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DEPARTMENT OF ECONOMIC SECURITY

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*Your Partner For A Stronger Arizona*

Office of Licensing, Certification, and Regulation (OLCR)

# **Life-Safety Inspections**

***Ensuring Safety through Compliance***



# Introduction

The Office of Licensing, Certification, and Regulation (OLCR) conducts thousands of life-safety inspections each year for settings located throughout Arizona. While most of these inspections are for developmental homes, OLCR also inspects settings where Home and Community Based Services (HCBS) are provided. The purpose of the inspection is to make sure that the setting is a safe place for a child or vulnerable adult to receive services.

As part of the developmental home licensing or Home and Community Based Services certification process, OLCR schedules an inspection of your setting. The inspector needs to access each room and storage area(s) to verify compliance with the life-safety rules. The inspector will also look at all areas of the surrounding property that a child or vulnerable adult may have access to including dwellings, mobile homes, barns, sheds, casitas, and workshops. The inspection typically takes 30 to 45 minutes to complete.

The inspector will work with you to identify the necessary correction(s) if a violation is cited. You may make corrections while the inspector is present. If the correction requires time or resources you don't have at the time of the inspection, verification may be delegated to the vendor or agency you work with. However, some corrections may need to be verified by OLCR through a return visit.

This guide is intended to make the rules easier to understand so you can prepare for a life-safety inspection. If you have additional questions about the inspection requirements, please contact our office at 602-771-4861 or via e-mail at: [olcrinspect@azdes.gov](mailto:olcrinspect@azdes.gov).

## Contents

Definitions .....	1
Applicability .....	2
General Condition and Cleanliness of the Setting .....	3
Safeguarding Against Hazards .....	4
Storage of Medication .....	6
Safe Appliances .....	7
Electrical Safety .....	8
Plumbing Requirements .....	9
Fire Safety .....	10
Pool Requirements .....	13
Life Safety Inspection Report Form .....	15

# A.A.C. Title 6, Chapter 18, Article 1

## Definitions

A **care provider** is a person licensed or certified to provide care or supervision in a home or program that is regulated by OLCR.

A **firearm** is a handgun, pistol, revolver, rifle, shotgun, or other weapon that is designed to expel a projectile by the action of an explosive.

A **hazard** is a condition or situation that may cause or result in physical injury or illness to a child or vulnerable adult.

The **individual receiving care** means a child or adult who receives services or is eligible for the services listed at the beginning of Article 7 (R6-18-701).

A **Life-Safety Inspection** is an inspection of the premises by OLCR to verify compliance with standards intended to safeguard children and vulnerable adults from fire hazards and other hazardous conditions.

A **lock** is a device operated by a key, combination, magnet, or keycard to safeguard medications, swimming pools, and highly toxic substances.

**Medication** refers to both prescription and over-the-counter remedies approved as drugs by the U.S. Food and Drug Administration (FDA).

A **mobile home** is a trailer that is mounted on wheels or a platform with utility connections exposed under the trailer.

**OLCR** is the Office of Licensing, Certification, and Regulation, which is based in the Arizona Department of Economic Security's Division of Developmental Disabilities. OLCR is responsible for licensing providers and certifying many DDD vendors and other contractors, that provide services for individuals with developmental disabilities.

**Pool** means any natural or man-made body of water that:

- Could be used for swimming, recreation, or decorative purposes;
- Is greater than 18 inches in depth; and
- Includes swimming pools, spas, hot tubs, fountains, and fish-ponds.

**Safeguard** means to take reasonable measures to eliminate the risk of harm to an individual receiving care. Where a specific method is not otherwise prescribed in this Article, safeguarding may include:

- Locking up a particular substance or item;
- Putting a substance or item out of reach;
- Erecting a barrier that prevents an individual receiving care from reaching a particular place, item or substance; or
- Providing supervision.

**Setting** means the home or building used to provide care or supervision and the surrounding property and buildings that are owned, leased, or controlled by the care-provider.

**Skirting** is the barrier around the base of a mobile home that is intended to protect utility connections from damage or unauthorized access.

A **Slip-resistant surface** means the flooring provides friction to help prevent falls when the surface is wet. A slip resistant surface may be achieved by rippling or corrugating the surface, applying textured strips, installing a secured carpet, using rubber mats, or other similar measures.

**Trigger locked** means a firearm has been rendered temporarily or permanently inoperable by blocking the firing or discharge mechanism for the firearm with a locked device.

**UL Approved** means an electrical device bears the safety certification mark of a recognized testing laboratory, such as UL (Underwriters Laboratories) or ETL (Electro-Technical Laboratory).

## **A.A.C. Title 6, Chapter 18, Article 7 Life-Safety Inspection**

### **R6-18-701. Applicability**

#### **Intent of this rule:**

*To specify the types of settings OLCR is authorized to inspect for the purpose of licensure or certification.*

You must have a life-safety inspection and ensure full and continuous compliance with these standards if you are licensed or certified as:

- A child developmental certified foster home;
- An adult developmental home;
- A child developmental home;
- A setting providing home and community based services (HCBS) for individuals with developmental disabilities.

Full and continuous compliance means that the setting remains in the same condition as it was upon the most recent compliant inspection.



# R6-18-702. General Condition and Cleanliness of the Setting

## Intent of this rule:

*The condition of the setting must not pose a hazard to children or vulnerable adults. The life-safety inspection is not a “white glove test” – our focus is on safety.*

## Requirements:

You must ensure the interior and exterior of the setting are maintained in good repair and do not constitute a hazard.

**Damage** that constitutes a hazard includes:

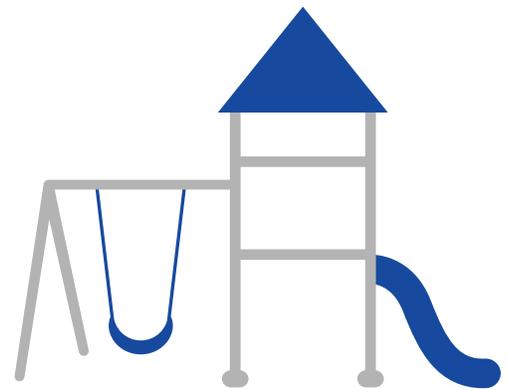
- Broken glass;
- Surfaces that are rusted, have sharp or jagged edges, or have nails protruding;
- Holes in walls, ceilings, or floors; or
- Broken furniture, fixtures, appliances, or equipment.

The setting must be **clean** to the degree that it does not constitute a hazard. Hazards include rotting food, stale or accumulated urine or feces, or mold.

- **Garbage** must be removed from the setting at least once each week.
- The setting and outside play areas must be free of excessive accumulations of refuse or debris, including stacks of old newspapers, broken furnishings, rusting car parts, etc.
- **Play areas** and therapy equipment must be in good repair. Trampolines should not have any holes, patches or tears. If netting is used, it should be in good repair with no holes or tears.

The life-safety rules don't contain a list of allowed/prohibited equipment, however, the equipment you have must be in safe condition. We recommend you check with the Consumer Product Safety Commission (C.P.S.C.) for their recommendations on safe usage and to confirm that your equipment has not been recalled.

Go to [www.cpsc.gov](http://www.cpsc.gov) for information on trampolines, diving boards, swings, bicycles, and other recreational equipment.



- Water in a **pool** on the premises must be clear enough to see through to the bottom surface of the pool. Stagnant water is a breeding ground for mosquitoes.
- The setting and outside play areas must be **free of insect and rodent infestation**, or the setting must have an ongoing system to eliminate insects or rodents.



# R6-18-703. Safeguarding\* Against Hazards

\*See the definition of "safeguard" on page 1.

## Intent of this rule:

*There are potential hazards in every setting. The intent of the rule is to have systems and safeguards in place that will minimize the risks posed by common hazards.*

## Requirements:

You must ensure:

- General household **cleaning supplies** are **safeguarded** to prevent unsafe or improper use. Household cleaning supplies are not intended for ingestion, but generally will not cause serious bodily harm or death if improperly used. Examples of household cleaning supplies include diluted spray cleaners, laundry detergent, furniture polish, and dishwasher detergent. We generally recommend the system for safeguarding includes storing these supplies up high so they are out of reach of young children. If stored in a ground level cabinet, an actual **lock** must be used as the form of safeguarding. The use of plastic levers on ground level cabinets will not be accepted as sufficient for safeguarding. Example hazard labels include:

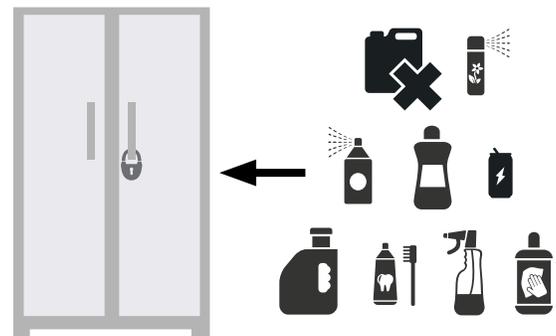
- ✓ Warning
- ✓ Caution
- ✓ Keep away from Children

- **Highly toxic substances** are maintained in **locked** storage. Highly toxic substances include bleach, ammonia, drain cleaner, pesticides, weed killer, gasoline, lighter fluid, radiator fluid, spray paint, turpentine, pool chemicals and other substances that can cause serious bodily harm or death if improperly used.

Example hazard labels include:

- ✓ Fatal, Toxic or Harmful if swallowed
- ✓ Danger
- ✓ Poison
- ✓ Highly Flammable Liquid or vapor

- A lock requires the use of a magnet, key or combination to unfasten it. Locked storage does not include a room or closet used for alternative purposes such as a locked laundry room, pantry or linen closet.
- Access to **personal grooming supplies** is not restricted unless the planning document for an individual receiving care specifically restricts such access. Personal grooming supplies include toothpaste, hand-soap, shampoo, and deodorant.
- Latches and other devices that can be opened by hand (i.e. squeezing, pushing, twisting) are not considered locks. A lock requires the use of a magnet, key or combination to unfasten it.



- **Weapons**, including crossbows, stun guns, air guns, BB guns, paint ball guns, swords, and hunting knives are safeguarded to prevent unsafe or improper use.
- Firearms are:
  - ✓ Unloaded,
  - ✓ Trigger locked, and
  - ✓ Kept in a locked storage container that is made of unbreakable material (wood or metal cabinets are OK but glass cabinets are not acceptable).



- **Ammunition** is maintained in locked storage that is separate from firearms.
- All **dogs** older than 6 months have current rabies vaccination. Vaccination records must be maintained in the setting. Self-administered rabies vaccinations are not accepted.
- **Animals** in the setting or on the property do not pose a hazard due to behavior or disease.
  - **Dogs:** The life-safety rules do not include a list of prohibited breeds, but the inspector will observe the behavior of dogs on your property and will cite examples of aggression as rule violations.
  - **Reptiles** carry the salmonella bacteria in their intestinal tract and may shed the bacteria in their feces. Young children and vulnerable adults may experience life-threatening symptoms if infected by the salmonella bacteria. The Centers for Disease Control and Prevention recommend that children under five avoid contact with reptiles; and that households with children under the age of one not own reptiles  
<https://www.cdc.gov/healthypets/pets/reptiles.html>
- Ramps, bathtubs, and showers have **slip-resistant surfaces**.
- If the setting has **handrails** or **grab-bars**, they are securely attached and stable.
- If the setting is a **mobile home**, skirting is intact around the base of the setting. Pictured below are two examples of mobile homes. The one on the left does not have the required skirting; the one on the right meets the standard for skirting. Items propped up to cover opening are not accepted.



Does not meet standard for skirting.



Meets standard for skirting.

## R6-18-704. Storage of Medication

### Intent of this rule:

*Medications can pose a serious, even deadly, hazard to children and vulnerable adults. The intent of this rule is to minimize the risk by restricting access to medications.*

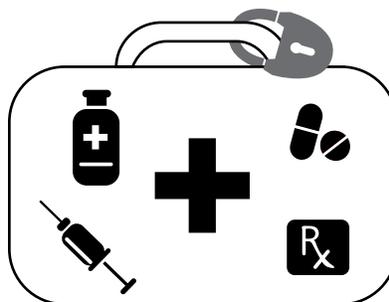
### Requirements:

You must ensure:

- All medications (prescription **and** over-the-counter) are maintained in locked storage, with the exception of the following:
  1. Medication that may be accessed by an individual receiving care, as specified in that individual's case plan or service plan; and
  2. Medication that must be readily and immediately accessible, such as an asthma inhaler or Epi-pen.
  3. Medication that may be unlocked due to the above exceptions still must be safeguarded to prevent improper use.

Do **vitamins** and herbal remedies need to be locked? Vitamins and herbal remedies aren't medications, but they can pose a serious hazard if used improperly. According to the U.S. Food and Drug Administration, iron supplements are the #1 cause of poisoning deaths for young children! At a minimum, vitamins and herbal remedies must be safeguarded (stored out of reach of young children), but it's recommended that they be stored with medications: under lock and key.

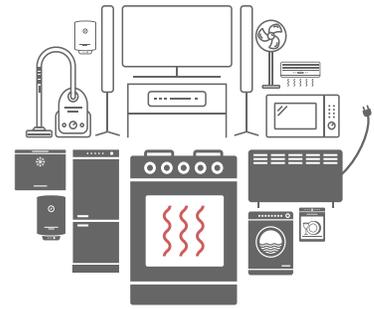
- Locked storage does not include a room or closet used for alternative purposes such as a locked laundry room, pantry or linen closet.
- Medication that has to be **refrigerated** is also kept in locked storage. This should be done without preventing access to refrigerated food. Consider keeping a small locked container on hand to be used for storing medication in the refrigerator. If you maintain a large supply of refrigerated medication, consider using a locked dorm-sized refrigerator solely for medication storage.



## R6-18-705. Safe Appliances

### Intent of this rule:

*Appliances in the setting must be in safe working condition and create a safe environment for children and vulnerable adults.*



### Requirements:

You must ensure:

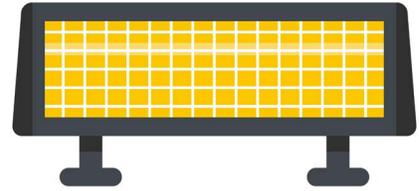
- Safe and functioning appliances are available for food **refrigeration**, if food is stored for individuals receiving care. Refrigerators must maintain food below a temperature of 45° F to minimize spoilage. While you are not required to have a thermometer in your refrigerator, it's a great way to monitor the temperature. Freezers must keep food frozen solid.
- Safe and functioning **cooking** appliances, including a stove, are available, if food is cooked or prepared for individuals receiving care.
- Electrical **lighting** is available in bedrooms, living areas, and rooms used to provide services. Lighting must be sufficient to perform normal activities. Light sockets must be equipped with light bulbs or safely covered to prevent electrical shock.
- Adequate **heating, cooling, and ventilation** are available in bedrooms, living areas, and rooms used to provide services. Temperatures outside the range of 65° – 85°F are indicators of inadequate heating or cooling.
- At least one operable **telephone** is available in the setting whenever individuals receiving care are present in the setting. "Telephone" includes cell phones as well as phones with traditional land lines.
- If the setting has a clothes **dryer**, the dryer is safely vented with a **non-flammable vent hose**. A non-flammable vent hose is usually made of aluminum or other metal. A vent hose made of plastic or fabric (usually white or cream in color) is flammable and will not be accepted.

According to the Consumer Product Safety Commission, each year there are more than 15,000 home fires associated with clothes dryers. Most occur when lint builds up in the vent hose. Prevent fires by cleaning the lint screen with each load and periodically cleaning the vent hose and exhaust duct.

- A **carbon monoxide (CO)** detector-alarm is functioning on each level of the setting that has an appliance or heating device using combustible fuel such as gas, oil, kerosene or wood. Examples of such fuel burning appliances include fireplaces, pot-bellied stoves, gas dryers, gas hot water heaters, and gas stoves. Manufacturers usually recommend that CO detectors be installed more than 12 feet away from fuel burning appliances and near the bedrooms in a home environment.

Carbon monoxide (CO) is a colorless, odorless, and poisonous gas. Any fuel-burning appliance can be a potential source of fatal or hazardous CO levels. Charcoal grills and gasoline powered generators should never be used within a setting.

- If a **portable heater** is in the setting, it has a protective covering to keep hands and objects away from the heating element and, it is:
  1. Electric and U.L. approved;
  2. Equipped with a tip-over shut-off switch;
  3. Placed at least 3 feet from curtains, paper, furniture, and any flammable object when in use;
  4. Not used as the primary source for heat in the setting; and
  5. Not used in bedrooms.



## R6-18-706. Electrical Safety

### Intent of this Rule:

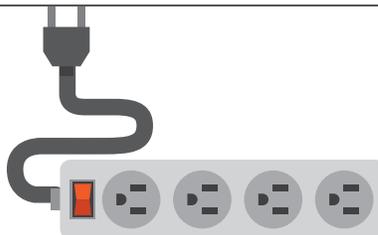
*To reduce the risk of electrical shock or fire resulting from the unsafe use of electricity.*

### Requirements:

You must ensure:

- Electrical outlets are not overloaded.
- **Major appliances** are plugged directly into **grounded outlets**. Major appliances include refrigerators, freezers, dishwashers, stoves, ovens, washers, and dryers. Major appliances must not be plugged into extension cords.
- Mid-sized appliances, which include computers, televisions, and stereo equipment, are plugged directly into grounded outlets or into power strips that are plugged into grounded outlets.
- Electrical cords are in good condition; no broken or frayed cords are in use.
- Electrical panels and outlets are in good condition; no wiring is exposed, and outlet covers are in place.
- Extension cords are not used on a permanent basis.

The Consumer Product Safety Commission (CPSC) estimates that 4,000 injuries are treated each year in emergency rooms due to extension cords. About half the injuries are the result of people tripping over extension cords. More than 500 of the injuries involve children under the age of five and electrical burns to the mouth account for half of these injuries. CPSC also estimates that about 3,300 residential fires each year originate from extension cords).



# R6-18-707. Plumbing Requirements

## Intent of this Rule:

To ensure safe and sufficient plumbing is available within the setting.



## Requirements:

You must ensure:

- A continuous source of **safe drinking water** is available to individuals receiving care.
- If you have a non-municipal source of water, your water must be tested to determine whether it is safe for consumption. The water sample must be tested by a state-certified laboratory for the presence of **total coliform**. If the water sample is not within acceptable levels for safe drinking water, then you must provide OLCR with a signed, written statement that:
  1. Certifies that individuals receiving care will be provided with safe drinking water, and
  2. Describes your plan for obtaining safe drinking water.
- A list of state-certified laboratories may be obtained from the Arizona Department of Health Services (AZDHS).
- The **sewage disposal** for the setting must be functioning. If the setting has a septic tank, it must be in good working order, with no visible signs of leakage on the ground.
- At least one working toilet, wash basin, and shower or tub must be available for every ten persons living or receiving care in the setting at the same time. Only settings that provide overnight care are required to have a shower and a tub.
- The **hot water temperature** in areas for bathing must not exceed 120°F.

Each year, approximately 3,800 injuries and 34 deaths occur due to scalding from excessively hot tap water. The majority of these accidents involve the elderly and children under the age of five. Most adults will suffer third-degree burns if exposed to 150 degree water for two seconds. Burns will also occur with a six-second exposure to 140 degree water or with a thirty second exposure to 130 degree water.

## How do you test the water temperature?

Run hot water at the closest faucet to the water heater for at least three minutes. Then fill a glass and immediately immerse a candy or cooking thermometer in the water.

## How do you adjust the temperature on a hot water heater?

If the temperature is greater than 120°, you can adjust the temperature dial on your hot water heater. It may take up to 24 hours for temperature of the water in the tank to lower, so you should test the temperature again in 24 hours and continue to adjust the dial until you get a 120° reading.



## R6-18-708. Fire Safety

### Intent of this Rule:

*To reduce the risk of fire and to ensure safe evacuation in the event of a fire.*



### Requirements:

You must ensure:

- The **address** for the setting is posted and visible from the street, or the local emergency response team, such as the local fire department, is notified of the location of the setting in writing, with a copy of this notification maintained in the setting.
- The **exit routes** for the setting are clear of obstructions that could prevent safe and rapid evacuation.
- Each bedroom used by individuals receiving care in the setting must have at least two routes for evacuation; at least one of the exit routes must lead directly to the outside.
- The locks on exterior doors and windows, including the front door, screen doors, and bars on windows, are equipped with a quick release mechanism. A **quick release mechanism** is a lock that can be opened from inside the setting without special knowledge (such as a combination) or equipment (such as a key). The Department may grant an exception to this requirement for a double-key deadbolt on a door if all three of the following conditions exist:
  1. There is breakable glass within 40 inches of the interior locking mechanism; **and**
  2. There is another door leading directly to the outside that is equipped with a quick release mechanism and located on the same level of the setting; **and**
  3. The key for the deadbolt is permanently maintained in a location that is:
    - a. Within 6 feet of the locking mechanism,
    - b. Accessible to all household members,
    - c. Reviewed with persons residing in or receiving care in the setting, **and**
    - d. Identified on the emergency evacuation plan.
- Settings authorized to provide care or services to 6 or more individuals must practice and document the completion of an evacuation drill at least once every 3 months.
- Flammables and combustibles are stored more than 3 feet from water heaters, furnaces, portable heaters, fireplaces, and wood-burning stoves. It is recommended that the danger-zone be marked off around water heaters and furnaces as a reminder to not store flammables within 3 feet of the appliance.
- If the setting has a working **fireplace** or wood-burning stove, it is protected by a fire screen or tempered glass door. Any working fireplace or wood-burning stove must pass the inspection regardless of whether or not it is used by the provider.

- A working smoke detector is installed high on a wall or on the ceiling in each of the following areas.

1. In the main living or program area of the setting;
2. In each bedroom; and
3. On each level of a multi-level setting.



- A functioning fire extinguisher with a rating of “2A 10BC” or greater is available near the kitchen area. If the setting has multiple levels at least one functioning fire extinguisher with a rating of “2A 10BC” or greater is available on each level (the rating may be higher, such as 3A 20BC, but it may not be lower, such as 1A 5BC). The higher the rating number on a fire extinguisher, the more fire it can put out, but keep in mind that high-rated units are often heavier to hold and operate. The fire extinguisher must be charged and may not be expired.
- A written emergency evacuation plan is developed to provide guidance on the safe and rapid evacuation of the setting. You may use the form on the following page to develop your emergency evacuation plan.

An **emergency evacuation plan** must:

1. Identify two routes of evacuation from each bedroom used by individuals residing in or receiving care in the setting. At least one of the exit routes for these bedrooms leads directly to the outside of the setting.
2. Identify the location of fire extinguishers and fire evacuation equipment, including rope or chain ladders and emergency lighting, as applicable;
3. Designate a safe meeting place outside the setting; and
4. Be maintained in the setting to review with individuals residing in or receiving care in the setting.



# R6-18-709. Pool\* Requirements

\*See the definition of "pool" on page 1.

## Intent of this Rule:

*To reduce the risk of drowning by restricting unsupervised access to pools/spas by children and vulnerable adults and by ensuring adequate safety equipment is readily available for other settings with pools.*

Drowning claims the lives of nearly 3,000 people every year. 20% of children hospitalized for near drowning suffer severe, permanent neurological disabilities.

## Requirements:

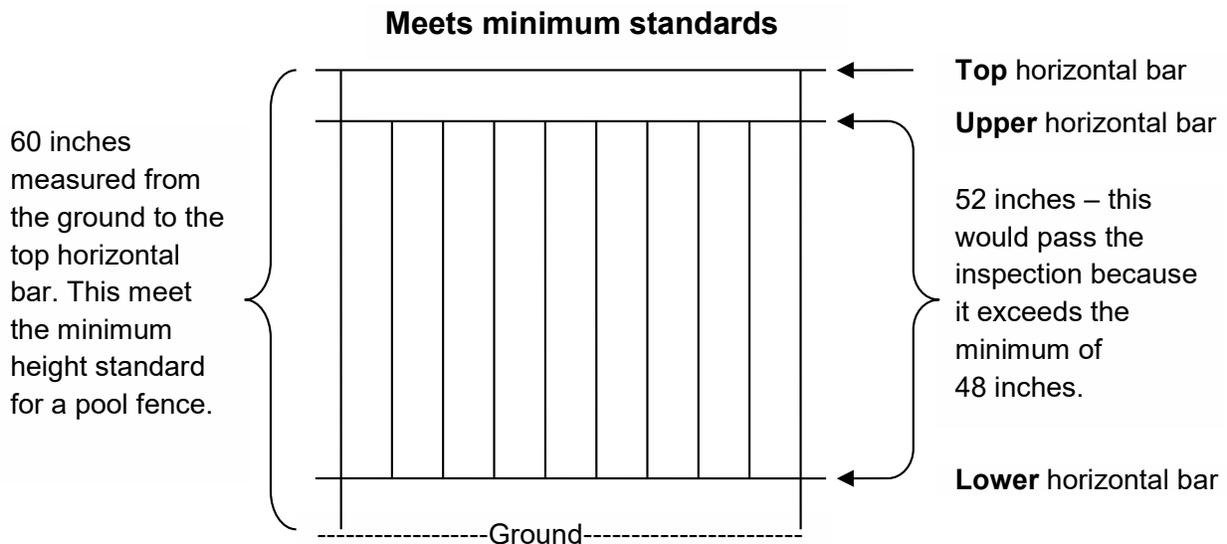
Pool enclosure and safety equipment requirements are not applied to settings with a **semi-public pool**; these pools are regulated by the County. R6-18-709 is applicable to pools located on private property.

- For settings with a pool that is deeper than 4 feet, the care provider must ensure the following safety equipment is available within the pool enclosure:

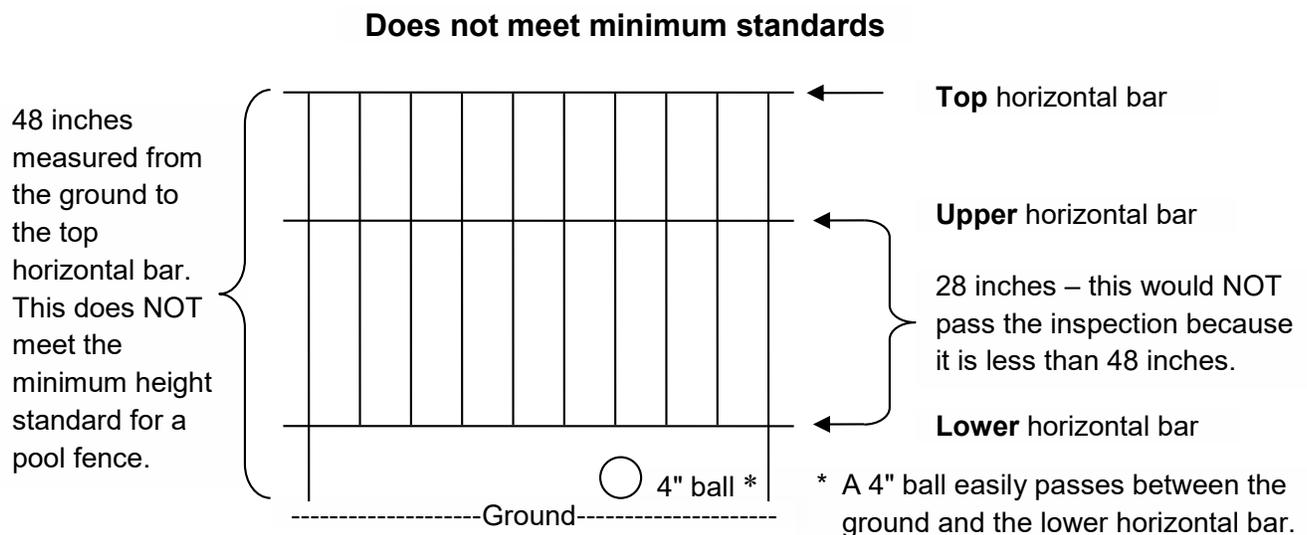
	A <b>ring buoy</b> attached to a sturdy rope that measures half the distance across the pool plus 10 feet.		A <b>shepherd's crook</b> attached to a pole.
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- The pool must be fenced with an enclosure that meets the following requirements (Also see diagram on page 14):
  1. The exterior side of the fence is at least **5 feet high**;
  2. If the fence is **chain link**, the mesh measures less than 1 ¾ inches horizontally;
  3. Openings between vertical bars and panels and between the ground and the fence must measure less than 4 inches.
  4. The exterior side of the fence is free of **hand holds** or **foot holds** or other means that could be used to climb over the fence;
  5. **Gates** for the fence are self-closing, self-latching, and open out or away from the pool. An RV gate that opens into the pool enclosure must either conform to pool gate compliance standards or be permanently secured. Permanently secured means the gate may not be opened manually.
  6. The gate **latch** is at least 54" above the ground and is equipped with a key or combination lock.
  7. The gate to the enclosure is **locked**, except when there is an adult within the enclosure to supervise the pool and spa area.
- If the enclosure attaches to the house or building, you must ensure:
  1. The enclosure does not interfere with safe egress from the setting.
  2. A door from the setting does not open within the pool enclosure.
  3. A bedroom with a window that opens into the pool area may not be used for a placement.

4. Other windows from the setting and within the pool enclosure are permanently secured to open no more than 4 inches. Permanently secured means the window may not be opened manually and does not include securing with a lock and key.
- Whether the enclosure is constructed of mesh, chain link, wood, or wrought iron, it must have structural integrity and require special tools to dismantle any portion of the fence. Mesh panels must be locked together so they cannot be separated.
  - The pool gate must not be propped open and the pool enclosure must not be dismantled, in part or in whole, during the term of your license or certification.



- The distance between the ground and the top horizontal bar must be at least 60 inches.
- The distance between lower and upper horizontal bars must be at least 48 inches.
- Openings in the fence must be small enough so that a spherical object of four inches in diameter cannot pass through.



**LIFE-SAFETY INSPECTION REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Address: \_\_\_\_\_  New Application  Address Change  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  Renewal  Special Request  
 Telephone: \_\_\_\_\_ Licensing/Certification Agency: \_\_\_\_\_  
 Developmental Setting:  HCBS Certified  Respite  Day Program  Therapy

**General Conditions & Cleanliness (R6-18-702):**

- |   | YES                      | NO                       | Inspector's Comments | Date Corrected |
|---|--------------------------|--------------------------|----------------------|----------------|
| 1. Interior & exterior in good repair and free of damage that poses a hazard .....    | <input type="checkbox"/> | <input type="checkbox"/> |                      |                |
| 2. Play areas and therapy equipment are in good repair. ....                          | <input type="checkbox"/> | <input type="checkbox"/> |                      |                |
| 3. Setting is clean to the degree that the condition does not constitute a hazard     | <input type="checkbox"/> | <input type="checkbox"/> |                      |                |
| 4. Garbage is removed from the setting & premises at least once each week.....        | <input type="checkbox"/> | <input type="checkbox"/> |                      |                |
| 5. The setting and outside play areas are free of insect and rodent infestation ..... | <input type="checkbox"/> | <input type="checkbox"/> |                      |                |

**Safeguarding Hazards (R6-18-703)**

- |  |                          |                          |  |  |
|--|--------------------------|--------------------------|--|--|
| 1. Setting has a system to lock highly toxic substances.....   | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 2. Setting has a system to <b>safeguard</b> cleaning supplies.....                                     | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Specify system for safeguarding: _____   |                          |                          |  |  |
| 3. Weapons are safeguarded .....   | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> No weapons on premises  |                          |                          |  |  |
| 4. Firearms are locked in an unbreakable container <input type="checkbox"/> No firearms on premises    | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 5. Firearms are trigger-locked or rendered inoperable <input type="checkbox"/> No firearms on premises | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Number of firearms identified on the premises: .....   |                          |                          |  |  |
| 6. Ammunition is locked separate from firearms..... <input type="checkbox"/> No ammunition on premises | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 7. Bathtubs/showers and ramps have slip resistant surfaces .....                                       | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 8. Handrails and grab-bars are securely attached and stationary .....                                  | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA  |                          |                          |  |  |
| 9. Skirting is intact around the base of the setting, if a mobile home .....                           | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA  |                          |                          |  |  |
| 10. Animals do not pose a hazard due to behavior, disease, etc .....                                   | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA  |                          |                          |  |  |
| 11. Evidence is available in the setting for each dog's current rabies.....                            | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA  |                          |                          |  |  |
| Vaccinations: _____  |                          |                          |  |  |

**Storage of Medication (R6-18-704):**

- |   |                          |                          |  |  |
|---|--------------------------|--------------------------|--|--|
| 1. Prescription and over-the-counter medications in the setting are locked in a securely fastened storage container ..... | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 2. Medications that must be readily available or may be accessed per an individual's case plan are safeguarded .....      | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA   |                          |                          |  |  |
| 3. Medications that must be refrigerated are locked, without preventing access to refrigerated food.....                  | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA   |                          |                          |  |  |

**Safe Appliances (R6-18-705):**

- |   |                          |                          |  |  |
|---|--------------------------|--------------------------|--|--|
| 1. Appliances for refrigerating & cooking food are functioning and safe.....                              | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Refrigerator temperature: _____ °F  |                          |                          |  |  |
| 2. Setting has sufficient lighting to perform normal activities in bedrooms and living/program areas..... | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 3. Setting has adequate heating, cooling, & ventilation in bedrooms and living/program areas.....         | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Interior temperature: _____ °F  |                          |                          |  |  |
| 4. Setting has an operable telephone.....   | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 5. The clothes dryer is safely vented with a non-flammable vent hose.....                                 | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA   |                          |                          |  |  |
| 6. Each portable heater meets the following standards.....  | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA   |                          |                          |  |  |

**YES NO**

- |   |                          |                          |  |  |
|---|--------------------------|--------------------------|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Electric, UL Approved, and equipped with a tip-over shut-off switch             |                          |                          |  |  |
| <input type="checkbox"/> <input type="checkbox"/> Has a protective covering for the heating element                               |                          |                          |  |  |
| <input type="checkbox"/> <input type="checkbox"/> Is placed at least 3 ft. from flammable object when in use                      |                          |                          |  |  |
| <input type="checkbox"/> <input type="checkbox"/> Is <b>not</b> used in bedrooms or as the primary source for heat in the setting |                          |                          |  |  |
| 7. A carbon monoxide detector is installed on each level that has a fuel-burning appliance or heating device .....                | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| <input type="checkbox"/> NA   |                          |                          |  |  |

**Electrical Safety (R6-18-706):**

- |   |                          |                          |  |  |
|---|--------------------------|--------------------------|--|--|
| 1. Electricity/wiring appears safe. ....  | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 2. Light sockets have light bulbs/are safely covered to prevent electrical shock.....               | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 3. Interior and exterior electrical panels and outlets are covered and have no exposed wiring ..... | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 4. Electrical outlets are not overloaded.....   | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 5. Electrical cords are in good condition; no broken or frayed cords are in use .....               | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 6. Extension cords are not used on a permanent basis .....  | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 7. Mid-sized appliances are plugged into grounded outlets/power strips .....                        | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| 8. Major appliances are plugged directly into grounded outlets .....                                | <input type="checkbox"/> | <input type="checkbox"/> |  |  |





DEPARTMENT OF ECONOMIC SECURITY

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The Life-Safety Standards can be found in the Arizona Administrative Code, Title 6, Chapter 18, Article 7 and are posted on-line by the Secretary of State's Office at:

[https://apps.azsos.gov/public\\_services/Title\\_06/6-18.pdf](https://apps.azsos.gov/public_services/Title_06/6-18.pdf)

For additional information on the Life-Safety Standards or on the inspection process:

Visit our website at:

<https://des.az.gov/services/disabilities/developmental-disabilities/certification-licensing>

Call OLCR at 602-771-4861

Send an e-mail to [olcrinspect@azdes.gov](mailto:olcrinspect@azdes.gov)

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