

CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

- Address: must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.
- Aisleways: must provide a clear access to exits.
- Combustible artwork: shall not exceed 20% of the wall or ceiling area.
- **Egress:** each facility must have two means of egress from each floor area.
- Electrical outlets: must be protected with secure covers.
- Emergency contacts: each facility must have a telephone with local emergency numbers posted nearby.
- Emergency lighting: may be provided by battery packs with remote or attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational with no visible damage. Must be tested monthly by staff, and serviced and tagged annually by a certified technician.
- **Electrical outlets:** must be protected with secure covers.
- Exit doors: must not be blocked from either the inside or the outside, and must open from the inside with a single releasing action with a closed fist.
- **Extension cords:** temporary use and not overloaded.
- 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, and emergency lighting.

- **Fire Safety Plan:** must conform to BC Fire Code Section 2.8, be reviewed and updated annually, and show procedures for evacuation and use of fire extinguishers. Must also have emergency numbers.
- Fire separations: must have no holes or openings that compromise their purpose.
- Furnace area: must be segregated from the daycare by a proper fire separation.
- Interconnected A/C wired smoke alarms: are required for each floor area.
- Mechanical rooms (such as boiler, furnace, or electrical rooms): must provide clear access to equipment, and, in the case of boiler rooms and electrical vaults, must contain no storage. Panels require 1 metre of clearance.
- Portable fire extinguishers: must:
 - be located in corridors or aisles that provide access to exits.
 - be mounted in a visible location, accessible, and serviced and tagged at least annually by a certified technician.
 - be full and functioning (no leaks, damage, corrosion, malfunctioning parts and clogged nozzles).
 - Have a minimum rating 2A-10BC.
 - **Portable heaters:** must be an approved type and kept away from combustibles.
- Waste receptacles: shall be of non-combustible material.

The above requirements are where fire inspectors find most contraventions. This is not an exhaustive list.

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