

LICENSING INSPECTION CHECKLIST

Surveyor Name:				Date & Time:		
Facilit	y Name	:	Facil	Facility Phone:		
Facilit	y Addre	ess:	City/	City/Zip:		
Compa	any Nar	ne:	Com	pany Phone:		
Compa	any Ado	lress:	City/	Zip:		
Facilit	y Rep.:		Rep.	Phone:		
☐ Init	ial App	lication Renewal of license DDH Con	mplaint l	nvest./Date Rec'd.:		
Nation	ally Ac	credited: NO YES, by:		from: to:		
	VEL I (F	9-33-202.B - F) or LEVEL II (R9-33-202.B - G) Fire Inspection	on Comp	leted As Part Of Inspection		
	ADI	IS HEALTH AND SAFETY STANDARDS/ITEMS OF INSPECTION (P	URSUANT	TO A.A.C. R9-33-201 TO 207)		
R9-33	-201.	Emergency Procedures and Evacuation Drills				
Α.	A licen	see shall ensure that a written plan for emergencies: Is developed and implemented;	In	Out/Note:		
	2.	Is available and accessible to staff and each resident at				
	2	the facility;				
	3.	Contains procedures for responding to fire, emergency, severe weather conditions, and other disasters,				
		including:				
		a. Routes of evacuation, location of firefighting				
		equipment, and evacuation devices identified				
		on a floor plan of the facility; b. Instructions on the use of fire alarm systems,				
		firefighting equipment, and evacuation devices;				
		c. Procedures for evacuating each resident,				
		including a resident who is not capable of self-				
		preservation or who has a mobility, sensory, or				
		other physical impairment; and d. Procedures for notifying an emergency				
		response team, law enforcement, and the				
		licensee or the licensee's designee; and				
	4.	Includes procedures for when a resident is missing from				
n	A 1:	the premises.	П т			
В.	A licen	see shall ensure that: The facility's street address is painted or posted against	In	Out/Note:		
		a contrasting background so that the group home's street				
	address is visible from the street; or					
	2. The local emergency response team, such as the local					
		fire department, is notified of the location of the facility				
		in writing at least once every 12 months. The licensee				
		shall make the written notification available for review at the facility for at least two years from the date of the				
		notification.				



C.	A licen	see shall ensure that:		
	1.	Except as described in subsection (D), an evacuation	☐ In	Out/Note:
		drill that includes all residents, except any residents		
		otherwise specifically excluded from evacuation drills		
		as indicated on documentation provided by the Division		
		for the resident, is conducted at least once every six		
		months on each shift; and		
	2.	Documentation of an evacuation drill is available for		
		review at the facility for at least two years after the date		
		of the evacuation drill that includes:		
		a. The date and time of the evacuation drill;		
		b. The length of time to evacuate or simulate the		
		evacuation of all residents from the facility;		
		c. A summary of the evacuation drill, including a		
		list of the residents and staff who were present		
		at the time of the drill, how the drill was		
		performed, how long the drill took to complete,		
		and, if applicable, a list of residents for whom		
		evacuation was simulated; and		
		d. Except as provided in subsection (D)(2), if the		
		length of time to evacuate all residents from the		
		facility exceeds three minutes, a plan of		
		correction to bring the evacuation time to three		
		minutes or less in case of an actual emergency		
		requiring evacuation.		
D.	If a gro	up home provides services to a resident whom the		
	Divisio	n has identified, through the assessment process used to		
	determine the group home's fire risk prevention level, as having			
		tion that could cause a resident to be harmed if the		
		t participated in an evacuation drill, a licensee shall		
	ensure			
	1.	An evacuation drill:		
		a. Does not include the resident, and		
		b. Simulates the evacuation of the resident		
		according to the plan required in subsection		
	2	(A)(3)(c), and		
	2.	The documentation of an evacuation drill required in subsection $(C)(2)$ also includes if the length of time to		
		subsection (C)(2) also includes, if the length of time to evacuate or simulate the evacuation of all residents		
		exceeds five minutes, a plan of correction to bring the		
		evacuation time to five minutes or less in case of an		
		actual emergency requiring evacuation.		
		actual energency requiring evacuation.		



E.	A licen	see shall ensure that:		
	1.	A first aid kit is available in the facility that has the	☐ In	Out/Note:
		following items in a quantity sufficient to meet the		
		needs of residents and staff:		
		a. Adhesive sterile bandages of assorted sizes,		
		b. Sterile gauze pads,		
		c. Sterile gauze rolls,		
		d. Adhesive or self-adhering tape,		
		e. Antiseptic solution or sealed antiseptic wipes,		
		f. Re-closable plastic bags of at least one-gallon		
		size,		
		g. Single-use non-porous gloves,		
		h. Scissors,		
		i. Tweezers, and		
		j. A cardiopulmonary resuscitation mouth guard		
	_	or mouth shield;		
	2.	All stairways, hallways, walkways, and other routes of	☐ In	Out/Note:
		evacuation are free of any obstacle that may prevent		
	2	evacuation of a resident in an emergency;		
	3.	If a window or door contains locks, bars, grills, or other		
		devices that obstruct evacuation, each device contains a		
		release mechanism that is operable from the inside of a		
		facility and that does not require the use of a key,		
	4	special knowledge, or special effort;		
4.		Each facility contains a working non-cellular telephone that is available and accessible to staff and each		
	5	resident at all times; and		Out/Note:
5.		The following are posted at the location of a facility's	☐ In	U Out/Note:
		telephone: a. Instructions to dial 911 or the telephone		
		-		
		number of another local emergency response team, and		
		b. The address and telephone number of the group		
		home.		
		nome.		
R9-33	202	Fire Safety Requirements		
КУ-33	-202.	The Safety Requirements		
A.	The De	epartment shall issue to an applicant or licensee:		
	1.	A fire risk prevention level 1 group home license if the		
		group home meets the requirements in subsections (B)		
		through (G); and		
	2.	A fire risk prevention level 2 group home license if the		
		group home meets the requirements in subsections (B)		
_		through (H).	,	
В.		isee shall ensure that the premises are in compliance with	☐ In	Out/Note:
		licable state and local fire safety regulations and that:		
	1.	Before a license is issued or renewed, a fire inspection		
		is conducted by the local fire department, the		
	2	Department, or an entity authorized by the Department;		
	2.	Any repair or correction stated in a fire inspection		



		report is made or corrected according to the		
		requirements and time in the fire inspection report; and		
	3.	A current fire inspection report is available for		
		review at the group home.		
C.		see shall ensure that the facility has at least one a	In	Out/Note:
	working	g, portable, all-purpose fire extinguisher labeled as		
		least 2A-10-BC by Underwriters Laboratories, or two		
	co-loca	ted working, portable, all-purpose fire extinguishers		
	labeled	as rated at least 1A-10-BC by Underwriters		
		tories, installed and maintained in the facility as		
	•	bed by the manufacturer or the fire authority having		
	jurisdic			
D.	A licen	see shall ensure that a fire extinguisher:		
	1.	Is either:		
		a. Disposable and has a charge indicator showing		
		green or "ready" status; or		
		b. Serviced at least once every 12 months by a fire		
		extinguisher technician certified by the		
		National Fire Protection Agency, the		
		International Code Council, or Compliance		
		Services and Assessments; and		
	2.	If serviced, is tagged specifying:		
		a. The date of purchase or the date of recharging,		
		whichever is more recent; and		
		b. The name of the organization performing the		
_		service, if applicable.	_ ,	
E.		see shall ensure that smoke detectors are:	In	Out/Note:
	1.	Working and audible at a level of 75db from the		
	2	location of each bed used by a resident in the facility;		
	2.	Capable of alerting all residents in the facility,		
		including a resident with a mobility or sensory impairment;		
	2	-		
	3. 4.	Installed according to the manufacturer's instructions; Located in at least the following areas:		
	4.	D 11 1		
		a. Each bedroom;b. Each room or hallway adjacent to a bedroom,		
		except a bathroom or a laundry room; and		
		c. Each room or hallway adjacent to the kitchen,		
		except a bathroom, a pantry, or a laundry room;		
		and		
	5.	If the licensee has been cited more than once in the		
	٥.	previous four years under subsections (E)(1) through		
		(4), either:		
		a. Hard-wired to the electrical system of the group		
		home with a battery backup; or		
		b. Connected to an early-warning fire detection		
		system required in subsection (H)(2), if		
		applicable.		



F.	A licen	see shal	ll ensure	that each bedroom has at least one		In	Out/Note:	_
openab	ole wind	ow or do	or to the	e outside for use as an emergency exit.		_		
Ġ.			ll ensure	_ · ·				
	1. A usable fireplace is covered by a protective screen or							
			_	times; and				
	2. Combustible or flammable materials are not stored within three feet of a furnace, heater, water heater, or							
		within	three fee	et of a furnace, heater, water heater, or				
			fireplace					
H.	A licensee of a fire risk prevention level 2 group home shall				In	Out/Note:		
ensure	sure that:							
	1. The facility contains an emergency lighting system				N	V/A		
		that:						
		a.		without in-house electrical power,				
		b.		nates the path of evacuation, and				
		c.		ected at least once every 12 months by				
				nufacturer or an entity that installs and				
	_			emergency lighting systems;				
	2.		cility has	s an early-warning fire detection system				
		that:	T C.	1				
		a.		ry-approved;				
		b.		-wired or connected wirelessly, with				
		0	-	back-up;				
		c.	is detec	s every alarm in the facility when smoke				
		d		•	,			
	d. Is installed in each bedroom, each room or each hallway adjacent to a bedroom, and each room				1			
			-	•				
	or each hallway adjacent to a kitchen; and							
	e. Is inspected at least once every 12 months by the manufacturer or by an entity that installs and repairs early-warning fire detection							
			system	· · ·				
	3.	The fa	-	s one of the following:				
		a.		ent staff on duty to evacuate all				
				its present at the facility within three				
			minute	s or, if applicable under R9-33-201(D),				
			within	five minutes; or				
		b.	An auto	omatic sprinkler system installed				
				ing to the applicable standard				
				orated by reference in A.A.C. R9-1-412				
				talled according to NFPA 13, NFPA				
				r NFPA 13D, as applicable, that:				
			i.	Covers every room in the facility; and				
			ii.	Is inspected at least once every 12				
				months by the manufacturer or by an				
				entity that installs and repairs automati	c			
	4	ъ		sprinkler systems; and				
	4.			n is available at the facility for two year	S			
				f an inspection:				
		a.	For:	The emergency lighting system				
			i.	The emergency lighting system				



				inspection required in subsection		
				(H)(1)(c);		
			ii.	The early-warning fire detection		
				system inspection required in		
				subsection (H)(2)(e); and		
			iii.	If applicable, the automatic sprinkler		
				system required in subsection		
				(H)(3)(b)(ii); and		
		b.	That inc			
			i.	The date of the inspection,		
			ii.	The name of the entity performing the		
			11.	inspection,		
			iii.	A tag on the system or a written report		
			111.	of the results of the inspection, and		
			iv.	A description of any repairs made to		
			IV.			
				the system as a result of the inspection.		
3 ~	R 9	-33-203.	Physic	al Plant Requirements		
Δ	Δ 1	icensee shall ens	ure that:		ln In	Out/Note:
11.				pliance with applicable federal and state		Gui/1tote.
	1.	disability laws		ipitalice with applicable rederal and state		
	2	· ·	*	esident with a mobility sensory or other		
	۷.	2. If a group home has a resident with a mobility, sensory, or other physical impairment, documentation is available for review at				
				edificitation is available for leview at		
	the group home that: a. Is provided by the Division; and					
				fications, if any, needed to the		
				the premises are accessible to		
		-		-		
	2		-	ne resident;		
	3.	_		modified as identified by the Division		
	1	in subsection (A		on the premises are secured firmly to the		
	4.	<u>-</u>	•	•		
		surfaces; and	manem s	structure and have slip-resistant		
	5	· ·	ad amah l	name and installed in a facility handwile		
	٥.		_	pars are installed in a facility, handrails		
В.		A licensee shall		ly attached and stationary.	☐ In	Out/Note:
В.	1			nd cooling maintains the facility	L III	Gui/Note.
	1.		_	F in areas of the facility occupied by		
		residents;	and 65 i	In areas of the facility occupied by		
	2		rovidad 1	by an ananahla windaw, air		
	۷.			by an openable window, air		
	2			echanical device;		
	3.			es for cooling and cooking food are		
		provided in the	•			
		a. Are saf				
			_	gerate food, maintain the food at a		
		•		40° F or below at all times; and		
				e food, maintain the food at a		
	4	_		0° F or below at all times;		
	4.	ноt water tem	iperatur	es in the facility are maintained between		



		95° F and 120° F; and		
		Bathtubs and showers contain slip-resistant strips, rubber bath mats, or slip-resistant surfaces.		
C.		A licensee shall ensure that:	☐ In	Out/Note:
	1.	Electrical lighting is contained in each room in the facility;		
	2.	Electrical devices and equipment on the premises are safety-		
		approved, safe, and in working order;		
	3.	Electrical outlets on the premises are safe, covered with a		
		faceplate, and installed in accordance with the requirements of		
		the local jurisdiction;		
	4.	If the facility was built or modified on or after the effective date		
		of this Chapter, any electrical outlet located within 3 feet of a		
		water source includes a ground fault circuit interrupt (GFCI);		
	5.	An appliance, light, or other device with a frayed or spliced		
		electrical cord is not used on the premises; and		
	6.	An electrical cord , including an extension cord, on the	∐ In	Out/Note:
		premises is not:		
		a. Used as a substitute for permanent wiring,		
		b. Run under a rug or carpeting,		
		c. Run over a nail, or		
_		d. Run from one room to another.		
D.		A licensee shall ensure that:		
		A facility contains a safe, working plumbing system;		
	2.	If a facility's plumbing system is connected to a non-municipal		
		sewage disposal system, the plumbing system and connective		
	2	piping are free of visible leakage; and The promises do not contain unforced or uncovered wells		
	3.	The premises do not contain unfenced or uncovered wells, ditches, or holes into which an individual may step or fall.		
		ditches, of holes into which all individual may step of fair.		
R				
1)-33	-204. Environmental Requirements		
		-204. Environmental Requirements censee shall ensure that:	☐ In	Out/Note:
		•	☐ In	Out/Note:
	A li	censee shall ensure that:	☐ In	Out/Note:
	A li	censee shall ensure that: The premises are free of accumulations of garbage or refuse;	☐ In	Out/Note:
	A li	censee shall ensure that: The premises are free of accumulations of garbage or refuse; Garbage and refuse in the facility are: a. Stored in cleanable containers or in sealable plastic bags; and	☐ In	Out/Note:
	A li	censee shall ensure that: The premises are free of accumulations of garbage or refuse; Garbage and refuse in the facility are: a. Stored in cleanable containers or in sealable plastic	☐ In	Out/Note:
	A li 1. 2.	censee shall ensure that: The premises are free of accumulations of garbage or refuse; Garbage and refuse in the facility are: a. Stored in cleanable containers or in sealable plastic bags; and b. Removed from the facility at least once every seven days;		
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	A li 1. 2. 3.	censee shall ensure that: The premises are free of accumulations of garbage or refuse; Garbage and refuse in the facility are: a. Stored in cleanable containers or in sealable plastic bags; and b. Removed from the facility at least once every seven days; Cleaning compounds and toxic substances are maintained in labeled containers that: a. Are stored to prevent a hazard; b. Are appropriate to the contents of each container; c. If appropriate based on a resident's disability, are locked; and d. Are stored in a separate location from food or medicine;	In	Out/Note:
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BUREAU OF SPECIAL LICENSING

OF HEALTH SERVICES GROUP HOMES FOR THE DEVELOPMENTALLY DISABLED **LICENSING**

В.	A licen	see shall ensure that:	☐ In	U Out/Note:
1	,			
2	. The premises and its structures and furnishings are:			
	a.	In a clean condition ,		
	b.	Free of odors, such as urine or rotting food; and		
	c.	In sufficiently good repair that no object, equipment,		
		or condition present constitutes a hazard; and		
3	. Standii	ng water is not allowed to accumulate on the premises,		
	except	in an area or vessel the purpose of which is to hold		
	standir	g water.		
C.		see shall ensure that:	☐ In	Out/Note:
1	. An	unvented space heater or open-flame space heater is not		
	use	d on the premises;		
2	. An	electric portable heater or electric radiant heater is not		
	use	d on the premises unless the electric portable heater or		
	elec	etric radiant heater:		
	a.	Has:		
	b.	Either a non-porous casing or a grill with a mesh small		
		enough to prevent cloth or a child's finger from		
		entering the casing,		
	c.	A tilt switch that shuts off power to the electric portable		
		heater if the electric portable heater tips over,		
	d.	An automatic shutoff control to prevent overheating,		
		and		
	e.	A thermostat control; and		
	f.	Is plugged directly into a wall outlet; and		
3	. A v	ented space heater used on the premises is:		
	a.	Safety-approved;		
	b.	Professionally installed in accordance with the		
		requirements of the local jurisdiction; and		
	c.	Mounted as a permanent fixture in a wall, floor, or		
		ceiling.		
6 - V	hiele Sefet	y ~ R9-33-205 Total # of vehicles in use:		
		seats: Plate #:2. # of passenger seats: Plate #:		
		seats: Plate #: 4. # of passenger seats: Plate #		
A lice		l ensure that a vehicle used to transport a resident:	☐ In	Vehicle(s) not available to determine compliance with $(A)(3)$
	1.	Is maintained in safe and working order; and		compliance with (A)(3)
	2.	Is equipped with:		Out/Note:
		a. A working heating and air conditioning system;		
		b. A first aid kit that meets the requirements in		
		R9-33-201(E)(1);		
		c. Working seat belts for the driver and each		
		passenger; and		
		d. Floor mounted seat belts and wheel chair lock-		
		down devices for each wheel chair passenger		
		transported, if the vehicle is used to transport a		
ъ	, 1·	passenger in a wheelchair.		
В.	A licer	see shall ensure that documentation of each maintenance		



or repair of a vehicle used to transport a resident is available for

	at the facility for at least two years after the date of the enance or repair.		
R9-33-206.	Swimming Pool Requirements		
Except as provent private 1. If filled constructions a. b. c. d. e. f. g. h. i. j. k. 2. Is not 13. If filled a. b. c. d.	residential swimming pool on the premises: d with water, is surrounded by a fence or enclosure acted of rigid material that: Is at least 5 feet high; Is free of an opening that exceeds 4 inches or, if a wire mesh fence, is free of an opening that exceeds 1 3/4 inches; Is free of openings for handholds or footholds on the exterior of the fence or enclosure; Is at least 20 inches from the edge of the private residential swimming pool; Is clear of objects out to a distance of 30 inches on either side of the fence or enclosure from the level of the ground to a height of 5 feet above the fence or enclosure; Has at least one gate that: Opens outward from the private residential swimming pool, Has a self-closing latch attached no less than 54 inches above ground level as measured from the exterior side of the fence or enclosure, and Is locked when the private residential swimming pool is not in use; Is secured perpendicular to level ground; and Is located at least 54 inches from the exterior wall of the facility to allow evacuation without entering the private residential swimming pool area; located in the path of an emergency exit; d with water, is equipped with the following: An operational water circulation system that maintains the sides and bottom of the pool free of dirt and debris, A shepherd's crook that is attached to its own pole, and A ring buoy with an attached rope that is at least 10 feet long plus the distance from the edge to the middle of the private residential swimming pool; and filled with water, is covered completely by a covering	In N/A	Out/Note:
c.			



Licensing Surveyor Name

BUREAU OF SPECIAL LICENSING

GROUP HOMES FOR THE DEVELOPMENTALLY DISABLED

			LICENSING	GROUP HOMES FOR THE DEVELOPMENT	ALLY DISABLED				
В.		The required home if the document	Has at least one access hatch the resident cannot open it. irements in subsection (A) do not the Division provides to the Departation indicating that the Division te residential swimming pool is	not apply to a group partment written ion has determined that					
C.		At the tire At the tire Upon the A license Exce locked cannot If a re	al level of the residents: me of initial licensure, me of license renewal, and e placement of a resident at the ee shall ensure that a spa: ept as specified in subsection (C ed when not in use, with a mech ot open; and eesident is under 6 years of age, ified in subsection (A)(1).	group home. C)(2), is covered and hanism that a resident					
		An exit ii	nterview was conducted.						
	Deficiencies were discussed with the facility representaive.								
	,	The Depa	rtment reserves the right to a	amend findings based on program review.					
	,	The Plan	of Correction is due within 30	0 days of receipt of the Statement of Deficience	es.				
Fac	cilit	y Represe	entative Name	Facility Representative Signature	Date				

Licensing Surveyor Signature

Date