

Includes:

- low-rise and high-rise office buildings
- professional centres
- government office buildings

Office 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

■ **Address:** must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.

■ **Emergency lighting:** may be provided by battery packs with remote and attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational, with no visible damage, with heads aimed in proper direction, and serviced and tagged annually by a certified technician.

■ **Exit doors:** must not be locked or blocked from either the inside or outside. Must be unlocked from the inside when the building is occupied. Must have panic hardware that releases when a force of 20 pounds or less is applied.

■ **Extension cords:** kept to a minimum and not overloaded.

■ **Fire alarm systems:** must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service tag (within the last 12 months) and up-to-date logbook.

■ **Fire doors:** must not be blocked or wedged open, including stairwell doors. Must have closures and no wedges used to hold open fire-rated doors.

■ **Fire hydrants:** must be accessible, free of damage and serviced within the specified date. Private hydrants require annual service, with records kept on site.

■ **Fire lanes:** must have an adequate clear width of six unobstructed metres.

■ **Fire Safety Plan:** must be reviewed and updated yearly.

■ **Fire separations:** must have no holes or openings that compromise their purpose.

■ **Garbage disposal:** Commercial containers must be located three metres from combustible buildings. If inside, Commercial containers should have tight-fitting lids and be in fire-separated rooms.

■ **'No smoking' signs:** must be posted in hazardous areas.

■ **Portable fire extinguishers:** must:

- be located adjacent to corridors or aisles that provide access to exits.
- be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician.
- be full and functioning (no leaks, damage, corrosion,
- malfunctioning parts or clogged nozzles).
- have a minimum rating 2A-10BC.

■ **Portable heaters:** must be an approved type and kept away from combustibles.

■ **Sprinkler systems:** must be inspected and tested by qualified personnel at least once per year. Must have a current service tag (within the last 12 months) and up-to-date logbook.

■ **Sprinkler valves:** must be in the open position, either locked and chained or sealed and monitored electronically. No storage is permitted within 18 inches of the bottom of sprinkler heads.

Contact:

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