

How to Open a Child Care Program in the City of Milpitas, California

Child care is a vital service for children, parents and our community. Quality child care programs support children's optimal development and permit parents to work, thus enhancing the economic vitality of our city. In the City of Milpitas we value the important work child care providers do. This brochure is designed to provide you with a general overview of how to start a child care program in the City of Milpitas and with specific resources you may contact for more information.

By answering the following questions, you will be well on your way to opening your own child care program!

? What Type of Program Do I Want to Offer ?

▶ To Begin

The first step is to decide which type of child care program best suits your skills, abilities and resources. Listed below are the definitions for and distinctions between family child care homes and child care centers.

▶ Program Type Definitions

A **Family Child Care Home** is a business, licensed to provide non-medical child care services in the provider's primary residence for a period less than twenty-four (24) hours per day. All Family Child Care Homes are described as small or large, depending on the number and ages of children cared for, but can serve no more than 14 children.

- A **Small Family Child Care Home** license permits caring for up to 8 children, including those under 10 years of age who live in the home.
- A **Large Family Child Care Home** license permits caring for up to 14 children, including those under 10 years of age who live in the home and requires an assistant over 14 years of age.

A **Child Care Center** is a business, licensed to provide non-medical child care services for larger groups of children for a period less than twenty-four (24) hours per day. A child care center is located in a building other than the provider's home (such as a church room, community center, or commercial building) and operates only during specified hours. Separate licenses are required to care for infants, preschoolers and school age children. Preschools and nursery schools fall under this category and most are required to be state licensed.

▶ Differences between Family Child Care Homes & Child Care Centers

The main distinctions between a Family Child Care Home and a Child Care Center are the location of the program and the rules and regulations governing the facility. Family Child Care Homes must be located in a home, in which the provider lives, and must meet minimum health and safety regulations. Any other programs caring for children such as preschools, nursery schools, parent cooperatives, sick child cares, church daycares, etc. are considered Child Care Centers and must meet the more rigorous regulations governing child care centers. To view the Title 22 Regulations (The Manuals of Policies and Procedures), access the Department of Social Services Community Care Licensing website at www.cclcd.ca.gov and select Title 22 Regulations from the Laws and Regulations tab at the top.

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? What Kinds of Services Do I Want to Provide ?

In addition to deciding what type of program to open, you need to consider what services you will provide. The child care needs of children and families are as diverse as the families themselves: some parents work swing shifts, some work weekends, some children have special needs or require accommodations, some parents need school age transportation, some need infant care, etc. These needs are frequently unmet by most traditional child care programs which operate Monday through Friday between 7:00 AM to 6:00 PM and only serve children ages three to five years old.

Looking at the current demand and the existent programs within Milpitas will help you assess the need for standard and non-traditional types of care. You may contact the Community Child Care Council of Santa Clara County (4Cs) at (408) 487-0747 to inquire about current supply and demand for child care services. Some of the most common non-traditional types of care include: after hours care, infant care, mildly ill care, preschool/nursery school, school age care, and special needs care. Descriptions of these types of care are listed below:

▶ **After hours care** programs are open for business during non-traditional hours, such as evenings and weekends. Parents in occupations such as the medical field and public safety find they need care during these non-traditional work hours. After hours care programs assist with this need.

▶ **Infant care** programs care for children ages 0 to 2 years old. Infant care requires specialized provider skills and equipment that meets the feeding, health, and development needs of the youngest children.

▶ **Mildly ill care** programs provide for children who are mildly ill or recovering from a health problem. Regulations preclude mildly ill children from attending regular child care programs because of the need to protect the health and safety of the other children and staff. Mildly ill programs are governed by a separate set of regulations and permit parents to work while their children recover in a safe and secure environment.

▶ **Preschool/nursery school** programs are classroom-based, enriched learning experiences for children ages 3 and 4 that are not yet attending kindergarten. They are usually part day and often closed during the summer. Some preschools (both public and private) offer additional hours of care to provide full-day care for children of working parents. Most preschools are required to be state licensed, except in some specific cases.

▶ **School age care** programs are licensed to care for children ages 6-12 years of age. The school age population child care needs are determined by the school schedule and yearly calendar. Before and after school time, school vacations, summer break, in-service days and early release days all present child care challenges for parents of school age children.

▶ **Special needs care** includes caring for children with, or at risk for, special needs. The term special needs encompasses a broad range of conditions, ranging from physical disabilities to food allergies. Parents of special needs children, like all parents, desire to see their children in child care settings which promote the healthy development of their children. Inclusion of special needs children within regular child care settings has been shown to be a benefit not only for the special needs children but also for the typically developing children in the program. Care for special needs children does not require adhering to a separate set of regulations, but often requires special training for the provider.

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? What Licenses and Permits May I Need ?

REQUIRED FOR ALL CHILD CARE PROGRAMS:

▶ **State of California Community Care License**

Issued by the Community Care Licensing San Jose Regional Office (408) 324-2148

The Department of Social Services Community Care Licensing (CCL) issues Family Child Care Home and Child Care Center licenses to ensure basic health, safety and quality of life standards are met. The California Code of Regulations, Title 22, outlines the requirements for both types of care and covers such topics as provider requirements, staffing, physical environment, and program policies. The Manuals of Policies and Procedures may be downloaded from the Department of Social Services Community Care Licensing website at www.cclid.ca.gov by selecting Title 22 Regulations from the Laws and Regulations tab at the top.

- A **Family Child Care Home license** is required for anyone performing child care services from his/her home. The only exceptions are if a provider: 1) cares for children from only one other family besides his/her own, 2) cares for only their relative's children or 3) shares babysitting with another family and no money is exchanged.
- A **Child Care Center license** is required for all programs caring for groups of children in a non-home setting. There are a few exceptions, such as recreational programs, centers located on Federal land and certain private school programs. Please call CCL San Jose Child Care Regional Office at (408) 324-2148 or visit the CCL Child Care Licensing website at <http://www.cclid.ca.gov/PG411.htm> for more detailed information.

▶ **City Building Permit**

Issued by the City of Milpitas Building Department (408) 586-3240

The City of Milpitas Building Department regulates structural changes to the inside or outside of a home or other building and new construction. The Building Department issues Building Permits indicating that the applicable safety regulations have been met. For additional information and forms to download, visit the City Website, Building Department page at <http://www.ci.milpitas.ca.gov/government/building/default.asp>.

REQUIRED FOR LARGE FAMILY CHILD CARE HOMES & CHILD CARE CENTERS:

▶ **City Planning Permit**

Issued by the City of Milpitas Planning Division (408) 586-3279

For Large Family Child Care Homes the City of Milpitas Planning Department issues Administrative Permits provided the applicant adheres to the applicable requirements in Section XI-10-13.06 of the Zoning Ordinance (see Attachment "A").

For Child Care Centers the City of Milpitas Planning Department requires a Conditional Use Permit, which is issued following a public hearing before the Planning Commission, provided the applicant adheres to the applicable requirements in Section XI-10-13.06 of the Zoning Ordinance (Attachment "A"). These permits help ensure that the facility is compatible with the surrounding neighborhood.

For more information and application requirements, please call the City of Milpitas Planning Department Zoning Information Hotline at (408) 586-3279, or go online to view:

The City of Milpitas Municipal Codes at

<http://library.municode.com/index.aspx?clientId=16491&stateId=5&stateName=California>

The City of Milpitas Zoning Requirements at

http://library.municode.com/HTML/16491/level2/TXI_C10.html

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? What Licenses and Permits May I Need ? con't

▶ City Fire Clearance

Issued by the City of Milpitas Fire Department (408) 586-2800

Fire Clearances are issued by the City of Milpitas Fire Department and indicate that the facility meets all applicable fire codes and safety regulations. Large family child care homes and child care centers must pass the fire inspection prior to becoming licensed and must be inspected annually thereafter (see Attachment "A" for fire safety standards for large family child care homes). Annual inspection fees currently range from \$61.75 for large family child care homes to \$494.00 for child care centers licensed for more than 100 children (please note that fees are subject to change). Small family child care homes are not required to obtain a fire clearance, but must present evidence that the home contains a fire extinguisher and smoke detector. Fire safety clearance requests are processed as part of the licensing process through Community Care Licensing. Additional information regarding the City of Milpitas Fire Department may be viewed on the city website at <http://www.ci.milpitas.ca.gov/government/fire/default.asp>.

▶ Business License

Issued by the City of Milpitas Finance Department (408) 586-3100

The City of Milpitas Finance Department issues Business Licenses, which are required for all businesses within the city limits. Large family child care homes and child care centers are required to have a Business License. Small family child care homes are exempt. Answers to frequently asked questions about Business Licenses can be found on the city website at http://www.ci.milpitas.ca.gov/business/biz_license.asp and the application can be downloaded from http://www.ci.milpitas.ca.gov/business/biz_license_app.asp.

▶ Outside of Milpitas City Limits

If the proposed facility will be located outside of the Milpitas City limits, contact the Santa Clara County Planning Department at (408) 299-5770 for requirements. More information is also available on the County of Santa Clara Department of Planning and Development website at <http://www.sccgov.org/portal/site/dpd/>.

? What Steps Do I Need To Take ?

1. Obtain your child care license from Community Care Licensing.

- Attend an orientation meeting sponsored by Community Care Licensing (CCL). The orientation meetings require a \$25 pre-paid registration fee for family child care and a \$50 pre-paid registration fee for centers. Additional information including the schedule of San Jose meetings is available by visiting the CCL website at <http://ccl.ca.gov/res/pdf/SanJoseOrientationSchedule.pdf>
- Complete a 15-hour preventative Health and Safety class that includes Community First Aid and CPR. Contact the Community Child Care Council of Santa Clara County (4Cs) at (408) 487-0749 or Choices for Children at (408) 297-3295 for a listing of upcoming classes.

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? What Steps Do I Need To Take? con't

- Return the completed CCL application and pay the Application Fee which ranges from \$66 for a small family child care home to between \$440 and \$2,200 for a child care center (the fees are associated with capacity requested). Fees are subject to change.
- Once your application has been processed by CCL, you will receive notification by mail of your pending facility number and be sent the necessary paperwork to have your fingerprints done via the Livescan process. Have your fingerprints processed following the instructions enclosed in the mailing. Complete the Child Abuse Index form.
- CCL will request a fire clearance from the City of Milpitas Fire Department and will review your application. A CCL analyst will then conduct a face-to-face interview and a pre-licensing visit to validate that the environment meets health and safety standards and the rules and regulations governing your program.
- CCL will issue your license once their office has received all necessary clearances.

2. Work with the City of Milpitas staff to meet City Requirements.

- Contact the City of Milpitas Child Care Coordinator at (408) 586-3077 who can assist you with any questions you may have regarding this entire process.
- As part of the CCL licensing process, you will receive notification from the City of Milpitas Fire Department to schedule an inspection (for large family child care homes and centers only). Once the inspection has been completed, the Fire Department will issue a Fire Clearance and notify CCL.
- If opening a large family child care home or a child care center, contact the City of Milpitas Planning Department. Planning Staff will assist you with the planning process, the necessary paperwork depending upon the type of program you plan to operate and the ordinances governing large family child care homes and child care centers in Milpitas (see Attachment "A").
- Contact the Finance Department if opening a large family child care home or a child care center. Finance Department staff will provide you with the Business License paperwork. Small family child care homes are not required to obtain a business license.
- Contact the City of Milpitas Building Department if you plan to build a new facility or alter the structure of your home or building (including garage conversions).

3. Once you receive your license, notify Child Care Resource and Referral Agencies to get listed on their resource lists.

- Contact the Community Child Care Council of Santa Clara County (4Cs) at (408) 487-0749 and Choices for Children at (408) 297-3295 to be placed on their Resource and Referral lists and to receive information about the food program.
- Contact the City of Milpitas Child Care Coordinator at (408) 586-3077 to be placed on the City's Child Care Resource and Referral list and mailing list. You will be asked to provide a copy of your program's license.

Please note!

The above checklist is designed to provide you with a general overview of the entire process. Each agency and department will guide you through specific procedures and requirements.

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? Who Can I Contact for More Information ?

Licensing Information

Department Of Social Services Community Care Licensing (CCL) San Jose Regional Office
2580 N. First Street, Suite 300, MS: 29-08
San Jose, CA 95131

Oversees child care licenses and monitors program compliance with regulations.

General Information: (408) 324-2148
Fax: (408) 324-2160
Website: www.cclcd.ca.gov

Milpitas Child Care Information & Assistance

City of Milpitas Child Care Coordinator
455 East Calaveras Blvd., Milpitas, CA 95035

Serves as a liaison between child care providers and city government and assists child care consumers. Also serves as staff liaison for the Milpitas Alliance for Better Child Care.

Direct Line: (408) 586-3077
Fax: (408) 586-3295
Email: tlibrande@ci.milpitas.ca.gov
Website: http://www.ci.milpitas.ca.gov/resident/child_care/provider.asp

City of Milpitas

City of Milpitas
455 East Calaveras Blvd., Milpitas, CA 95035

City Hall General Information (408) 586-3000
Building Inspection Requests (408) 586-3259
Building Permits (408) 586-3240
Business License (408) 586-3100
Child Care Coordinator (408) 586-3077
Finance Department (408) 586-3100
Fire Prevention (408) 586-3365
Planning Division (408) 586-3279
Email: webmaster@ci.milpitas.ca.gov
Website: www.ci.milpitas.ca.gov

Santa Clara County Child Care Resource & Referral

Community Child Care Council of Santa Clara County (4Cs)
150 River Oaks Parkway, Suite F-1,
San Jose, CA 95134

Provides county - wide child care resource and referral, the Child Care Food Program, and training and support for providers.

Administration: (408) 487-0747
Resource and Referral: (408) 487-0749
Fax: (408) 487-0762
Email: info@4c.org
Website: www.4c.org

Choices for Children
111 N. Market St., Suite 500,
San Jose, CA 95113

Offers the Child Care Subsidy Program, the Child Care Food Program and Enhanced Family and Provider Services.

Phone: (408) 297-3295
Fax: (408) 977-0648
Email: info@choices4children.org
Website: <http://www.choices4children-santaclara.org/default.aspx>

Unincorporated Areas of Santa Clara County

The County of Santa Clara
Department of Planning and Development
County Government Center, East Wing
70 W. Hedding St., 7th floor
San Jose, CA 95110

Regulates facilities located outside of the Milpitas City limits.

Phone: (408) 299-6740
Website: <http://www.sccgov.org/portal/site/dpd/>

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Attachment “A”

Large Family Child Care Homes and Child Care Centers Zoning Ordinance

Refer to the [Special Uses Section XI-10-13.06 - Large Family Child Care and Child Care Centers](#)

A. Purpose. The purpose of provisions dealing with childcare facilities is to allow regulation of such facilities to the extent provided herein. However, nothing is intended to allow regulation to a greater extent than allowed by State law.

B. Required Review.

1. Large family child care homes may be approved administratively by the Planning Division, provided that the applicant submits information to the Planning Division demonstrating compliance with applicable development standards listed in Section XI-10-13.06(C), Development Standards, below, and the applicant obtains approval from the Fire Department.

2. Child care centers shall require approval of a Conditional Use Permit by the Planning Commission, as per Subsection 57.07, Conditional Use Permits, of this Chapter. The applicable development standards are listed in Subsection 18.06.C., below.

C. Development Standards.

1. Density. Large family child care homes shall be spaced at least three hundred (300) feet apart from each other. This spacing requirement does not apply to small family childcare homes. Exception: The Planning Commission may allow the locating of Large family child care homes closer than three hundred (300) feet apart from each other through the approval of a Conditional Use Permit, pursuant to Subsection 57.04, Conditional Use Permits, of this Chapter.

2. Off-Street Parking Requirements. There shall be provided off-street parking spaces for automobiles in accordance with the requirements of Section XI-10-53, Off-Street Parking Regulations, of this Chapter. All such parking spaces shall be improved as provided for in Section XI-10-54.03, Improvement of Parking Areas, Auto Sales Areas, and Loading Areas, of this Chapter.

3. Hours of operation. For large family child care homes, hours of operation shall not occur before 6:30 A.M or after 7:30 P.M., in order to maintain compatibility with neighboring properties and limit noise during night-time hours. Hours of operation may be limited through the Conditional Use Permit process and shall be based on compatibility with neighboring properties and other planning principles as set forth in Subsection 57.04, Conditional Use Permits, of this Chapter.

4. Fence Height. Outdoor play areas for childcare centers shall be enclosed with a six-foot high fence. The fence type shall be compatible with neighboring properties and other planning principles as set forth in Section XI-10-57.04, Conditional Use Permits, of this Chapter.

5. Code Enforcement Procedures. If any large family child care home is operating in a manner that constitutes a nuisance, the child care facility operator shall work with the Planning Division to address the nuisance, through such actions as adjusting hours of operation, adjusting hours of outdoor play, staggering times for child drop-off and pick-up, and the like. If any childcare center is operating in a manner which constitutes a nuisance, the Planning Commission shall reopen the Conditional Use Permit to add or change conditions of approval addressing the issue(s). If the nuisance continues, the Planning Commission may review the Conditional Use Permit with a recommendation to the City Council pursuant to Section XI-10-63.06 (Revocation, Suspension and Modification).

(Ord. 38.780 (20) (part), 8/19/08) (Ord. No. 38.789, §§ 12—14, 4-21-09)

Parking Requirements

Refer to the [Off-Street Parking Regulations Section XI-10-53](#)

Table 53.09-1 (excerpt) Number of Parking Spaces Required

Use	Minimum Parking Spaces Required
<i>Child Care Uses^{2, 3}:</i>	
Day Care School	1 per classroom or 1 per 500 sq. ft., whichever is greater.
Small family child care home	Same as required for underlying residential use
Large Family Child Care Home and Child Care Centers	1 per 1.5 employees

Editor's note— ² For loading and unloading: One (1) parking space per six (6) children up to five (5) spaces and thereafter one (1) space per ten (10) children. Driveways, garage aprons and street frontage may be counted if appropriate permits are first received when calculating spaces for child care homes. Tandem spaces are prohibited.

Editor's note— ³ Exceptions for Child Care Requirements: The parking and loading/unloading requirements for child care facilities may in the Planning Commission's discretion be reduced, based on an empirical study (provided by the applicant) which establishes no adverse effects will occur as a result. The required number of loading/unloading spaces may be reduced without a study by one (1) space for each employee permanently assigned to load and unload children from vehicles. **(Ord. No. 38.785, § 7, 4-7-09)**

Signage

Refer to the [Sign Ordinance Section XI-30](#)

**Questions? Call the City of Milpitas Planning Department
Zoning Information Hotline at (408) 586-3279.**

Fire Safety Standards For Large Family Day Care Homes

Refer to [Fire Safety Standards for Large Family Day Care Homes](#)

For use by Unidocs Member Agencies or where approved by your Local Jurisdiction, Authority Cited: California Building Code (CBC); California Fire Code (CFC); California Plumbing Code (CPC); Title 22, California Code of Regulations (CCR)

A. Scope

The Office of the California State Fire Marshal has adopted regulations for large family day care homes. These regulations were written to protect the day care occupants in case of fire or other life threatening emergencies. The local Fire Department is required to inspect the building in order to ensure that these regulations are being followed. This information is a guideline designed to assist individuals in preparation for an inspection. This guideline includes some of the common issues found during the inspection process.

B. Definitions

For the purposes of this document, the following definitions apply:

Exit – Means a continuous unobstructed means of egress to a public way, and includes gates.

Large Family Day Care – Means a provider's own home licensed to provide day care for nine to fourteen persons, less than twenty-four hours per day. This would include children under the age of ten who reside at the providers' home.

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C. Fees and Permit Requirements

1. The provider must have a current license issued by the State of California. In addition to the license issued by the state, each local jurisdiction will have its own permitting and licensing requirements.
2. Please contact your local fire prevention office to determine the fees applicable to conduct an annual inspection and the permitting process.
3. All licenses and permits shall be kept and posted in a conspicuous location. **[CFC §105.3.5]**

D. General

1. An approved number or address must be posted on the building in such a position as to be plainly visible and legible from the street or road fronting the property. **[CFC §505.1]**
2. Yards shall be maintained to prevent the accumulation of trash, refuse, dead vegetation, weeds, and/or any other combustible materials. **[CFC §304.1]**
3. Chimneys attached to any appliance or fireplace that burns a solid fuel shall be equipped with an approved spark arrester. **[CFC §2802.1]**

E. Building Construction

1. Day care operations shall not be permitted in garage or patio area(s). *[Exception: The conversion has been performed under permit and the space meets all applicable state and local regulations.]* **[CBC §108.4.1]**
2. A one-hour separation between the day care area and the garage is required. The separation may be limited to the installation of materials approved for one-hour fire resistive construction on the garage side and a self-closing, tight fitting solid-wood door 1-3/8 inches in thickness, or a self-closing tight-fitting door having a fire protection rating of not less than twenty (20) minutes. **[CBC §406.1.4]**
3. Day care rooms shall be permitted on the first floor only. *[Exception: Buildings equipped with an approved automatic fire sprinkler system throughout.]* **[CBC §442.4]**
4. Every sleeping room shall have at least one operable window or door approved for emergency escape or rescue. The window or door must be openable from the inside to provide a full clear opening without the use of separate tools or special knowledge. *[Note: Windows must have a minimum openable height of twenty-four (24) inches and a minimum openable width of twenty (20) inches. The finished sill height shall not exceed a maximum of forty-four (44) inches from the floor.]* **[CBC §1026]**

F. Fire Protection Systems and Equipment

1. A portable fire extinguisher having a minimum 2A10BC rating shall be mounted in an accessible location no higher than five (5) feet from the floor. The fire extinguisher is required to be visually inspected on a monthly basis. The fire extinguisher shall be serviced annually by a State Fire Marshal-licensed concern and bear a current service tag. **[CFC §445.4]**
2. A smoke detector shall be located in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area. When the dwelling unit has more than one story, and in dwellings with basements, a smoke alarm shall be located on each story and basement. **[CBC §445.3]**
3. Smoke detectors shall be tested monthly. Battery operated detectors must have batteries replaced as needed, not to exceed a period of one (1) year. Smoke detectors shall be installed per manufacturer's installation guidelines and the smoke detector shall not be in service for a period of time to exceed ten (10) years from the date of manufacture.
4. In addition to the smoke detector requirement(s), every large family day care facility shall provide and maintain a device(s) suitable for sounding a fire alarm. Such devices shall be attached to the structure and be easily accessible and unobstructed. The tone and audibility of the device shall be distinctive and heard throughout the structure. **[CBC §445.5]**

Examples of these devices include the following:

- Battery operated smoke detector; *[Not permitted in Sunnyvale or Gilroy.]*
- Manually operated alarm bell or horn.

G. Electrical

1. Extension cords shall not be used in place of permanent wiring and shall be used only with portable appliances. **[CFC §605.5]**
2. Multi-plug adapters, multi-plug extension cords, cube adapters, and other strip plugs and other devices shall not be used. **[CFC §605.4]**

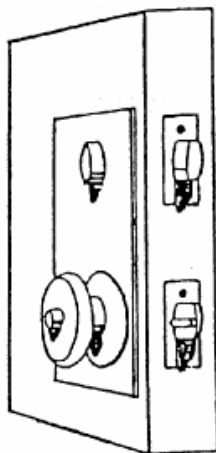
H. Exits

1. Every story or basement shall be provided with two (2) exits that are remotely located from each other. A horizontal sliding door may be used as one of the required exits. *[Note: Each exit shall be a minimum of thirty-two (32) inches in width and six feet eight inches (80") in height.]*
2. All exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. *[Note: Dead bolts will be permitted if they are interconnected with the doorknob in such a manner that turning the doorknob will simultaneously unlock the dead bolt in a single operation (see Figure 1 at the end of this document).]*
3. Obstructions are not permitted in aisles, corridors, stairways, and exits.
4. Side gates that are part of the exit path shall be provided with single operation hardware. An example is a string with a handle (at children's level) that is attached to the normal gate latch. *[See Figure 2 at the end of this document.]*
5. A means of exit shall not pass through garages, storerooms, closets or spaces used for similar purposes.

I. General Safety

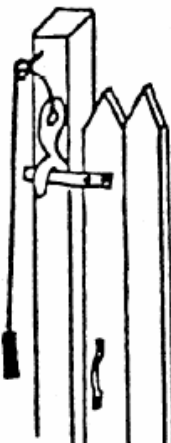
1. Flammable and combustible liquids in quantities in excess of ten (10) gallons shall be stored in a flammable liquid locker or cabinet. Flammable liquids that do not exceed ten gallons shall be stored in approved containers within the garage. **[CFC §3404.3.4.4]**
2. All Hazardous Materials shall be stored in an area inaccessible to children.
3. The heating system shall be capable of maintaining a temperature of sixty-eight (68) degrees Fahrenheit. **[CBC §1204.1]**
4. The water heater will have a temperature pressure relief valve installed. **[CPC §608.3]**
5. A thirty-six (36) inch clearance shall be maintained around any heat producing equipment or appliances. **[CFC §305.1]**
6. Gas water heaters, if located within the garage, shall be eighteen (18) inches above the level of the floor. **[CPC §508.14]**
7. Water heaters shall be seismically secured. **[CPC §508.2]**
8. An emergency evacuation plan shall be developed, reviewed and posted on site. **[CCR]**
9. Fire drills shall be conducted every six (6) months and the records shall be maintained on site and available for review. **[CCR §102417(g)(9)(A)]**

Figure 1



Exit door deadbolt/latch

Figure 2



Gate Latch

Questions? Call the City of Milpitas Fire Department at (408) 586-2800.

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