



MATANUSKA-SUSITNA BOROUGH  
Department of Emergency Services, District 1  
**Central Mat-Su Fire Department**  
101 West Swanson Avenue • Wasilla, Alaska 99654  
Phone (907) 373-8830 • Fax 376-9252 • www.cmsfd.org



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**FAMILY CHILD CARE HOMES GROUP “E” OCCUPANCY  
(6 to 12 Persons)**

This form is to be used for the review of Child Care Home facilities designed to accommodate more than five, but not more than twelve persons excluding staff, but including children under the age of twelve related to staff or adult caregiver which operates between the hours of 6:00 a.m. and 10 p.m.

*Homes operating after 10:00 p.m. or before 6:00 a.m. must meet additional, specific requirements.*

Attach a simple line drawing depicting the floor plan of your building and enough photographs to clearly show both the interior and exterior of the building which is to be used as a family child care home. Label the floor plan to indicate the use of each room, i.e.; sleeping/napping room, kitchen, garage, etc.

***Return the attached application with a check for \$150.00 payable to “MSB” (Mat-Su Borough).***

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**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Name of Facility: \_\_\_\_\_

Address of Facility: \_\_\_\_\_

Physical Address of the Proposed Facility: \_\_\_\_\_

Owner Name: \_\_\_\_\_

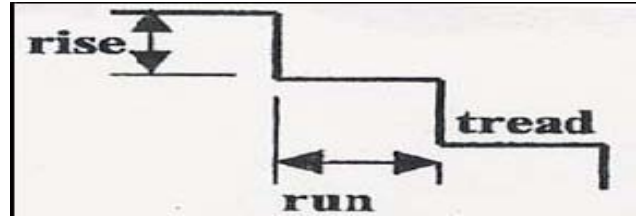
Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

- 1) How many children is the facility to be licensed for by the Department of Health & Social Services, Child Care Program Office? \_\_\_\_\_
- 2) How many children are under the age of twelve and are related to the staff or adult caregivers and reside in the home? \_\_\_\_\_
- 3) What are the hours of operation? \_\_\_\_\_
- 4) How many stories is your building? \_\_\_\_\_
- 5) Is there a basement?  Yes  No
- 6) Is your building used for any purpose other than your residence and the proposed home care facility?  Yes  No If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Is your building a condominium, apartment building or single family home? \_\_\_\_\_
- 8) Does your home have a garage?  Yes  No
  - a) Is your garage used only to park your private vehicles?  Yes  No
    - i) If no, for what purpose is the garage used? \_\_\_\_\_
  - b) Is the wall between your garage and the house covered with 5/8" gypsum wallboard on the garage side of the wall?  Yes  No
  - c) Is there a door opening?  Yes  No
    - i) If yes, is the door into the garage of solid core or hollow core construction? \_\_\_\_\_
  - d) Does the door include a self-closing and latching device?  Yes  No
- 9) Any room or area used for sleeping/napping must be equipped with a door or emergency escape window directly to the exterior of the building.
  - a) Is there a sleeping/napping room or area present in your building?  Yes  No
    - i) If yes, does it have an exterior door?  Yes  No
    - ii) Does it have an emergency escape window?  Yes  No
  - b) An emergency escape window is required to be 5.7 square feet of open-able area, minimum 24" in height and 20" in width, and the sill height no more than 44" above the floor.
    - i) If the napping room or area is equipped with an emergency escape window, does it meet the minimum requirements as stated above?  Yes  No

10) Is the facility located in a basement, on a second floor, or otherwise equipped with interior or exterior stairs?  Yes  No



- a) How wide are the stairs? \_\_\_\_\_
- b) What is the vertical rise (tread height) of each stair in inches? \_\_\_\_\_
- c) What is the horizontal run (tread width) of each stair in inches? \_\_\_\_\_
- d) Handrails are required on stairs. What is the diameter of the handrail? \_\_\_\_\_
- e) Is the handrail height between 34 and 38 inches?  Yes  No
- i) If no, what is the height? \_\_\_\_\_
- f) Open-sided stairs, over 30-inches above floor or ground level, are required to have guards such as balusters or an ornamental pattern under the handrail. These must be spaced so that a 4-inch diameter ball cannot pass through any opening. Do you have open stairs?  Yes  No
- i) If yes, indicate size of spaces between balusters. \_\_\_\_\_

11) Fire extinguisher(s) must be mounted on the wall not less than 4 inches off the floor and not more than 5 feet above the floor.

- a) Indicate on your floor plan the location of fire extinguisher(s) located in your facility.
- b) What are the type, size, and rating of the portable fire extinguishers in your facility?  
\_\_\_\_\_  
*(An extinguisher rating of at least 2A 10BC is required. This rating is located on the label as extinguisher classification. Extinguisher(s) must be serviced and tagged every year by a qualified person.)*

12) A smoke detector is required in every napping room and in the hallway to the sleeping/napping room. In addition, there must be one on every level.

- a) Indicate on your floor plan the location of operable smoke detector(s) located in your facility.
- b) Is the smoke detector(s) powered by batteries or directly wired into the electrical system of your building? \_\_\_\_\_

13) A carbon monoxide detector is required on each floor where sleeping or napping takes place. Installation to be per manufacturer's instructions.

- a) Indicate on your floor plan the location of operable carbon monoxide detector(s) located in your facility.
- b) Are carbon monoxide detector(s) powered by batteries or directly wired into the electrical system of your building? \_\_\_\_\_