

Includes:

- Shopping centres, strip malls
- Multi-unit commercial and retail buildings
- Restaurants



Retail/Commercial 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.
- **Boilers/hot water tanks:** no combustibles may be stored next to tanks.
- **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, 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 latching hardware that releases when a force of 20 pounds or less is applied. Stairwell doors must have self-closing and latching devices.
- **Exit signs:** must be visible and remain illuminated at all times when the building is occupied.
- **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 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 kept closed and located three metres from combustible buildings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- **Portable fire extinguishers:** must:
 - be located in corridors and service rooms within 75 feet travel distance.
 - 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.
- **Sprinkler and standpipe connections:** must be capped, free of debris and accessible.
- **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.
- **Stairwells and corridors:** must be free of tripping hazards. Includes:
 - shopping centres
 - strip malls
 - multi-unit commercial and retail buildings
 - restaurants

ADDITIONAL RESTAURANT CHECKLIST ON BACK

Contact:

Prince Rupert Fire Department
200 - 1st Ave. West,
Prince Rupert, B.C.
V8J 1A8

Fire Prevention
Phone: 250-627-1248
Email: fireprevention@princerupert.ca



Retail/Commercial Occupancies Restaurants/Food Service

Required in addition to checklist on front.

■ **Cooking equipment:** shall be installed and maintained so as not to create a fire hazard and in conformance with its certification.

■ **Exhaust system:** Exhaust systems shall be operated whenever cooking equipment is turned on. The entire exhaust system shall be inspected for grease buildup by a qualified person:

- monthly for systems servicing solid fuel cooking operations.
- quarterly for systems servicing high-volume cooking operations, such as 24-hour cooking, charbroiling, or wok cooking.
- semi-annually for systems servicing moderate-volume cooking operations.
- annually for systems servicing low-volume cooking operations, such as churches, day camps, seasonal business, or senior centres.
- If, upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a qualified person.

■ **Fire extinguisher (K-Class):** must:

- be located within 30 feet of cooking areas.
- be mounted in a visible location, accessible, and serviced at least once every 12 months.
- be full and functioning (no leaks, damage, corrosion,
- malfunctioning part or clogged nozzles).

■ **Fire suppression system:** must be serviced at least once every 6 months.

■ **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.

■ **Instructions for manually operating the fire protection systems:** shall be posted clearly visible in the kitchen as part of the fire safety plan.

■ **Staff are trained:** to use portable fire extinguishers and manually activate the kitchen fire suppression system.

Contact:

Prince Rupert Fire Department
200 - 1st Ave. West,
Prince Rupert, B.C.
V8J 1A8

Fire Prevention
Phone: 250-627-1248
Email: fireprevention@princerupert.ca