



**City of Sheridan**  
**Public Works Department**  
*Building Department*  
**Policies & Procedures**

**Policy No. #03-02**

**Inspection of Daycare/Childcare Facilities**

1. **PURPOSE:** *To delineate the duties and responsibilities for the inspection of daycare/childcare facilities within the City of Sheridan within the scope of the Fire Department and the Building Department*
2. **SCOPE:** *Inspectors within the City of Sheridan Fire-Rescue and Inspectors within the City of Sheridan Building Department*
3. **REFERENCES:** *Process and Procedure manual for Fire Code Annual Inspection, State of Wyoming Childcare Licensing Rules Chapter 9 & 10, IFC Firecode, applicable codes within NFC.*
4. **DEFINITIONS:** *Daycare or childcare facility: Any facility that has the sole purpose of caring for persons who are not defined as independent during the daytime hours, no matter what their age.*
5. **RESPONSIBILITIES:** *Gary Harnish, Fire Chief & Hanns Mercer, Interim Public Works Director*
6. **POLICY:** **It is the responsibility of the City of Sheridan Fire Department to inspect, for Fire Code compliance, any daycare or childcare facility contained in a residential home, or when the proposed maximum occupancy of customers is under fifteen persons. It is the responsibility of the City of Sheridan Fire Department to reinspect all daycare/childcare facilities regardless of occupancy that have been inspected in the past, by any agency, for annual renewal.**

**It is the responsibility of the Building Department of the City of Sheridan to inspect, for Fire Code compliance, any daycare or childcare facility**

