function, whether the applicant/licensee utilizes the appliance is irrelevant
51. Y N Working fire extinguisher with a rating of at least 2A 10BC is available in the kitchen area
52. Y N Working fire extinguishers with a rating of at least 2A 10BC are on each level of a multi-level Home (If applicable)
- Tri level homes must have a working fire extinguisher with a rating of at least 2A10BC on each level regardless of separation between floors
 - Usable rooms above garages, usable attic spaces, and basements are considered levels in a home
53. Y N At least one working UL approved smoke detector is installed in the living/program area
- A smoke detector placed in the hallway is not sufficient to meet the requirements, one working detector must be installed in each living/program area.
 - Areas to install would be living room, family room, den or media room, game room, etc. A room frequently utilized by members of the home for daily use.
54. Y N At least one working UL approved smoke detector is installed in in each bedroom
- Every bedroom in the home
 - A bed, futon, or other furniture typically used for sleeping designates the room as a bedroom
55. Y N At least one working UL approved smoke detector is installed on each level of a multi-level Home (If applicable)
- Two story and Tri level homes must have a working smoke detector on each level regardless of separation between floors in the living/program area
 - If a living/program area is not present on a level in the home installation of the smoke detector in the hallway will be accepted
 - Usable rooms above garages, usable attic spaces, and basements are considered levels in a home
56. Y N A written emergency evacuation plan is available which complies with R21-8-112.6
- Identify two routes of evacuation from each bedroom on every floor used by individuals residing in or receiving care in the home. At least one of the exit routes for these bedrooms leads directly to the outside of the home, but shall not lead into an area that serves as a pool enclosure. (See #68 regarding pool enclosure definition)
 - Multiple exits are identified from the home
 - All windows identified as emergency exits are large enough for an adult to move through
 - Identify the location of fire extinguishers and fire evacuation equipment, including rope or chain ladders and emergency lighting if applicable.

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- Designate a safe central meeting place close to the home, known to the child, at a safe distance from potential danger (cannot be inside the home or a fire hydrant)
- No emergency exits include exiting through the garage door
- Posted in a prominent place in the home

57. Y N

Records available citing review of emergency evacuation plan reviewed within 72 hours of placement

- Records will be verified by inspector
- Initial inspections must have a form developed to show how the records will be maintained in the home

58. Y N

Records available of emergency exit drills if the premises (R21-6-101.61) is authorized to provide care to 5 or more children in home citing a drill at least every 3 months (If applicable)

59. Y N

Exits routes from the home are clear of obstruction

- Items located on the inside of the exit and the outside of the exit are clear of obstructions

60. Y N

Locks on exterior doors including the front door, screen doors, and bars on windows, are equipped with an approved quick release mechanism (per R21-8-112.11) or meet the exception as described in R21-8-112.11.a.b.c

- A quick release mechanism is a lock that can be opened from the inside of the home without special knowledge (such as a combination) or equipment (such as a key)
 - An exception may be granted if the following criteria are met
 - There is breakable glass within 40 inches of the interior locking mechanism
 - There is another exit with a quick release mechanism on the same level of the premises
 - The key for the deadbolt is permanently maintained in a location that is..
 - Within 6' of the locking mechanism
 - Accessible to all household members
 - Reviewed with the persons residing in or receiving care in the home
 - Identified on the emergency evacuation plan
- *permanently maintained means the key is attached to a string or chain, attached securely to a nail or hook, with the string/chain long enough to reach the lock. The key must not be able to be carried away from the permanent location.

61. Y N

The address for the home:

- Is posted and visible from the street or
- All local emergency response teams are notified in writing of the location of the home with a copy of the notification visually verified by the inspector

62. Y N

Emergency phone numbers are posted in a prominent place in the home:

- Poison control
- Non-emergency local police department
- 911
- Family emergency contact
- Crisis hotline

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Pool Safety (R21-8-113)

63. Y N Pool complies with ARS §36-1681 <http://www.azleg.state.az.us/ars/36/01681.htm> (If applicable)
64. Y N If deeper than 6' has a shepherd's crook attached to a pole (If applicable)
65. Y N If deeper than 6' has a ring buoy attached to a rope measuring at least ½ the distance across the pool plus 10' (If applicable)
66. Y N Fence/barrier meets the following: (For homes that provide care to a child six years of age or less)
- Exterior is at least 5' high
 - Exterior free of footholds/handholds
 - If chain-link/lattice/mesh, openings in the mesh are less than 1¾" horizontally
 - Openings measure less than 4"
 - Horizontal components are at least 45" apart vertically
 - Connection between the panels cannot be separated without a tool or key
 - Fence is secured to the ground or has sufficient tension to prevent being lifted more than 4" from the ground at all points
 - Gates are self-closing and self-latching and the mechanism is functional and opens away from the pool (all gates must be in full compliance including side yard gates and RV gates. If a gate cannot be made to be self-closing, self-latching, and open away from the pool it must be secured to not open.)
 - Latch is at least 54" above the ground and is locked with a key or combination lock
 - Has a working pump and filtration system if not emptied after each use
67. Y N Hot Tubs and spas must have safety covers that are locked when not in use (For homes that provide care to a child six years of age or less)
- A hot tub/spa is required to be fenced in compliance with R21-8-113.B for homes providing care to a child of six years of age or less.
 - Hot tubs and spas that are drained (fenced or unfenced)
 - is disconnected from power at all times (Must be available to have verified by inspector. A breaker switched to OFF is not disconnected from power)
 - is disconnected from water source at all times
 - has cover that is locked at all times
68. Y N If pool is drained: (If applicable)
- Licensure for children 6 years of age or less: Complies with fence/barrier rules detailed above
 - Licensure restricted to children 7 years of age or more: Is "safeguarded" per R21-8-105
69. Y N If the home/building constitutes any part of the barrier (If applicable)
- The enclosure does not interfere with safe egress from the home
 - A door from the home does not open within the pool enclosure or is permanently locked or barricaded with no key accessible to a child in care
 - No windows in a bedroom designated for use by a child in care open into the pool enclosure
 - Other windows opening into the pool enclosure are permanently secured to open no more than 4"

**To be in full compliance to provide care to children 6 years of age or less all bedrooms must have a usable exit which leads directly to the outside. Restricting a bedrooms direct exit to the outside by locking a window or permanently locking/barricading a door to meet compliance for R21-8-113B, regardless of the occupant, would violate R21-8-112 B. (See #56 on this worksheet for further detail on bedroom exit requirements for all individuals residing in or receiving care in the home)*

A pool enclosure is defined as meeting all requirements of R21-8-113 B, C, D & F.