

APPENDIX E

Educational/Daycare Occupancies

E.1 HOW TO USE THIS APPENDIX

This appendix contains information related to educational, childcare, and daycare uses classified as E or I-4 occupancies.

In addition to the generic information listed in the “Requirements” section in Guideline E-01, the information in the “Plan Requirements” section of this appendix must be provided on your plan.

E.2 SCOPE

E.2.1 TYPE OF REVIEW – To reduce redundancy and streamline the review process with the Building Department, the OCFA performs an abbreviated review of E and I-4 occupancies, focusing on critical design, construction, and fire and life-safety features.

E.2.1.1 No OCFA Review Required – Architectural review by OCFA is not required for educational uses that are not classified as an E or I-4 occupancy, such as:

- Tutoring (generally small tenant space, low occupant load, short attendance period per day/week, not located at a school; and classified as a B occupancy by the Building Official)
- Accessory daycare used while the child’s guardian is patronizing the business, such as at a store or gym (where accessory to the A, these would be included as part of the A occupancy review)
- Accessory daycare at places of religious worship when 1) used while the child’s guardian is attending services; 2) serving less than 100 children (these would be reviewed as an accessory A occupancy where the aggregate occupant load is 50+); 3) not licensed for childcare purposes by the Department of Social Services.

E.2.1.2 Abbreviated OCFA Review – OCFA performs an abbreviated architectural review of the following E and I-4 occupancies:

- Private schools
- Adult/child daycare
- Adult day programs for the disabled
- “Sunday school” and similar religious education rooms not classified as an A or B occupancy
- Recreational/themed training programs (dance, karate, swimming, theater, art, etc.) that serve as childcare
- Tutoring centers classified as E by the Building Official
- Other educational or daycare facilities not classified as B occupancy
- See also Attachment E.1 in this guideline

E.3 PLAN REQUIREMENTS

E.3.1 LETTER OF INTENDED USE – Provide a statement on the plans detailing the intended use of any facility containing an educational space for children or a daycare use for any age. Include the age (younger than 18 months, 18 to 36 months, 3 to 17 years, 18 or older) and/or grade range (preschool, less than 3rd grade, 3rd-12th) of the occupants, and state whether the child’s or adult’s primary caregiver(s) will remain on-site for the entire duration of their stay. On the coversheet, indicate if the facility will be licensed by the California Department of Social Services, Department of Health Services, or similar governmental agency.

E3.2 CLASSROOMS ACCESSORY TO PLACES OF WORSHIP, CBC 303.1.4 – Sunday school rooms, religious study rooms for children, lecture halls, and similar classroom spaces found at places of religious worship that could otherwise be considered an E occupancy shall be classified as an A occupancy if all the following apply:

- a. The occupant load of each of the classrooms is less than 100
- b. The classrooms qualify as an accessory use
- c. The rooms are located in the same building as the main sanctuary
- d. The aggregate area of the classrooms is less than 10% of the story occupied
- e. The classrooms are not used for commercial daycare (daycare outside of normal hours of services or when guardians do not remain on-site) or for educational purposes by persons not normally frequenting the place of worship.
- f. Religious education rooms not meeting these criteria would be classified as I-4 if occupied by seven or more children less than three years old and/or E if occupied by children at least 3 years old but less than 18.

E.3.3 LOCATION, CBC 436.1, 452.1.4 – E occupancies used by children under third grade and all I-4 occupancies shall be located on the first story unless:

- a. The story containing the daycare has exterior exit doors and is located within 4 feet of adjacent ground level; or
- b. The building is Type II-A, III-A, IV-A, IV-B, or IV-C construction (or Type I for E occupancies), sprinklered throughout, and meets to alarm, egress, and other requirements and limitations listed under CBC 436.1 for I-4 occupancies or CBC 452.1.4 for E occupancies.

E.3.4 OCCUPANT LOAD FACTORS, CBC 1004, Table 1004.5 – Use the following occupant load factors for spaces in E and I-4 occupancies:

USE	OCCUPANT LOAD FACTOR (sq. ft./person)
Daycare room, napping room, daycare play and activity areas	35
Lobby, waiting, check-in/pick-up areas	15
Classrooms with tables and chairs or rows of desks	20
Offices and similar administrative areas for employees	150

Conference rooms, break rooms, teacher lounges, or cafeteria with tables and chairs or similar furnishings	15
Storage and mechanical rooms	200
Multipurpose rooms and other spaces used for assembly purposes (unfurnished or with only chairs)	7
Shops, labs, and vocational spaces	50
Gymnasium, weight room, wrestling room, or other spaces dedicated to sports activities	50, or one person per piece of equipment, whichever results in a higher occupant load
Gymnasium or cafeteria, when used for assembly purposes without furnishings or with rows of chairs	7
Lobby or similar pre-function space serving a gymnasium, theater, or other assembly	7
Theater, seating area with fixed seats	Seat count
Theater, black box or without fixed seats	7
Stages, platforms, and similar areas	15
School kitchens	200
Library, not used as an assembly space	7 assembly areas 50 reading area 100 stack area

When a space can have more than one use, such as a gymnasium used during the day for physical education but also used on occasion for plays, dances, graduation ceremonies, PTA meetings, or similar assembly purposes, the occupant load factor giving the greatest number of occupants must be used.

E.3.5 SPRINKLERS, CBC 903.2.3, 903.2.6

E.3.5.1 I-4 Occupancies – Sprinklers shall be installed:

- Throughout *buildings* containing a daycare classified as an I-4 occupancy.

E3.5.2 E Occupancies – Sprinklers shall be installed:

- In new, remodeled, change of occupancy or expanded structures exceeding the local threshold for un-sprinklered commercial buildings (see the local sprinkler ordinances at www.ocfa.org).
- When the fire area containing the E occupancy >12,000 square feet.
- In structures >12,000 square feet containing E occupancies separated into more than one fire area by less than a 4-hour fire wall without penetrations.
- When the E occupancy is not at the level of exit discharge, in the E occupancy area and portions of the building below. Sprinklers are not required below the lowest level of exit discharge when every classroom has at least one exterior exit door at ground level.
- When the fire area has 300 or more occupants.
- In rooms such as labs, shops, and other areas where hazardous materials are present.
- For public school buildings/campuses, see CBC 903.2.19 and 903.2.20.

E.3.6 ALARMS, CBC 907.2.3, 907.2.6

E.3.6.1 I-4 Occupancies – An alarm system shall be provided in all I-4 occupancies.

E.3.6.1.1 Required Components – The alarm system in an I-4 occupancy shall consist of:

- Manual pull stations at the entrance to exits (e.g., doors into exit stairwells and passageways and at exterior exit doors) and elsewhere within the building so that no point is more than 200' from a manual pull station.
- Smoke detectors throughout the I-4 occupancy and other spaces normally occupied by clients
- Notification devices in all public or common use spaces that will be triggered by activation of the manual pull stations, smoke detectors, or sprinkler system

E.3.6.2 E Occupancies – Alarm systems shall be installed throughout E occupancies meeting any one or more of the following criteria:

- 1) Containing more than one classroom
- 2) Used for childcare purposes
- 3) With >49 occupants

E.3.6.2.1 Required Components – For E occupancies the alarm system shall consist of:

- Smoke detector coverage throughout every space and in “ceiling-plenums” used for environmental air.
- Manual pull stations at the entrance to exits (e.g., doors into exit stairwells and passageways and at exterior exit doors) and elsewhere within the building so that no point is more than 200' from a manual pull station. An additional manual pull station shall be provided at a normally attended location, typically the administrative office or reception area.
- Notification devices in all public or common use spaces, including at least one exterior device serving playground areas adjacent to the building, that will be triggered by activation of the manual pull stations, smoke detectors, or sprinkler system
- An emergency voice/alarm communication system in accordance with CFC 907.5.2.2.

E.3.6.2.2 Campuses – Where multiple buildings containing E occupancies are present on the same site, the alarm for each building shall be interconnected unless *all* of the following apply:

- 1) Buildings are separated a minimum of 20 feet and in accordance with CBC requirements
- 2) An approved method of two-way communication (e.g., phone, intercom, or radio system, not a cell phone) is provided between each classroom and the administrative office

3) Manual pull stations are provided for each building as indicated in E.3.6.2.1

E.3.6.3 Carbon Monoxide Alarms – Carbon monoxide detectors shall be provided in E classrooms and I-4 care facilities containing or served by fuel-burning appliances, fireplaces, or furnaces in accordance with CBC 915.

E.3.7 EGRESS – In addition to all of the generic egress requirements that apply to any building or use, the following requirements are applicable to E and I-4 occupancies:

E.3.7.1 E occupancies – The following requirements apply to E occupancies:

- 1) Daycare rooms and buildings require a second exit at 50 occupants.
- 2) In E occupancies, every room with an occupant load of 300 or more shall be provided with a means of egress meeting the separation requirements of CBC 452.1.2.
- 3) All buildings housing E occupancies shall front directly onto a public street or exit discharge at least 20 feet in width. At least one required exit shall be located on the public street or exit discharge. CBC 452.1.1
- 4) Safe dispersal – As fences and gates are provided in many E and I occupancies to control ingress and egress from the facility, a safe dispersal area may be provided in lieu of an unobstructed egress path to the public way. The safe dispersal area shall contain at least 3 square feet per occupant and be located so that no occupant is closer than 50 feet from a structure on that site. The safe dispersal area shall be readily accessible to firefighters to facilitate evacuation. CBC 452.1.3
- 5) Door locking – Locking arrangements are allowed to prevent intruders from entering the room where all of the following conditions are met; 1.) The door is capable of being unlocked from the outside with a key or other approved means 2.) The room is readily openable from within the room to comply with Section 1010.1.9 and 3.) Modifications may not be made to listed panic hardware, fire doors or door closers.
- 6) Corridors serving no more than 30 occupants may be unrated. Corridors serving 30 or more occupants must be one-hour rated unless 1) the occupancy is sprinklered, or 2) each classroom served by the corridor has a door opening directly to the exterior at ground level.
- 7) In addition to overhead visual exit signs, floor level exit signs shall be provided in interior corridors of Group E occupancies, unless direct exits to the exterior have been provided from each classroom

E.3.7.2 I-4 occupancies – The following requirements apply to I-4 occupancies:

- 1) Daycare rooms and buildings require a second exit at 11 occupants.
- 2) Door locking – Locking arrangements are allowed to prevent intruders from entering the room where all of the following conditions are met; 1.) The door is capable of being unlocked from the outside with a key or other approved means 2.) The room is readily openable from within the room to comply with Section 1010.1.9 and 3.) Modifications may not be made to listed panic hardware, fire door or door closers.

- 3) Safe dispersal – As fences and gates are provided in many I occupancies to control ingress and egress from the facility, a safe dispersal area may be provided in lieu of an unobstructed egress path to the public way. The safe dispersal area shall contain at least 5 square feet per occupant and be located so that no occupant is closer than 50 feet from the building(s) requiring egress. The area shall be permanently maintained and identified as a safe dispersal area, and it shall be readily accessible to firefighters to facilitate evacuation. CBC 1028.5
- 4) Floor-level exit signs – In addition to overhead visual exit signs, floor level exit signs shall be provided in interior corridors of Group I-4 occupancies, unless smoke barriers are provided
- 5) Direct Exit – Rooms used for Group I-4 child care or adult day care on the first floor shall have one exit door directly to the exterior or to a one-hour rated corridor with a minimum width of 60 inches.
- 6) In sprinklered buildings, occupants may pass through two delayed egress doors provided that the combined delay does not exceed 30 seconds.

ATTACHMENT E.1 CLASSIFICATION OF CHILDCARE, DAYCARE & EDUCATIONAL USES

Use	Age/Grade	# of Occupants	Description/Conditions*	Occupancy
Commercial and Institutional Daycare	Under 3 years	7+	Daycare for infants/toddlers	I-4
	At least 3 but under 18 years	7 to 99	Located in place of religious worship and utilized only while parents/guardians are attending religious services or other activities on-site (Can include maximum of 5 infants/toddlers in space classified as E)	A-3 if accessory to the main sanctuary; E if located in a separate building
		100+	Located in a place of religious worship and utilized only while parents or guardians are attending religious services or other activities on-site (Can include maximum of 5 infants/toddlers)	E
		7+	All other daycare uses for 7+ children 3 or more years old not meeting the conditions above (Can include maximum of 5 infants/toddlers)	E
	Any	Any	Daycare services provided for the convenience of customers who remain within the building (e.g., short-term babysitting services at gyms, bowling alleys, or stores)	B, M, or A-3 if accessory to main use
		7+	Custodial/personal care by other than parents, guardians, or relatives where occupants are not capable of immediately and effectively responding to emergency or need assistance from staff to do so	I-4
		1 to 6	Any and all daycare uses; facilities with persons receiving custodial care shall be licensed by DHS.	B, or main occupancy if accessory
	18+ years	7+	Facility provides supervision and personal care; licensed adult day program	I-4
		50+	Facility does not provide custodial or personal care; unlicensed facility where occupants do not require assistance in an emergency and rate of evacuation is not less than that of the general population	A-3
		1 to 49	Facility does not provide custodial or personal care; unlicensed facility where occupants do not require assistance in an emergency and rate of evacuation is not less than that of the general population	B

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CLASSIFICATION OF CHILDCARE, DAYCARE, AND EDUCATIONAL USES (Continued)

In-home Daycare	18+ years	1 to 6	Custodial care by other than parents, guardians, relatives in a home setting	R-3	
		1 to 6	Custodial care by other than parents, guardians, relatives in a home setting where occupants are not capable of responding to an emergency without physical assistance from staff	I-4	
		7+	Custodial care by other than parents, guardians, relatives in a home setting	I-4: see “Commercial and Institutional Daycare” category. This use requires reclassification of the home to a commercial facility and may not be permitted by local zoning or planning regulations	
	Under 18 years	1 to 8; includes care provider’s own children <10 yrs.	Custodial care in a home setting; small family daycare	R-3	
		9 to 14; includes care provider’s own children <10 yrs.	Custodial care in a home setting; large family daycare	R-3	
		15+	Custodial care by other than parents, guardians, relatives in a home setting	E or I-4: see “Commercial and Institutional Daycare” category. This use requires reclassification of the home to a commercial facility and may not be permitted by local zoning or planning regulations	
		1 to 6	Custodial care by other than parents, guardians, relatives in a home setting where occupants are not capable of responding to an emergency without physical assistance from staff	I-4	
	Schools	Preschool to 12 th	1 to 6	Any and all educational uses	B, or main occupancy if accessory
			7+	Schools and similar facilities with classroom-style instruction	E
			100+	Religious education rooms; Sunday school classrooms	E
7 to 100			Religious education rooms; Sunday school classrooms	A-3 when accessory to the main sanctuary; E otherwise	
50+			Assembly spaces in schools	E when accessory to other E occupancies; A otherwise	
Any			Home schooling for children who normally reside at the residence	R-3	
College or Adult Education		1 to 49	Adult education or training, college or university classroom	B	
		50+	Adult education or training, college or university classroom	A-3	

CLASSIFICATION OF CHILDCARE, DAYCARE, AND EDUCATIONAL USES (Continued)

Tutoring	K to 12 th	1 to 6	Tutoring centers or similar educational programs	B, or main occupancy if accessory
		7+	Tutoring centers or similar educational programs not located at a school or daycare facility	B <i>Large facilities, those where the duration of attendance is lengthy, or off-campus after-school continuation programs affiliated with a school may be classified by the building department or OCFA as E</i>
			Tutoring centers, after-school continuation programs, or similar educational uses located at a school	E
	Preschool	1 to 6	Tutoring centers or similar educational programs not located at a school or daycare facility	B
		7+	Tutoring centers or similar educational programs not located at a school or daycare facility; facilities classified as a child care center or with a DSS CCLS daycare license	E or I-4 depending on age and egress
	Recreational	Any	7+	Martial arts, dance, gymnastics or similar recreational activities at facilities with a DSS CCLS daycare license or classified as a child care center
K to 12 th		1 to 49	Martial arts, dance, swimming, gymnastics school, or similarly focused training program; no DSS CCLS daycare license/850 form clearance required	B
		50+	Martial arts, dance, swimming, gymnastics school, or similarly focused training program; no DSS CCLS daycare license/850 form clearance required	A-3
Nursery/Preschool		1 to 6	Any recreational program	B, or main occupancy if accessory
		7+	Activities for pre-kindergarten children where child's guardian does not remain on site	E or I-4 depending on age and egress
		Any	Martial arts, dance, gymnastics or similar recreational activities for pre-kindergarten children where children's guardian must remain on site	B if less than 50 occupants, including children and adults; A-3 otherwise

* Duration of stay for all uses described in this table is assumed to be less than 24 hours or as noted. For facilities where occupants stay more than 24 hours, contact OCFA Planning & Development and the Building Department for assistance in classifying your occupancy.