

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Fire Safety – Fireplaces

**Chapter:**

10

**Effective Date:**

10/25/1999

**Revision Date:****Policy Number:**

10-114-009

Executive Director

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. Fireplaces shall be securely screened or equipped with protective guards while in use.
2. A staff person shall be present with the children while a fireplace is in use.
3. A fireplace chimney and flue shall be cleaned when there is an accumulation of creosote. Written documentation of the cleaning shall be kept.

## DISCUSSION: