

Chapter ILHR 60

CHILD DAY CARE FACILITIES

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Note: Chapter Ind 60 was renumbered chapter ILHR 60, effective in January 1, 1984.

Note: See ch. HSS 45 relating to day care licensing.

ILHR 60.001 Scope. (1) (a) The requirements of this chapter shall apply to all buildings or parts of buildings which accommodate public or private day care centers for 9 or more children.

(b) The requirements of this chapter shall not apply to public school programs defined in s. 115.01 (1), Stats., or private school programs defined in s. 121.51 (3), Stats., or to short-time programs such as Boy Scouts, Girl Scouts, Sunday school and similar type programs.

Note: Refer to ch. HSS 45, rules of the department of health and social services for requirements pertaining to day care centers serving 4 to 8 children.

(2) Chapters ILHR 50 to 53 are applicable for general and structural design requirements. Chapters ILHR 63 and 64 are applicable to newly constructed day care centers and to alterations to mechanical systems.

(3) School age day care programs for children 5 years of age and older shall comply with the requirements of one of the following chapters:

(a) Ch. ILHR 56 - Schools and Other Places of Instruction; or

(b) Ch. ILHR 60 - Child Day Care Facilities.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (4), Register, December, 1983, No. 336, eff. 1-1-84; cr. (5), Register, August, 1985, No. 356, eff. 9-1-85; emerg. r. and recr. eff. 9-1-89; r. and recr. Register, February, 1990, No. 410, eff. 3-1-90.

ILHR 60.01 Definition. "Day care center" means a facility required to be licensed under s. 48.65, Stats.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr. (1), Register, March, 1991, No. 423, eff. 4-1-91.

ILHR 60.10 Occupancy separations and hazard enclosures. Occupancies within the scope of this chapter shall be separated from other occupancies or uses in accordance with s. ILHR 51.08. Hazards shall be enclosed in accordance with s. ILHR 51.08.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr., Register, December, 1981, No. 312, eff. 1-1-82; r. and recr., Register, March, 1991, No. 423, eff. 4-1-91; r. and recr., Register, December, 1995, No. 480, eff. 4-1-96; r. and recr., Register, March, 1997, No. 495, eff. 4-1-97.

ILHR 60.105 Height of first floor above grade. The elevation of the first floor and the sills of all required exit discharges from the first floor shall be at or not more than 6 feet above an exit discharge grade for existing buildings to be licensed as child day care centers.

History: Cr. Register, December, 1983, No. 336, eff. 1-1-84.

ILHR 60.11 Capacity of buildings. The occupant load shall be the maximum number of children intended to occupy that floor, but not more than one child per 35 square feet of net

floor area. Licensing limitations of the department of health and social services may supersede this requirement.

Note: The minimum staff-to-child ratio under ch. HSS 55 is:

MAXIMUM GROUP SIZE AND MINIMUM NUMBER OF CHILD CARE WORKERS IN GROUP DAY CARE CENTERS

Age of Children	Minimum Number of Child Care Workers to Children	Maximum Number of Children in a Group
Birth to 2 years	1:4	8
2 years to 2½ years	1:6	12
2½ years to 3 years	1:8	16
3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	32
6 years and over	1:18	32

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74.

ILHR 60.12 Doors. (1) All exit doors, and all doors along the path of travel to an exit, shall meet the requirements of s. ILHR 51.15 with the following exceptions:

(a) The width of all required exit doors may be reduced to 2 feet 8 inches in existing buildings not accommodating more than 8 children;

(b) All such doors used by not more than 25 persons need not swing outward;

(c) All such doors in centers serving 20 or less children need not be provided with illuminated exit signs; and

(d) Sliding glazed patio-type doors may serve as the second exit. A means to prevent accumulation of snow and ice in the door track or freezing of the door shall be provided.

(2) Every closet door latch shall be such that children can open the door from inside the closet.

(3) Every toilet room door lock shall be designed to permit opening of the locked door from the outside in an emergency, and the opening device shall be readily accessible to the staff.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; cr. (1)(d), Register, December, 1977, No. 264, eff. 1-1-78; r. (1)(a), renum. (1)(b) to (d) to be (1)(a) to (c), Register, January, 1980, No. 289, eff. 2-1-80; am. (1) (c), Register, May, 1980, No. 293, eff. 6-1-80; cr. (1) (d), Register, December, 1981, No. 312, eff. 1-1-82.

ILHR 60.13 Windows and outside openings.

(1) All areas used for sleeping purposes shall be provided with vision panels or windows facing directly upon a street, alley, or open court. The vision panels or windows shall be glazed with glass or other approved material.

(2) The windows or vision panels shall have a total glazed area of at least 8% of the floor area of the room served. The open-

able area of the windows shall be equal to at least 4% of the floor area of the room served.

(3) See s. ILHR 60.18 (2) for exception to the requirement for openable windows.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (2) and (3), Register, January, 1980, No. 289, eff. 2-1-80; r. and recr. (2), Register, December, 1981, No. 312, eff. 1-1-82; am. (2), Register, October, 1982, No. 322, eff. 11-1-82; am. (1), Register, December, 1983, No. 336, eff. 1-1-84.

ILHR 60.15 Sanitary facilities. (1) TOILET ROOMS. Toilet facilities consisting of at least one water closet shall be provided in all day care centers.

(2) **SANITARY FIXTURES. (a) Number required for children.**
 1. One water closet shall be provided for the first 10 children over the age of 30 months. One water closet shall be provided for each additional 15 children, or fraction, over the age of 30 months.

2. Children under the age of 30 months need not be included when determining the number of required water closets; however, in all cases at least one water closet shall be provided in each day care center.

3. Lavatories shall be provided in the ratio of one lavatory for every 2 water closets and urinals, or fraction.

Note: Section ILHR 52.60 (2) (b) allows only stall type urinals in child day care facilities.

(b) **Number required for staff members.** 1. For day care centers with 10 or more staff members at one time, sanitary facilities, in accordance with Table 54.12-B, shall be provided in addition to those required for the children, as specified in par. (a).

2. Urinals may be substituted for up to 1/3 of the total required water closets for staff members.

(3) **PRIVACY.** Doors to the toilet rooms and water closet compartments may be omitted for toilet rooms used by children, provided that other toilet facilities equipped with toilet room doors and water closet compartment doors, are available for staff members and children 5 years of age and older.

(4) **SBX DESIGNATION.** Separate toilet rooms for each sex shall be provided and available for staff members in day care centers having 10 or more staff members at any one time.

Note: The term "staff member," as used in this section, is intended to include all employees, whether on pay status or on a volunteer status.

Note: The intent of sub. (3) is to allow toilet rooms used in common by both sexes in day care centers with less than 10 adults, and to omit the privacy requirements of toilet room doors and water closet compartment doors only for children who have not reached the age of sex awareness.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr. Register, December, 1976, No. 252, eff. 1-1-77; r. and recr., Register, December, 1977, No. 264, eff. 1-1-78; am. (1) (b) and (c), Register, August, 1985, No. 356, eff. 9-1-85; r. and recr., Register, August, 1993, No. 452, eff. 3-1-94.

ILHR 60.16 Electrical work. (1) The electrical systems in existing buildings proposed to be used as day care centers shall conform to the Wisconsin state electrical code, volume 2, ch. Comm 16.

(2) Special protective receptacle covers shall be installed in all areas occupied by children.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1996, No. 492.

ILHR 60.17 Illumination. The illumination for occupied areas, other than sleeping areas, shall have a minimum intensity of 20 foot-candles at a horizontal plane 24 inches above the floor. All other spaces shall meet the requirements of s. ILHR 73.04.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; correction made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1995, No. 480.

ILHR 60.18 Heating and ventilating. (1) The heating system shall be capable of maintaining an inside temperature of not less than 67° F.

(2) Outside air at the rate of 7.5 cfm per person or as specified in s. ILHR 64.05 shall be provided for centers that do not

comply with the openable window requirements of s. ILHR 60.13 (2).

Note: Section ILHR 60.18 was revised in December, 1995, effective April 1, 1996. On April 6, 1996 the department of industry, labor and human relations published an emergency rule stating that the effective date of the December, 1995 rule revision was delayed. A permanent rule was adopted in December, 1996 stating that the revised text of s. ILHR 60.18, as published, would be effective April 1, 1997.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (2), Register, January, 1980, No. 289, eff. 2-1-80; am. (2), Register, December, 1995, No. 480, eff. 4-1-96; am. (2), Register, December, 1996, No. 492, eff. 4-1-97.

ILHR 60.19 Operating features. (1) Fire prevention inspections shall be conducted monthly. A copy of the latest completed inspection form shall be posted in a conspicuous place in the day care facility.

(2) A fire evacuation plan shall be practiced not less than once per month. Fire alarm and/or smoke detection systems shall be tested at weekly intervals. It is recommended that fire safety be a part of the educational program of the center.

(3) Furnishings, decorations, or other objects shall not be so placed as to obstruct exits, access thereto, egress therefrom, or visibility thereof.

(4) Flammable and combustible liquids shall be stored in areas accessible only to designated individuals and as recommended in NFPA standard No. 30, Flammable and Combustible Liquids Code.

Note: NFPA standard No. 30 is a mandatory standard for the storage of flammable and combustible liquids within the scope of ch. ILHR 10.

Note: See Appendix A for further explanatory material.

(5) Guardrails protecting open sides of stairways, elevated platforms, walks, balconies and mezzanines shall have intermediate rails or an ornamental pattern designed to prevent the passage of a sphere with a diameter larger than 6 inches.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; cr. (5), Register, January, 1980, No. 289, eff. 2-1-80; r. and recr. (5), Register, January, 1994, No. 457, eff. 2-1-94.

ILHR 60.30 Class of construction. (1) Class of construction for day care centers shall comply with Table 60.30. Day care centers located in buildings of more than 4 stories shall be provided with one independent stairway serving the day care center only and restricted to the height indicated in Table 60.30.

TABLE 60.30

Type of Construction	Maximum Allowable Height (feet)	Maximum Allowable Number of Stories			
		1	2	3	4
Fire-resistive Type A No. 1 and Type B No. 2	85	X	X	X	X
Metal Frame Protected No. 3 and Heavy Timber No. 4	75	X	X	X	
Exterior Masonry No. 5	50	X	(c)	(a) & (b) or (a) & (d)	
Metal Frame Unprotected No. 6	50	X	(c)	(a)	
Wood Frame Protected No. 7	40	X	X		
Wood Frame Unprotected No. 8	35	X	(c)		

X = permitted.

(a) All floors and supporting members shall have a one-hour fire-resistive rating.

(b) The entire building shall be equipped with an automatic sprinkler system in accordance with s. ILHR 51.23.

(c) All ceilings shall be covered with 1/2-inch gypsum wall-board or equivalent.

(d) All floor systems shall be of noncombustible construction.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74.

ILHR 60.31 Exiting. (1) Each floor shall have not less than 2 exits. All required exits shall lead directly, or through an enclosed stairway, to the outside.

(2) The exits shall be located to provide the best possible means of egress.

(3) Travel distance measured along safe passageways between:

(a) Any point in a sleeping room or suite and an exit access door of that room or suite shall not exceed 50 feet;

(b) Any room door intended as an exit access and an exit shall not exceed 50 feet; and

(c) Any point in a room or suite and an exit shall not exceed 100 feet.

(4) The travel distances in sub. (3) shall be reduced by 50% for children under the age of 24 months.

(5) The travel distances in sub. (3) may be increased by 50 feet in buildings completely protected with an automatic fire sprinkler system. No increase in travel distance is permitted for children under the age of 24 months.

(6) Children under the age of 24 months shall be restricted to the first floor, as determined in s. ILHR 51.02 (14), or to ground floors as defined in s. ILHR 51.01 (67).

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (4), (5) and (6) Register, December, 1977, No. 264, eff. 1-1-78; am. (6), Register, December, 1983, No. 336, eff. 1-1-84; am. (4) and (5), Register, August, 1985, No. 356, eff. 9-1-85.

ILHR 60.32 Required exit width. (1) The total required exit width from a building level shall be in accordance with the requirements of ss. ILHR 51.15 (6) and 51.16 (3).

(2) If horizontal exits (s. ILHR 51.19) are provided for any floor, the number of persons accommodated on such floor may be increased at the rate of 100 persons for each 40 inches of width of such exits, provided such increase shall not exceed 100% of the number of persons accommodated by the stairways.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr. Register, December, 1974, No. 228, eff. 1-1-75.

ILHR 60.33 Passageways. (1) The minimum unobstructed width of corridors and passageways shall be determined in the same manner as specified for stairways and exits in s. ILHR 60.32. The minimum width shall be not less than 3 feet 8 inches.

(2) buildings proposed to be used as day care centers, provided the capacity of the day care center does not exceed 40 persons.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74.

ILHR 60.34 Stair and shaft enclosure. (1) **GENERAL.** Except as provided in sub. (2), all stairs and vertical shafts serving 2 or more floor levels shall comply with the requirements of s. ILHR 51.02 (11) and Table 51.03-A. All required stair enclosures shall lead to the outside without interruption.

(2) **EXCEPTIONS.** (a) Exit stairways serving day care centers located in one story places of worship need not be enclosed.

(b) Exit stairways serving day care centers located in one and two story schools constructed prior to January 1, 1982 need not be enclosed.

(c) Unenclosed stairways, connecting the floor of exit discharge with one adjacent floor level, may be used as required exits for day care centers accommodating 9 to 39 children, provided the stairways are enclosed at all other levels with fire-resistant rated construction equal to or better than the hourly rating specified in Table 51.03-A.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (1), Register, October, 1982, No. 322, eff. 11-1-82; r. and recr. Register, August, 1985, No. 356, eff. 9-1-85.

ILHR 60.35 Fire protection systems. (1) **SPRINKLER SYSTEMS.** Automatic fire sprinkler systems shall be provided as outlined in s. ILHR 52.012.

(2) **FIRE EXTINGUISHERS.** Portable fire extinguishers suitable for Class B fires shall be provided in kitchens or cooking areas in accordance with s. ILHR 51.22.

TABLE 60.35

Basic Minimum Extinguisher Rating for Area Specified	Maximum Travel Distance to Extinguisher (feet)	Area to be Protected per Extinguisher (square feet)
2A	75	6,000
3A	75	9,000
4A	75	11,250
6A	75	11,250

Note: See Appendix A for further explanatory material.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; r. and recr., Register, March, 1991, No. 423, eff. 4-1-91; am. (2), Register, January, 1994, No. 457, eff. 2-1-94.

ILHR 60.36 Fire alarm and smoke detection systems. (1) **9-20 CHILDREN.** (a) Except as specified in par. (b), in every building or portion of a building accommodating a day care center serving 9 to 20 children, stand-alone, battery-operated smoke detectors shall be installed in front of doors to the stairways and in the corridors of all floors occupied by the day care center. Smoke detectors shall also be installed in lounges, recreation areas and sleeping rooms in the day care center. The smoke detector alarm shall be audible throughout the day care center.

(b) Smoke detectors are not required in:

1. Day care centers housed only in one room; or
2. Day care centers serving children 6 years of age or older if no sleeping facilities are provided.

(2) **OVER 20 CHILDREN.** In every building or portion of a building accommodating a day care center serving more than 20 children, a fire alarm system shall be installed which complies with s. ILHR 51.24, or an approved smoke detection system shall be installed which complies with s. ILHR 51.245.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am., Register, December, 1981, No. 312, eff. 1-1-82; r. and recr. Register, January, 1994, No. 457, eff. 2-1-94.

ILHR 60.37 Hazardous areas. *History:* Cr. Register, October, 1974, No. 226, eff. 11-1-74; 60.37 renum. and am. to 60.37 (1), cr. (2) and (3), Register, March, 1991, No. 423, eff. 4-1-91; r. Register, December, 1995, No. 480, eff. 4-1-96.

ILHR 60.38 Exit and emergency lighting. (1) **EXIT SIGNS.** (a) *Where required.* All required exit doors and exit stairways in day care centers serving 20 or more children shall be clearly marked with an illuminated exit sign as specified in s. ILHR 51.15 (5).

(b) *Standby emergency power.* Standby emergency power of a type recognized by ch. Comm 16 shall be supplied to all illuminated exit signs.

(2) **STANDBY EMERGENCY POWER FOR OTHER LIGHTING.** Standby emergency power of a type recognized by ch. Comm 16 shall be provided as a source of electrical power for required exit lights or emergency lighting for exit passageways in:

(a) Day care centers where there are 20 or more children receiving nighttime care between the hours of 6 p.m. to 6 a.m.; and

(b) Day care center multipurpose rooms with 2,000 square feet or more of floor area.

History: Cr. Register, October, 1974, No. 226, eff. 11-1-74; am. (1), Register, May, 1980, No. 293, eff. 6-1-80; am. (1), Register, December, 1983, No. 336, eff. 1-1-84; r. and recr. (2), Register, March, 1991, No. 423, eff. 4-1-91; r. and recr. Register, January, 1994, No. 457, eff. 2-1-94; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1996, No. 492.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping, including the need for clear, legible entries and the requirement to retain records for a minimum of seven years. It also discusses the importance of regular audits and the role of internal controls in ensuring the accuracy of the records.

3. The third part of the document provides a detailed description of the record-keeping system, including the types of records that must be maintained and the methods used to collect, store, and retrieve the data. It also discusses the importance of data security and the need to protect the confidentiality of the information.

4. The fourth part of the document discusses the role of the record-keeping system in the overall financial management process. It emphasizes that the system is not only a tool for record-keeping but also a means of providing valuable information to management for decision-making purposes.

5. The fifth part of the document discusses the importance of training and education in ensuring the effective use of the record-keeping system. It emphasizes that all personnel involved in the system must be properly trained and that ongoing education is necessary to keep them up-to-date on the latest developments in the field.

6. The sixth part of the document discusses the importance of the record-keeping system in the context of the overall financial system. It emphasizes that the system is a critical component of the system and that its proper operation is essential for the system's success.

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