

# Building Inspection Checklist

## General

### ☐ Access to Property

2.5.1.5 Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times..."

"Vehicles shall not be parked to obstruct access by fire department vehicles and signs shall be posted prohibiting such parking"

### ☐ Address Posted and Visible

This includes street addressing and CRU addressing for commercial units in the building. For issues with unit splitting or where the CRU files need updating, refer to the DFC.

Bylaw #1956, 2010, Bylaw to Regulate Fire Protection Services, Fireworks, and the Safety and Protection of Persons and Property, section 9.5 provides: "the civic address ... must be legible from the street ... fronting the property... with each address number being no less than 100 mm in height."

### ☐ Business Licence Posted

A valid business licence must be posted.

### ☐ 360 of Building

Regarding the building perimeter, are there any issues with a fire safety component, such as fire suppression connections, garbage bags piled up against an exit door?

### ☐ Private Hydrants

BCFC Part 6.4, NFPA 25 7.4. Private hydrants, if provided, must be maintained. This includes being kept accessible: free of snow, ice and other debris. They must also be lubricated and hydraulically tested annually. Records of this will be checked as part of the record check for all fire safety systems.

## Fire Safety Plan

### Onsite Plan

- ☐ Available
- ☐ Relevant – reviewed in last 12 months and updated as needed (BCFC 2.8.2.1)

2.8.2.5. The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel. In buildings of group A, D, E or F occupancies and greater than 36 m high, or as defined by BC Building Code (BCBC) 3.2.6, shall have a copy of the plan kept at the central alarm facility.

2.8 requires a Fire Safety Plan to be prepared for any:

- building containing an assembly, care or detention occupancy.
- building required by the BCBC to have a fire alarm system.
- demolition and construction sites regulated under section 5.6
- storage areas required to have a fire safety plan in conformance with articles 3.2.2.5 and 3.3.2.9
- areas where flammable or combustible liquids are stored or handled in conformance with article 4.1.5.5.
- areas where hazardous processes or operations occur, in conformance with article 5.1.5.1

## Safety Systems

### Fire Alarm System

#### ☐ **Alarm System - ASTT/Annual Main**

Tag has:

- ☐ Current date
- ☐ Signed off by an ASTT certified Technician
- ☐ Approved

Panel has:

- ☐ Power on
- ☐ No trouble signals
- ☐ Inspection Report

- ☐ Bells throughout ring clear when tapped
- ☐ Pull stations and detectors undamaged

The RMOW "Inspection and testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the annual testing of fire alarm systems as required by BC Fire Code section 6.3.1.2 be carried out by an ASTT certified Fire Protection Technician.

#### ☐ **Smoke alarms in sleeping rooms tested**

Tested at random, best in conjunction with sleeping room door checks. Sleeping rooms are required to have smoke alarms. BC Building Code 9.10.19 and 3.2.4.21

### Fire Suppression

#### ☐ **Sprinkler System ASTT/Annual**

- ☐ Valves open
- ☐ System tagged with a current date, signed and stamped by ASTT Certified technician
- ☐ All OK
- ☐ Inspection report.

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❑ **FD Connection- capped, accessible**

- ❑ Record of inspections for the connection.

BC Fire Code 6.4.1. (1) (referencing NFPA 25)

NFPA 25 12.7 requires fire department connections to be inspected quarterly to verify the following:

- The fire department connections are visible and accessible.
- Couplings or swivels are not damaged and rotate smoothly.
- Plugs or caps are in place and undamaged.
- Gaskets are in place and in good condition.
- Identification signs are in place.
- The check valve is not leaking.
- The automatic drain valve is in place and operating properly.
- The fire department connection clapper(s) is in place and operating properly.

❑ **Standpipes - Closed/Capped**

The RMOW "Inspection and Testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the annual testing of sprinkler systems as required by BC Fire Code section 6.4.1.(referencing NFPA 25) be carried out by an ASTT certified Fire Protection Technician.

NFPA 25 SECTION 6.1 requires testing of the standpipe system. This is normally done as part of the overall annual fire suppression system testing.

❑ **Storage/Sprinkler Clearances**

In most cases, nothing should be stored within 18 in. of the ceiling in a room protected by ceiling mounted sprinkler heads.

❑ **Fire Hose Cabinets - ASTT/Annual**

The RMOW "Inspection and Testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the annual testing of fire hose as required by BC Fire Code section 6.4.1.1(referencing NFPA 25) be carried out by an ASTT certified Fire Protection Technician.

## Emergency Lighting

❑ **Emergency Lighting - ASTT/Ann.Maint.**

The RMOW "Inspection and testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the annual testing of emergency lighting systems as required by BC Fire

Code section 6.5.1. be carried out by an ASTT certified Fire Protection Technician.

BC Fire Code 6.5.1.6.(2) Self contained emergency lighting unit equipment shall be:  
(a) inspected monthly to ensure that the emergency lights will function upon failure of the primary power supply and,  
(b) tested annually to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power failure conditions.

6.5.1.7 Except as provided in article 6.5.1.6, emergency lights shall be inspected at intervals not greater than 12 months to ensure that they are functional.

#### ☐ **Emergency Lighting Operable**

BC Fire Code 6.5.1.6.(2) Self contained emergency lighting unit equipment shall be tested:(a) monthly to ensure that the emergency lights will function upon failure of the primary power supply.

#### ☐ **Emergency Generator - Logbook**

BC Fire Code 6.5.1.1 generally provides that emergency power systems shall be inspected, tested, and maintained in conformance with CAN/CSA - C282, "Emergency Power Supply for Buildings".

This requirement includes the annual testing of the emergency lighting, the starting of the generator monthly and the maintenance of a logbook to record tests. This logbook is required to be kept with the generator for viewing.

For gas or diesel generators, BCFC 6.5.1.5 (1) requires fuel storage tanks to be drained and refilled with fresh fuel at least annually.

## Extinguishers

#### ☐ **Extinguisher ASTT/Annual Maintenance**

Extinguishers hang in appropriate locations, undamaged, charged, visible and tagged OK.

The RMOW "Inspection and Testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the annual testing of extinguishers as required by BC Fire Code section 6.2.1. (referencing NFPA 10) be carried out by an ASTT certified Fire Protection Technician.

NFPA 10 6.3. requires extinguishers to be maintained annually. Every six years they must be dumped and recharged. A tag must be securely attached to a fire extinguisher indicating the month and year the maintenance was performed as well as identifying the person performing the service.

#### ☐ **Extinguishers in Designated Location**

BC Fire Code - (referencing NFPA 10):

1.5.2 Extinguishers shall be...kept in their designated places at all times when they are not being used.

1.5.3. Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of a fire.

Generally speaking, in low hazard buildings, extinguishers are located within 25 m of anywhere within the building. Higher hazard occupancies have more stringent requirements.

## Means of Egress

### ❑ **(Means of) Egress Clear**

BC Fire Code 2.7.1.6. Means of egress shall be maintained in good repair and free of obstructions.

Note the definition of a “means of egress”: ...a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, public thoroughfare, or exterior open space protected from fire exposure...and having access to an open public thoroughfare. Means of egress includes exits and access to exits.

Note: Open floor areas requiring more than one egress door shall be provided with aisles 1.1 m wide which provide access to the doorway. At any point on the aisle, there is a choice of two ways out. Subsidiary aisles may be 900mm. (see 2.7.1.2.)

### ❑ **Exit Plans Posted**

BCFC 2.8.2.7 (2) In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing locations of exits and paths of travel to exits.

### ❑ **Exit Signs Illuminated**

BCBC 3.4.5.1. Every exit door shall have an exit sign ... if the exit serves: a building 2 stories or greater, a building with an occupant load exceeding 150 or a room or floor area with a fire escape.

Generally, every floor area shall be served by at least 2 exits, except as provided in BCBC 3.4.2.

2.7.3.1(2) Exit lighting and exit signs shall be illuminated during times the building is occupied.

### ❑ **Stairwells Clear**

2.7.1.6. Means of egress shall be maintained in good repair and free of obstructions (Stairwells and Fire Exits are a means of egress).

### ❑ **(Exit) Doors Unlocked and Clear**

BCBC 3.3.1.13 requires all doors in an access to exit to be readily openable in traveling to the exit without special keys or knowledge. Doors from assembly occupancies of more than 100 shall be equipped with panic hardware. (BCBC 3.3.2.7).

## Building Compartments

### ❑ Fire Separations Intact - B.C.F.C.2.

BC Fire Code 2.2.1.2 Where fire separations are damaged so as to affect their integrity; they shall be repaired so that the integrity of the fire separation is maintained.

### ❑ Separation Doors - Close/Latch/Sign

BC Fire Code 2.2.2 Requires openings (doors, vents, etc.) in fire separations to be protected with closures (door automatically closes and latches), unless held open with an acceptable hold-open device designed to be released by signal from the (fire protection systems). In most cases, these doors must also be signed with the words "Fire Door Keep Closed", as described in the Code section (2.2.2.5).

Vents and ducts through separations must be protected with closures compliant with BCBC. Generally, these will be held open with fusible links designed to release in the event of a fire. Is the closure undamaged?

NOTE: BCBC does not require a separation from a suite to a public corridor when the floor space is fully sprinklered and the travel distance is less than 45 m to the nearest exit. This applies in many cases when offices or retail stores open onto a public corridor.

### ❑ Hotel suite doors randomly checked

If applicable at least 2 doors per floor are checked. As separation doors (20 min) they are required to self-latch. They are also required to have an exit plan posted on the back of the door.

### ❑ Occupant Load Posted

2.7.1.4 In assembly occupancies with occupant loads exceeding 60, the load shall be posted in conspicuous locations near the principle entrances to the room or floor area.

## Electrical

### ❑ General

Although electrical is inspected Provincially, on annual fire inspections, fire and safety hazards when observed will be pointed out.

Are exposed wires properly protected in conduit or an approved cover? Are wire connections enclosed in an appropriate electrical box? If unsure, refer the matter to an Electrical Inspector.

❑ **Covers - Boxes/Panels**

Electrical boxes and receptacles require cover plates to prevent persons accidentally contacting the wires.

❑ **Panels Clear and Accessible**

1.1 m clear access to panels?

❑ **Electrical vaults separated, doors self-latch, clear of storage**

BCBC 2.6.3 “electrical equipment vaults shall not be used for storage. Electrical service rooms may be used for storage purposes, in conformance with BC Electrical Safety Regulations.

## Service Equipment

### Ventilation

❑ **Hoods, Ducts, Filter cleaned**

**2.6.1.3 (1)** Hoods, ducts and filters subject to accumulations of combustible deposits shall be inspected at intervals not greater than 7 days and shall be cleaned if the accumulation of such deposits creates a fire hazard.

### Heating Devices

❑ **Clearances maintained**

The manufacturer will have clearances that must be maintained to safely operate the device. Are these maintained?

### Kitchen Hood Systems

❑ **Cooking Area - Non-greasy**

BC Fire Code 2.6.1.9 (3) Hoods, ducts and filters subject to accumulations of combustible deposits shall be inspected at intervals not greater than 7 days and shall be cleaned if the accumulation of such deposits creates a fire hazard.

❑ **Exhaust System - Inspect/Clean**

- Grills above cooking surfaces removed to confirm cleaning and check fusible link dates (separate check box).
- Plenum at duct exit checked and grease free

NFPA 96 11.3\* Inspection for Grease Build up. The entire exhaust system shall be inspected for grease build up by a properly trained, qualified, and certified company or person(s) acceptable

to the authority having jurisdiction in accordance with Table 11.3.

Table 11.3 Schedule of Inspection for Grease Build up:

- Systems serving solid fuel cooking operations – Monthly
- Systems serving high-volume cooking operations, such as 24-hour cooking, charbroiling, or wok cooking - Quarterly
- Systems serving moderate-volume cooking operations – Semi annually
- Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers - Annually

6.1.9(3)Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or other residues. (see Appendix A).

A 2.6.1.9 (3) Depending on the amount of cooking equipment usage, the entire exhaust system including grease extractors, should be inspected at intervals not greater than 7 days to determine if grease or other residues have been deposited within. When grease or residues are in evidence...the system should be cleaned. In general, exhaust systems should be cleaned at intervals not greater than 12 months, but in the case of deep fat cooking, char broiling or similar operations, the systems should be cleaned at intervals not greater than 3 months.

❑ **Hood Fire Ext. System - ASTT/6mo.**

The RMOW "Inspection and Testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the six month testing of range hood extinguishing systems as required by BC Fire Code section 2.6.1.9.(2) (referencing NFPA 96) be carried out by an ASTT certified Fire Protection Technician.

NFPA 9611.2.1\* Maintenance of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) or company acceptable to the authority having jurisdiction at least every 6 months.

❑ **Hood Fire Ext. System - ASTT/Fusible Links**

The RMOW "Inspection and Testing of Fire Protection Equipment Bylaw No. 1754, 2006" requires that the replacement of fusible links at least semi-annually as required by BC Fire Code section 2.6.1.9.(2) (referencing NFPA 96) be carried out by an ASTT certified Fire Protection Technician.

NFPA 9611.2.4\* Fusible links (including fusible links on fire damper assemblies) and automatic sprinkler heads shall be replaced at least semi-annually or more frequently if necessary where required by the manufacturer.11.2.5 The year of manufacture and the date of installation of the fusible links shall be marked on the system inspection tag. The tag shall be signed or initialed by the installer.

❑ **Manual Operation Instructions Posted**

Instructions for manual operation of the fire protection systems shall be posted conspicuously in



the kitchen, as part of the Fire Safety Plan.

## Chimneys

### ❑ Chimney - Annual Cleaning

BC Fire Code 2.6.1.4. Every chimney shall be inspected at least annually to ensure it is clean and serviceable as well as after any chimney fire.

Chimneys shall be cleaned as often as necessary to free them from dangerous accumulations of combustible deposits.

### ❑ Required Clearances Maintained (from chimneys, vents and appliances to combustibles)

BC Fire Code 2.6.1.5.(1) Required clearances between chimneys ...or appliances and combustible construction shall be maintained in conformance with the BC Building Code.

(2) "Combustible materials shall not be located within the required clearance space surrounding chimneys ... or appliances..."

## Storage

### ❑ Combustible waste

2.4.1.1.(1) May not be stored in and around buildings so as to create an accumulation that constitutes an undue fire hazard.

### ❑ Storage in Parking Garages

For minor storage, such as camping gear and a bicycle or two, a parking garage is considered a F3 structure as long as can it still function as a parking stall. More significant storage is not permitted without a fire separation (1.5 hr) and a fire separation may not be permitted based on a variety of factors, including gross permitted floor areas, zoning, parking requirements and flood plain requirements.

### ❑ Storage in Attics, crawlspaces

2.4.1. (3) Horizontal concealed spaces, such as crawlspaces and ceiling spaces, shall not be used for the storage of combustible materials.

### ❑ Storage in Service Rooms

2.4.1. (2) Service rooms include boiler, furnace, garbage, air conditioning, electrical service rooms and janitor closets. Combustible materials other than those for which the room is designed, should not be stored in service rooms.

Note: No storage permitted in electrical vaults and elevator rooms.

#### ❑ **Outdoor Garbage Bins**

2.4.1.1. (6) Outdoor storage receptacles, such as dumpsters, used for combustible materials shall be located so that they do not create an undue fire hazard to the surrounding buildings.

#### ❑ **Storage – Indoor, outdoor, flammable and combustible materials**

Part 3 of the Code provides specific detailed regulations for the indoor or outdoor storage of applicable flammable solids and gases.

Part 4 of the BC Fire Code provides specific detailed regulations for the storage of applicable flammable and combustible liquids.

## Miscellaneous

#### ❑ **Illegal Construction not found**

Has construction been noted which does not show on approved building plans?

Since we are not likely able to determine the safety of the work, use of the space must stop immediately and the owner will be given a reasonable time (usually 30 -60 days) to obtain a demolition permit to return the space to its approved use.

The Deputy Fire Chief will provide a letter to re-enforce this position, and the property will be reinspected after the time given to confirm compliance. Reinspection fees will apply and MTI tickets may be used if a owner is not cooperative.

#### ❑ **Mezzanines**

Does the unit contain a mezzanine? Is it less than 60% of the horizontal plain and part of the approved plans? 10% of the mezzanine may be enclosed, but only if this does not visually block the opening to below.

#### ❑ **Lock Box Keys**

Although lock boxes are not required, if a lock box is present, it should have keys to common areas and service rooms that will allow Fire Department access, making forcible entry in the event of an emergency unnecessary.