

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

contained in a commercial space, or when the proposed maximum occupancy of customers is over fifteen persons for initial compliance.

7. PROCEDURES: If facilitators of daycare or childcare institutions inquire about inspections and those inspections are not within your scope per the above policy, it is your responsibility to direct them to the appropriate department.

All Public Works Policies will be reviewed immediately with all newly hired employees, reviewed quarterly with all staff or more often when Division Supervisor deems it necessary.

Policy Established:	
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Fire Chief	Date
Public Works Director	05/02/2022 Date

The signature below represent that these employees have read, discussed, understand, and agree to support and follow this Policy to the best of their ability:

NAME	DATE	
Blightain	5/3/2022	
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