

Retail / Commercial Occupancies

Includes:

- Shopping centres
- Strip malls
- Multi-unit commercial and retail buildings
- Restaurants

CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

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| ☐ Address: must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour. | ☐ Garbage disposal: commercial containers must be kept closed and located three metres from combustible buildings. |
| ☐ 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. | ☐ 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. All breakers should be identified. Doors must remain closed, with self-closing devices in boiler rooms. |
| ☐ Exits: paths must be free of obstructions. Doors must not be blocked from either the inside or the outside and must open with a single releasing action with a closed fist. Exterior stairs and passageways must be free of snow and ice accumulations. | ☐ Portable fire extinguishers: must: |
| ☐ Fire alarm systems: must be in good working condition. Must be serviced and tagged annually by a certified technician. | ☐ be located in corridors and service rooms within appropriate travel distance. |
| ☐ Fire doors: must not be blocked or wedged open, including stairwell doors. Must have closures. | ☐ be mounted in a visible location, accessible, and serviced and tagged at least annually by a certified technician. |
| ☐ Fire hydrants: must be accessible, free of damage, and serviced within the specified date. Private hydrants require annual service, with records kept on site. | ☐ be full and functioning (no leaks, damage, corrosion, malfunctioning parts and clogged nozzles). |
| ☐ Fire Safety Plan: must be reviewed and updated annually. | ☐ Have a minimum rating 2A-10BC. |
| ☐ Fire separations: must have no holes or openings that compromise their purpose. | ☐ Sprinkler and standpipe connections: must be capped, free of debris, and accessible. |
| | ☐ Sprinkler systems: must be inspected and tested by qualified personnel annually. Must have a current service tag and up-to-date logbook. |
| | ☐ Storage areas: must be kept free of excessive clutter, with aisle widths of at least 36 inches in larger rooms. |

ADDITIONAL RESTAURANT CHECKLIST ON BACK

Not all items above are required for all businesses.

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

Dawson Creek Fire Department

10101-12A Street

Dawson Creek, BC V1G 3V7

Phone : (250) 782-9898



Retail / Commercial Occupancies (cont.)



CHECKLIST FOR RESTAURANTS: COMMON FIRE SERVICE REQUIREMENTS

REQUIRED IN ADDITION TO ITEMS 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 businesses, or senior centres.
 - ☐ If, upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapours, the contaminated portions of the exhaust system shall be cleaned by a qualified person.
- ☐ **Fire extinguisher (Class K):** must:
 - ☐ be located within 30 feet of cooking areas.
 - ☐ 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).
- ☐ **Fire suppression system:** must be serviced and tagged 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
- ☐ **Staff are trained:** to use portable fire extinguishers and manually activate the kitchen fire suppression system.

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