

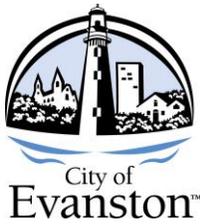
**Evanston Health Department**  
2100 Ridge Avenue  
Evanston, IL 60201  
847-448-4311

## Home Day Care Applicant

### Environmental Health Division

An inspection of your home by the Health Department's Environmental Health Division is necessary as part of the Child Day Care Home permit inspection process. The following items shall be addressed and/or corrected prior to approval from this office.

1. Outdoor area if applicable is clean, all toys and equipment safe, wood sanded free from splinters. Playground equipment able to support appropriate weight loads
2. Floors, walls, ceiling inside of day care are clean and in good condition. Screens on windows and doors in good condition.
3. Hot water temperature is less than 110°F
4. Bathrooms are available, stocked (hand soap and paper towels), and clean
5. Room temperature is 68°F or above 3 feet above the floor in the middle of the room
6. All thermal hazards (radiator pipes, hot water pipes etc.) are covered or are not accessible by children/infants
7. Diapering area is separate from play area and is not easily accessible by children/infants. Area is clean and well maintained
8. Cribs and all materials (sheets, mattress cover, etc.) are in good condition and clean.
9. If applicable food (formula, bottles) and medicine are properly labeled and stored.
10. All food stored on site is wholesome, at the proper temperature, and stored correctly. Food should be prepared with minimal hand contact
11. Refrigerators and Freezers holding food at proper temperatures
12. Utensils and other food preparation equipment are properly washed, rinsed and sanitized after each use
13. No evidence of insects or rodents observed, doors and windows maintained to keep pests out
14. Cleaning chemicals and other toxic materials properly stored in area inaccessible to children/infants
15. Medicine properly stored in an area inaccessible to children.



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### Evanston Fire Prevention Bureau

An inspection of your home by the Evanston Fire Department Fire Prevention Bureau is necessary as part of the Child Day Care Home permit inspection process. The following items shall be addressed and/or corrected prior to approval from this office.

1. All new Day Care Operations shall have hard-wired smoke detectors installed in all rooms used for sleeping and at every level of your home. If you have an existing Day Care Operation and you move to a new location, that new location will be considered a new Day Care. Smoke detectors shall be powered by the building electrical system (hard-wired) and have battery back up. See the attached information sheet on the installation of smoke detectors.
2. A First Aid Kit shall be available for use. Check with your pediatrician on what should be placed in the kit for the age of the children you will be watching.
3. Extension cords shall not be used as a substitute for permanent wiring. Provide an additional outlet(s) if needed.
4. Outlets installed in a damp area (within 6 feet of a sink), shall be of the GROUND-FAULT CIRCUIT-INTERRUPTER TYPE.
5. Keep areas with heat producing appliances (furnace, hot water heater, etc.) free of combustible material and storage.
6. Install a 10 pound ABC type fire extinguisher in the kitchen area and the basement area. The extinguishers shall be installed near the exit. Place extinguishers out of the reach of the children.
7. All heat producing appliances located in areas occupied by children shall be provided with partitions, screens, or other means to protect the children from hot surfaces and open flames.
8. Special protective covers for electrical receptacles shall be used in all areas occupied by children under six years of age.
9. Every closet door latch shall be designed so that children can open the door from the inside of the closet.
10. Every bathroom door lock shall be designed to permit the opening of locked door from the outside in an emergency. The opening device shall be readily accessible to the staff.
11. Provide an address that can be seen from the street on the front of the structure. The numbers shall be a minimum 3" in size and in a contrasting color from the surface they are installed on.
12. At least one operable flashlight shall be provided in a location accessible to the staff for use in the event of a power failure.
13. Each floor occupied by children shall have not less than two remotely located means of escape. If the lower level is being considered as part of the Day Care Home, special requirements are necessary for the two exits. Windows can be used as one of the exits as long as the attached requirements are met.



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### Home Day Care Applicant

### Property Standards Inspection Guidelines

Because of the nature of Home Day Cares and the ways the children may interact differently with specific areas than adults do, the determination of what constitutes a life/safety violation could be different depending upon the circumstances and how that could impact the operations of the day care.

#### AREAS:

- Do you have ready access to all areas?

#### ALARMS & DETECTORS:

- Are required smoke alarms installed to code and working?
- Are required carbon monoxide detectors operable and installed properly?

#### SANITATION:

- Are the interiors of each unit being maintained in a clean and sanitary manner?
- Are the common and exterior areas of the property being maintained in a clean and sanitary way?

#### ELECTRICAL:

- Is the electric system properly grounded?
- Are the electrical panels properly labeled?
- Are switches, outlets, and fixtures working and are the switch/cover plates on and in good repair?
- No oversized fuses or inappropriate use of extension cords?

#### HEATING SYSTEM:

- Is the furnace working and properly installed?
- Is there proper clearance around the furnace for combustion air and to prevent a fire?
- Are gas appliances installed and functioning properly?

#### PLUMBING:

- Are the fixtures working properly with no leaks?
- Is the water pressure appropriate and is hot water no higher than 115° F?
- Is the water heater properly installed and is the area clear for combustion air and to prevent a fire?

#### STRUCTURAL:

- Are the floors and flooring in good condition?
- Are the windows in good repair, openable, and fully functioning, including locks?
- Are the window screens installed and in good repair in all openable windows?
- Are the interior walls, ceilings, and surfaces being maintained in good repair without cracks and peeling paint?
- Are doors and door hardware in good repair?
- Are stair treads and handrails secure, free from tripping hazards, and in good repair?
- Do unit front and rear doors have self-closing hardware, if required?

#### EXITS:

- Are required exit aisles and paths clear and not blocked?
- Are hallways and stairwells properly lit at all times?
- Do doors unlock from the inside without the use of a key?

#### OTHER:

- Are the gas and electric meters labeled to designate service address?
- Is the building free of insects, roaches, bedbugs, and rodents? If not, please treat with licensed pest elimination company.

## EXTERIOR

### GUTTERS & DOWNSPOUTS:

- Are the gutters and downspouts all present and in good repair?
- Are the gutters and downspouts free of obstructions and draining water in appropriately?

### WALL, SIDING, & TRIM:

- Are exterior walls, surfaces, soffits, and fascia boards in good repair? Do they need scraping and painting?

### ADDRESSING:

- Are the building address numbers clearly visible from the street?
- Are the address numbers visible from the alley side of the property (if the property abuts an alley)?

### WINDOWS, SCREENS, DOORS and DOORFRAMES:

- Are the windows, doors, frames, and trim in good repair? Do they need scraping and painting?
- Does this multi-unit building have an intercom or buzzer system installed and is it fully-functional?

### WALKS, STEPS, & DRIVEWAYS:

- Are they in good, safe, and sound condition and free of tripping hazards?

### FENCES, WALLS, & ACCESSORY STRUCTURES:

- Are they in sound, safe, and good repair and being appropriately maintained?
- Is there any evidence of rodent activity or burrows?
- Do they need to be scraped and painted?

### GARAGES:

- Are garage and/or shed in sound condition and being maintained?
- Are the doors functional and secure?
- Is there any evidence of rodent or other pest activity or burrows?
- Do they need to be scraped and painted?

### PARKING & YARD AREAS:

- Is the property free of tall grass and weeds, junk, litter, rubbish, and garbage?
- There should be no inoperable, junk, or unregistered vehicles parked on the property.
- Are the vehicles in the parking areas legally parked? Are there any vehicles double parked or parked on unimproved surfaces?

### TRASH CONTAINERS:

- Are the trash containers being used properly and with the lids staying closed?
- Are junk, rubbish, or oversized items being disposed of next to the dumpster?
- Is the dumpster area being cleared of any leftover litter or debris following the garbage collection?
- Are the dumpsters or containers being stored appropriately on the property?
- Are the dumpsters labeled with the service address?
- Is garbage and rubbish being properly stored and disposed of? No accumulation of junk or debris?

## OTHER HELPFUL HINTS

- Following the initial inspection, Property Standards staff will follow up on any code violations noted with a Notice of Violation. The Notice of Violation will include 1-2 additional reinspection dates that will require follow-up inspections. The reinspection dates may be shorter inspections, but will require you to provide 48-hour advance notice to the tenants.
- Permits are required for most work and repairs. To inquire about the permit process or to see if permits are required for your repair, contact the permit desk at: (847) 448-4311.
- Property Owners are required to maintain accurate contact information with our department. Please contact us immediately to report any change of contact information.
- Please note that this is only a guide and is not inclusive of all City regulations and ordinances.



City of Evanston  
Property Standards  
3-1-1 (within Evanston) or (847) 448-4311 (Phone)  
For more information, visit us online at: [www.cityofevanston.org](http://www.cityofevanston.org)

