

Brenham Fire Department

Fire Inspection Report (979) 337-7302

NAME _____ INSPECTION DATE _____

LOCATION _____ PHONE _____

OCCUPANCY TYPE _____

FLOORS _____ CONSTRUCTION _____

BUSINESS OPERATOR _____ PHONE _____

BUILDING OWNER _____ PHONE _____

INSPECTION TYPE: _____ REGULAR _____ COMPLAINT _____ OTHER: _____

CHECK ITEMS REQUIRING CORRECTIVE ACTION

- | | | |
|------------------------------|-------------------------------|----------------------------|
| ___ 1. AISLES | ___ 12. EXITS | ___ 23. OCCUPANT LOAD |
| ___ 2. ALARM SYSTEM | ___ 13. EXIT SIGN/LIGHTING | ___ 24. OPEN FLAME DEVICES |
| ___ 3. BUILDING REPAIRS | ___ 14. EMERGENCY LIGHTING | ___ 25. PAINT SPRAYING |
| ___ 4. BURNING (TRASH/WASTE) | ___ 15. EXPLOSIVES/AMMUNITION | ___ 26. VENT HOOD SYSTEM |
| ___ 5. CHEMICALS | ___ 16. FIRE DOORS | ___ 27. HEATING SYSTEM |
| ___ 6. COMBUSTIBLES | ___ 17. FIRE ESCAPES | ___ 28. SPRINKLER SYSTEM |
| ___ 7. DOORS | ___ 18. FIRE WALLS | ___ 29. STAIRS/RAMPS |
| ___ 8. DUCTS (DAMPERS) | ___ 19. FLAMEPROOFING | ___ 30. STANDPIPES/HOSES |
| ___ 9. ELECTRICAL | ___ 20. FLAMMABLE LIQUIDS | ___ 31. WELDING/CUTTING |
| ___ 10. ELEVATORS | ___ 21. HOUSEKEEPING | ___ 32. ADDRESS NOT POSTED |
| ___ 11. EVACUATION PLAN | ___ 22. EXTINGUISHERS | ___ 33. OTHER VIOLATIONS |

REMARKS:

A follow-up inspection **will/will not** be made.

If required, follow-up will be made on _____

OCCUPANT

ALAN E. FINKE, CFI-FIRE MARSHAL

BOARDING HOME INSPECTION CHECKLIST

Name of Facility: _____ Phone No.: _____

Address of Facility: _____

Owner/Operator Name: _____

Mailing Address: _____

Owner/Operator Phone No.: _____ E-mail: _____

Construction/Remodeling (Sec. 16-56)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
1. Facility is a mobile or manufactured home.			
2. All interior doors are properly hung, maintained, and are in good working condition.			
3. Locking devices are provided where necessary to provide privacy and protection.			
4. All closet doors with locking devices can be opened from the inside.			
5. All bathroom doors can be opened from the outside.			
6. Water heaters are properly installed, vented, in good working condition, and connected to hot and cold water lines with the hot water temperature between 110° F and 120° F.			
7. Every habitable room has a minimum of one window or another device for ventilation.			
8. Locks on exterior doors are easily opened manually from the inside.			
9. Sleeping rooms have at least 70 square feet of floor space in single-occupancy rooms and 60 square feet for each occupant in multi-occupancy rooms.			
10. All beds are spaced at least 3' apart.			
11. All sleeping rooms have at least a 7'6" ceiling height.			
12. Sleeping rooms are accessible to residents with limited or no mobility.			
13. All beds are at least 6' long and 3' wide equipped with supportive springs, a clean supportive mattress, and a mattress cover that prevents soiling.			
14. Each bed has at least one pillow with a pillowcase, two sheets, and a blanket or quilt all clean and in good condition. Extra bed linens, if needed, are available to each resident.			
15. All sleeping rooms have sufficient containers in good condition for each resident's clothing and personal belongings that can be locked/secured.			
16. All sleeping rooms have at least one chair in good condition.			
17. All sleeping rooms have at least one end table in good condition adjacent to each bed.			
18. All sleeping rooms have sufficient closet space.			
19. Bath towels, washcloths, soap, and individual combs and toothbrushes are available at all times and in quantity sufficient to meet the residents' needs.			
20. All sleeping rooms have emergency exit access without passing through another sleeping room.			
21. All equipment, fixtures, furniture, and furnishings are clean, free of vermin and other contaminants, and are maintained.			

Construction/Remodeling (Sec. 16-56)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
22. Full bathrooms are available on each floor when not provided in each individual room.			
23. There is one toilet and one bathtub or shower for every 6 residents.			
24. Bathrooms are accessible without going outside the facility or through another resident's room.			
25. A telephone for residents, that is easily accessible and affords privacy, is available 24 hours a day.			
26. A list of emergency telephone numbers are in plain view on or next to the telephone.			
27. Facility has a washer and dryer, located in a utility area, for every 10 residents that is properly ventilated to the outside.			
28. Facility has a sitting/communal/recreational room with comfortable chairs and tables, and lamps in good repair and appearance.			
29. The dining room is located on the same floor as the communal kitchen and is as closely adjacent to the communal kitchen as practicable.			
30. The dining room is accessible without going through a sleeping room.			
31. The dining room contains no less than 70 square feet of floor area			
32. The dining room has 1 chair and 2 linear feet of dining table space for each resident.			
33. The kitchen is accessible without going through a sleeping room.			
34. The kitchen has a food preparation area no less than 6 square feet.			
35. The kitchen contains a minimum floor space of 60 square feet for dining area or each kitchen with dining attached must be at least 100 square feet			
36. The kitchen has a 2 compartment sink for manual dishwashing.			
37. The kitchen has a stove fueled by: _____ (gas/electricity)			
38. The kitchen contains at least 1 cabinet suitable for food and utensil storage.			
39. The kitchen is properly equipped to allow for the preparation of meals.			

Sanitary and Related Conditions (Sec. 16-57)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
40. Facility is kept in a clean and sanitary condition.			
41. Facility is kept in good repair and maintained to promote the health, comfort, safety, and well-being of residents.			
42. Interior walls, ceilings and floors provide privacy and are free of holes, cracks, loose material, hazardous conditions, and the harborage for pests.			
43. Every window, exterior door and basement hatchway is weather tight, watertight, insect and rodent-proof and in good working condition.			
44. The water supply is sanitary, adequate in quantity and pressure, and obtained from a water supply system approved by the Texas Commission on Environmental Quality.			
45. Every plumbing fixture and pipe is free from defects, installed and maintained in good sanitary working condition, and connected to an approved sewage disposal system.			

Sanitary and Related Conditions (Sec. 16-57)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
46. Facility submitted annual water sample to the City for testing (only applicable if well water is being used.)			
47. All garbage is kept in a sufficient number of watertight covered containers in a sanitary condition and removed from the premises frequently.			
48. Boarding home has been exterminated for pests in rooms occupied by residents, storage areas, attics and on the premises and yard.			
49. Restrooms are clean, well-lighted, ventilated, and in good repair.			
50. Restrooms are adequately supplied with toilet paper, soap, and hand towels.			
51. Bathtubs and/or showers have curtains or other safe enclosures for privacy and non-slip surfaces.			
52. Kitchen is in a clean and sanitary condition.			
53. Kitchen has a food preparation area, not used for eating, with a surface area that is smooth, impermeable, free of cracks, and easily cleanable.			
54. Refrigerator is equipped with a thermometer and maintained in an operational, clean, and sanitary condition that keeps foods at the required temperature.			
55. Facility meets all applicable state and local sanitary codes.			
56. All linens and laundry is bagged or placed in a hamper when transported to the laundry area.			
57. All linens and laundry is properly identified to prevent loss.			
58. Soiled linens and laundry is <u>not</u> transported through, sorted, processed, or stored in kitchens, food preparation areas, or food storage areas.			
59. Poisonous, toxic, and flammable materials are stored and maintained away from bed linens, towels, and kitchen equipment.			
60. Poisonous, toxic, and flammable materials are prominently and clearly labeled.			
61. Poisonous, toxic, and flammable materials are <u>not</u> used in a way hazardous to people or that contaminates food equipment or utensils.			
62. All utensils are sanitized in hot water with soap or detergent and rinsed in clean hot water after each use. Dish detergent is used when employing a mechanical dishwasher.			
63. All food and drink is clean and free from spoilage, pathogenic organisms, toxic chemicals, and other harmful substances.			
64. All food and drink is stored and handled in a manner safe for human consumption.			
65. All food and drink is maintained at 41° F or below for foods subject to spoilage.			
66. All food and drink is maintained at 135° F or above for hot foods ready to serve.			
67. The freezer maintains a temperature of 0° F or below.			
68. All food and drink is stored in labeled and dated food containers and protected from pests, dust, and moisture.			
69. Meals are nutritionally balanced and provide the USDA recommended daily allowances of vitamins, minerals and calories.			

Sanitary and Related Conditions (Sec. 16-57)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
70. Areas in which food is prepared or stored and where utensils are washed or stored are free from animals. (Service animals for persons with disabilities are exempt.)			
71. Meals are served at least 3 times per day.			
72. Meals are sufficient quantity and quality to meet residents' nutritional needs.			
73. Meals are served daily at regular hours, with at least 1 hot meal per day.			
74. There is no more than 14 hours in-between the start of the evening and morning meal.			
75. Alternative meal selections are available for residents on medically prescribed diets.			
76. There is a mealtime schedule posted daily.			
77. Food handlers observe sanitary methods (e.g. hand washing).			
78. Food handlers do <u>not</u> carry a disease that can be transmitted to others.			
79. Facility owner/operator holds a valid food handling permit that is issued by the local or state regulatory authority.			
80. Facility stores a minimum food and water supply sufficient for all residents as recommended by the American Red Cross.			
81. Facility has a first aid kit as recommended by the American Red Cross.			

Reporting and Investigation (Sec. 16-58)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
82. Facility has policies and procedures for investigating and documenting injuries, incidents, and unusual accidents that involve residents.			
83. Documentation records each incident's date, time, and description; a description of the medical or mental health treatment that followed; preventive steps implemented thereafter; and the guardian or legally authorized representative notification date.			
84. Documentation records indicate that residents, the resident's guardian, or legally authorized representatives have access to inspection records within 48 hours of request.			
85. Documentation records indicate that all allegations of abuse, neglect, or exploitation are reported to the Texas Department of Family and Protective Services.			
86. A telephone is available 24 hours a day for residents that is easily accessible and affords privacy.			
87. Documentation records indicate that the facility prevents harassment directed towards resident for making a report of abuse, neglect, or exploitation.			
88. Documentation records indicate that each resident received definitions for abuse, neglect, and exploitation as outlined in Chapter 48 of the Human Resources Code.			
89. Facility has staff on-site at all times to promptly assist residents.			
90. Facility operator and employees do <u>not</u> provide services or engage in behavior that constitutes a financial conflict of interest with resident.			
91. Documentation records indicate that the facility maintains a service agreement signed by each resident.			

Self-Administration of Medication (Sec. 16-59)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
92. Facility owner/operator and employees limit their assistance with medication to reminding residents of taking medication and prescription refills and placing medication in a resident's hand or in/on a clean surface for the resident's self-administration.			
93. Facility has a central locked storage or individual locked storage areas for each resident's medication. Each resident's medication is stored separately from other residents' medications.			
94. Facility has a refrigerator with a locked storage area or a refrigerator inside a locked medication room.			
95. Medication labeled "external use only" is stored separately within the locked area.			
96. Poisonous substances are labeled and stored safely and separately from medications within a locked area.			
97. Facility enforces a written policy to prevent the diversion of controlled drugs.			
98. Facility has available staff on-site at all times to assist with self-administration of medication.			
99. Documentation records indicate that any remaining medication, belonging to a previous resident, is properly disposed of.			

Posting Requirements (Sec. 16-60)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
100. Facility has a permit issued by the City publicly posted.			
101. Facility has a Complaint Process Notice publicly posted.			
102. Facility has a Report Accessibility Notice publicly posted.			
103. Facility has a copy of the most recent inspection report publicly posted.			
104. Facility has a Public Health and Advocacy Information Notice publicly posted.			

In-Service Education (Sec. 16-61)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
105. Documentation records indicate that all employees, with resident contact, received training in facility rules and policies.			
106. Documentation records indicate that all employees, with resident contact, received training in recognizing and reporting abuse, neglect, and exploitation.			
107. Documentation records indicate that all employees, with resident contact received, training in resident's rights.			
108. Documentation records indicate that all employees, with resident contact, received training in policies and procedures for contacting emergency personnel when on-site staff is insufficient.			
109. Documentation records indicate that all employees, with resident contact, received training in the complaint process.			
110. Documentation records indicate that all employees, with contact to residents, received training in assistance with self-administration of medication.			
111. Documentation records indicate that all employees, with contact to residents, received training in prevention of injuries, incidents and unusual accidents.			

In-Service Education (Sec. 16-61)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
112. Documentation records indicate that all employees, with contact to residents, received training in prevention of injuries, incidents and unusual accidents.			
113. Documentation records indicate that all employees, with contact to residents, received training in emergency, evacuation and disaster plan.			
114. Documentation records indicate that all employees, with contact to residents, received service specific orientation, including: sanitation, laundry, housework, nutrition, meal preparation, and dietary needs.			
115. Documentation records indicate that all employees receive on-going training in policy and procedure changes.			
116. Documentation records indicate that all employees receive specific needs orientation for a new resident.			
117. Documentation records indicate that all employees receive specific needs orientation for residents whose needs changed.			

Criminal Background Checks (Sec. 16-62)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
118. Facility has an affidavit confirming that the owner/operator and each employee passed annual background checks.			

Assessment and Periodic Monitoring of Residents (Sec. 16-63)			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>N/A</i>
119. An annual assessment and periodic monitoring is documented on each resident.			

