

Fire Safety Checklist for Business

The Fire Safety Checklist is designed to assist business owners and operators keep their place of business, staff and customers safe from fire. Following the checklist can help a business be better prepared for an inspection by the Victoria Fire Department.

It is the responsibility of all businesses to conduct an inspection of their place of work to ensure the business is operated as per the BC Fire Code. Applicants for a business licence in the City of Victoria may be referred to the Victoria Fire Department's Fire Prevention Division. For more information, please contact the Assistant Chief of Fire Prevention at **250.920.3360** or email vfd@victoria.ca.

Fire Extinguishers

- Ensure fire extinguishers are fully charged and are mounted in such a way they are visible and easily accessible.
- Have each extinguisher serviced annually by a qualified technician. A service tag must be attached noting the date of service.
- Conduct a visible inspection of fire extinguishers once a month. The gauge should show that it is full. Check the hose to ensure it is attached tightly and has no cracks or blockages.

Smoke Alarms

- Test smoke alarms once a month.
- Change batteries in smoke alarms at least once a year. This can be timed with the change to Daylight Savings Time each spring.
- Make sure smoke alarms are not painted or altered in any way.

Fire Alarm System

- Have your fire alarm system serviced annually by a qualified technician.
- Perform monthly fire alarm tests on emergency power. Log these tests and make them available for a fire inspector to view.
- Ensure all parts of the fire alarm system are intact and are unaltered. Make sure fire bells are not painted.
- Ensure pull stations are not blocked by shelving, inventory or furniture.

Electrical Hazards

- Do not overload circuits.
- Ensure temporary electrical solutions (e.g., power bars, splitters, electrical cords) are not used in conjunction with one another.
- Plug large appliances such as refrigerators and freezers directly into wall receptacles.

Exit Signage

- Make sure exit signage is visible, intact and fully illuminated.

Emergency Lighting

- Have your emergency lighting serviced annually by a qualified technician. Ensure emergency lighting is in working order at all times.
- Test emergency lighting monthly.

Exit Passageways and Exit Doors

- Ensure passageways leading to an exit are free of obstructions.
- Ensure all exit doors have approved locking mechanisms.
- Ensure all exit doors do not require specialized tools (e.g. a key) or knowledge (e.g. code) to exit.

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FOR MORE INFORMATION:

Victoria Fire Department
 Fire Prevention Division
 1234 Yates Street, Victoria, BC V8V 3M8
 T 250.920.3360 E vfd@victoria.ca

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Fire Separations

- Keep fire doors closed when not in use. Make sure fire doors are not propped open.
- Do not disconnect or alter automatic door closures.

Storage Rooms

- Keep storage rooms free of excessive clutter. Maintain proper aisle widths (a minimum of 900 mm or 36").

Sprinkler System

- Confirm sprinkler system services are scheduled and maintained as per NFPA 25 by a qualified technician.
- Ensure there is no damage to sprinkler heads and there is a minimum of 450 mm (18") clearance below the heads. Do not paint sprinkler heads.
- Ensure all parts of the sprinkler system are intact and in good repair.

Emergency Power (Generator)

- Check that proper service schedules for emergency power are being maintained as per CAN/CSA-C282-05 and a log of that service is kept on site.

Laundry Rooms

- Clean out lint traps regularly and ensure there is no build-up of lint behind or around dryers.
- Regularly check that no items have fallen behind dryers.

Commercial Cooking Hoods and Ducts

- Install cooking hoods and ducts as per NFPA 96.
- Ensure cooking hoods are cleaned properly on a regular basis and that all components are in place and properly maintained. Make sure there are no holes in the hoods from relocating nozzles.
- Ensure the cooking hood is the appropriate size for the appliances and that all cooking surfaces are properly covered.
- Install approved filters correctly.



Cooking Fire Suppression Systems

- Have a cooking fire suppression system serviced twice a year by a qualified technician.
- Ensure appropriate nozzles are in place for the type of appliance they are designed to protect.

Mechanical and Service Rooms

- Keep mechanical and service rooms clear of storage items and ensure doors are closed when not in use.

Standpipe Systems

- Perform flow and flush tests (including a 200 PSI pressure test) every five years and forward the results to the Victoria Fire Department Fire Prevention Division. These tests must be done by a qualified technician.
- Ensure connections are visible, free of obstructions, capped and properly labelled.
- Remove occupant-use hoses and ensure approved caps are put in place.

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