

#### Includes:

- Low-rise and high-rise apartment buildings
- Condominium complexes
- All multiple residential occupancies with common use areas (hallways, foyers, etc.)



# Multi-Residential Occupancies

The B.C. Fire Code requires building owners and occupants to comply with the requirements on this checklist and in the Fire Safety & You brochure.

## CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

- Access: Prince Rupert Fire Services may request provisions for accessing locked stairwells, service rooms etc.
- Address: must be visible from road, free of foliage, in a contrasting colour.
- Electrical/mechanical rooms: must be clearly identified.
- Electrical panels, sprinkler control valves, all other electrical and mechanical appliances: must be easily accessible and kept clear of storage.
- Fire doors: must not be blocked or wedged open, including stairwell doors. Fire doors must self-close and latch properly to maintain fire separation.
- Fire hydrants / Fire Dept connections: must be clearly visible, easily identifiable, serviced at required intervals.
- Fire and life safety systems: must have up-to-date services performed by qualified professionals and be operating free of deficiencies. These include fire alarm, sprinkler system, fire extinguishers, emergency lighting.
- Fire lane access: must be kept clear and accessible for fire apparatus.
- Hallways/exit passages: must be kept clear of obstructions.
- Personal storage locker area: must be maintained to not compromise sprinkler coverage, and not contain dangerous goods such as propane cylinders, flammable liquids.
- Storage of combustibles on balconies: must be maintained to not cause undue fire risk.
- Underground parking area: must be free of all combustible storage.

## FIRE SAFETY PLANS

A Fire Safety Plan (FSP) is a detailed document that covers all aspects of fire safety for a specific building or property.

The FSP will outline:

- Building information including construction and fire protection systems.
  - A safe and orderly way for occupants to evacuate the building.
  - Proper maintenance and housekeeping required to prevent fires.
  - Methods of control that minimize the damage from fires when they do occur.
- Multi-residential occupancies require FSPs that:**
- Are kept on-site, stored in a box; accessed in main lobby or other easily identifiable area.
  - Are reviewed annually, updated as necessary.
  - Contain records of the last 2 years of monthly fire and life safety checks.
  - Contain most recent annual fire and life safety service records, performed by a qualified professional, including in-suite device inspection and testing.
  - Contain most recent required service records for other building systems such as dryer ducts, emergency generator, radio amplification (if necessary).

## Contact:

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Prince Rupert, B.C.  
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Fire Prevention  
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