

**Self-Inspection and Declaration Tool – Increase in Maximum Capacity
55 Pa.Code Chapter 2380**

Facility Name:	Current Maximum Capacity:	New Maximum Capacity:
Street Address:		
License Number OR Master Provider Index Number:		
Inspection Date(s):	Agency Inspectors:	

Regulation- 55 Pa.Code Ch. 2380	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
51 A facility serving one or more individuals with a physical disability, blindness, a visual impairment, deafness or a hearing impairment shall have accommodations to ensure the safety and reasonable accessibility for entrance to, movement within and exit from the facility based upon each individual's needs.		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
52(a)-(b) There shall be at least 50 square feet of indoor floor space for each individual. Indoor floor space shall be measured wall to wall, including space occupied by equipment, temporary storage and furnishings. Space occupied by lavatories, dining areas, loading docks, kitchens, offices and first aid rooms may not be included unless it is documented that the space is used for programming for at least 50% of each program day. Hallways and permanent storage space may not be included in the indoor floor space. The indoor floor space square footage requirements specified in subsection (a) apply to each separate program area and room within the facility.		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
53(a)-(c) Poisonous materials shall be kept locked or made inaccessible to individuals, when not in use. Poisonous materials shall be stored in their original, labeled containers. Poisonous materials shall be kept separate from food, food preparation surfaces and dining surfaces.		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2380	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p>54 Heat sources, such as hot water pipes, fixed space heaters, hot water heaters, radiators, wood and coal-burning stoves and fireplaces, exceeding 120°F that are accessible to an individual, shall be equipped with protective guards or insulation to prevent an individual from coming in contact with the heat source.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>55(a)-(e) Clean and sanitary conditions shall be maintained in the facility. There may not be evidence of infestation of insects or rodents in the facility. Trash shall be removed from the premises at least once per week. Trash in bathroom, dining, kitchen and first aid areas shall be kept in covered, cleanable receptacles that prevent the penetration of insects and rodents. Trash outside the facility shall be kept in closed receptacles that prevent the penetration of insects and rodents.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>56 Program areas, dining areas, kitchens, bathrooms and first aid rooms shall be ventilated by operable windows or mechanical ventilation such as fans or air conditioning.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>57 Rooms, hallways, interior stairways, outside steps, interior and outside doorways, porches, ramps and fire escapes shall be lighted to assure safety and to avoid accidents.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>58(a)-(b) Floors, walls, ceilings and other surfaces shall be in good repair. Floors, walls, ceilings and other surfaces shall be free of hazards.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Regulation- 55 Pa.Code Ch. 2380	Violation and Corrective Action, if Applicable	Corrective Action Status, if Violation was Found (Select)
<p>60(a)-(b) Indoor temperature shall be at least 65°F when individuals are in the facility. Whenever indoor temperature exceeds 85°F, mechanical ventilation such as fans shall be used.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>59(a)-(b) The facility shall have hot and cold running water under pressure in bathrooms and kitchen areas. Hot water temperatures in areas accessible to individuals may not exceed 120°F.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>63(a)-(b) Windows, including windows in doors, shall be screened when windows or interior doors are open. Screens, windows and doors shall be in good repair.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>64(a)-(b) Each ramp, and interior stairway and outside steps exceeding two steps shall have a well-secured handrail. Each porch that has over an 18-inch drop shall have a well-secured railing.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>65 Interior stairs and outside steps shall have a nonskid surface.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>66(a)-(c) A landing shall be provided beyond each interior and exterior door that opens directly into a stairway. A landing shall be at least as wide as the stairs leading to the landing. A landing shall be at least 3 feet in length.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

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<p>67(a)-(b) Furniture and equipment shall be nonhazardous, clean and sturdy. Furniture and equipment shall be appropriate for the age, size and disabilities of the individuals.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>69(a)-(f) There shall be one toilet for every 18 individuals served at one time. There shall be one sink for every 24 individuals served at one time. For facilities with individuals who have a physical disability, at least one toilet and one sink shall be constructed so that individuals with physical handicaps have access and use. The toilet shall be large enough to allow for transfer from a wheelchair to the toilet and to accommodate the individual and a staff person. If the facility serves 18 or more individuals at one time, there shall be separate bathrooms for men and women. Each bathroom shall have a wall mirror, soap, toilet paper, covered trash receptacle and individual clean paper towels or air hand dryer. Privacy shall be provided for all toilets by partitions, doors or curtains.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>71 If an elevator is present in the facility, there shall be a valid certificate of operation from the Department of Labor and Industry.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>82 Stairways, halls, doorways, aisles, passageways and exits from rooms and from the building shall be unobstructed.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

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<p>83(b) An evacuation diagram shall be posted in all areas of the facility.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>85 Flammable and combustible supplies and equipment shall be utilized safely and stored away from heat sources.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>86 Portable space heaters, defined as heaters that are not permanently mounted or installed, are not permitted in any room including offices.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>87(a) There shall be an operable fire alarm system that is audible throughout the building.</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
<p>88(a)-(f) There shall be at least one fire extinguisher with a minimum 2-A rating for each floor including the basement. If the indoor floor area is more than 5,000 square feet on a floor including the basement, there shall be an additional fire extinguisher with a minimum 2-A rating for each additional 5,000 square feet of indoor floor space. A fire extinguisher with a minimum 10-B rating shall be located in each kitchen. This extinguisher is required in addition to the extinguishers with a minimum 2-A rating required for each floor in subsections (a) and (b). Fire extinguishers shall be listed by Underwriters Laboratories or approved by Factory Mutual Systems. Fire extinguishers shall be accessible to staff persons and individuals. Fire extinguishers shall be inspected and approved annually by a</p>		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

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fire safety expert. The date of the inspection shall be on the extinguisher.		
90(a)-(b) Signs bearing the word "EXIT" in plain, legible letters shall be placed at exits. If the exit or way to reach the exit is not immediately visible to the individuals, access to exits shall be marked with visible signs indicating the direction of travel.		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected
131(a)-(c) The facility shall have a dining area for lunches and breaks. The dining area may be a program area as long as the area is not used for purposes of programming and dining at the same time. The dining area shall be clean and sanitary. The dining area shall have a sufficient number of tables and chairs to accommodate the maximum number of individuals scheduled for lunch or break at any one time.		<input type="checkbox"/> N/A - No Violation <input type="checkbox"/> Fully Corrected <input type="checkbox"/> Partly Corrected <input type="checkbox"/> Not Corrected

Declaration

By signing below, I swear that the above information is true and correct, that the agency is responsible for compliance with all applicable statutes and regulations, including but not limited to Article X of the Public Welfare Code, 62 P.S. § 1001 et seq. and 55 Pa. Code § 20.1 et seq., and that knowingly providing inaccurate information may lead to enforcement action up to and including revocation of the agency's license to operate

Signature of Legal Entity Representative

Printed Name of Legal Entity Representative

Date Signed