

WHITEHORSE FIRE DEPARTMENT PRE-INSPECTION CHECKLIST

City of Whitehorse Fire Department – Fire Prevention Branch



www.whitehorse.ca



The following is a standard guide for business owners, store managers, hotels, motels, apartments and maintenance personnel to ensure occupant safety and compliance with the National Fire Code of Canada within their establishment.

Please follow this guide carefully as these items will be reviewed for compliance during required routine fire inspections conducted by Whitehorse Fire Department personnel.

Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Officer at (867) 668-8685 or stop by the Public Safety Building at 305 Range Road, Whitehorse, Yukon.

CODE REFERENCES

All National Fire Code of Canada (NFC) references are from Division B unless stated otherwise.

All National Building Code of Canada (NBC) references are from Division B unless stated otherwise.

All National Fire Protection Association (NFPA) codes are referenced in the National Fire Code of Canada.

Maintenance records for all tests required under the NFC shall be kept on the premise for a minimum of two years for examination by the Authority Having Jurisdiction (AHJ). (NFC Division C 2.2.1.2).

ADDRESS

- Building and tenant addresses shall be displayed at a location clearly visible from the roadway. (Maintenance Bylaw 2011-03, Section 28)

FIRE DEPARTMENT ACCESS

- Fire Department access to buildings and laneways must be maintained for fire department vehicles at all times. (NFC 2.5.1.5)

FIRE DEPARTMENT BUILDING ACCESS

- Buildings with fixed fire protection systems (fire alarm systems, sprinkler systems), elevator control and door access MUST install a fire department key-box with appropriate keys and contact information. (Emergency Services Bylaw 2000-01 Section 43)

- Once this box is installed, contact the Fire Prevention Officer at (867) 668-8685 to coordinate locking these keys inside the key box.

PRIVATE FIRE HYDRANTS

- Private fire hydrants must be inspected, tested and maintained annually. (NFPA 291)
- A two meter clearance must be maintained around the front side of all hydrants and one meter clearance on the rear of the hydrant. (Emergency Services Bylaw 2001-01, Section 50)
- Snow and ice in the winter months shall also be removed at regular intervals.

FIRE DEPARTMENT CONNECTION (FDC)

- Fire department connections for sprinkler and standpipe systems shall be kept free of obstructions; this includes storage of combustible materials, commercial refuse containers and parking of vehicles. (NFC 2.5.1.4).
- Fire department connections must have protective caps in place.

FIRE ALARM SYSTEMS

- Fire alarm systems must be maintained in an operable condition at all times.
- Maintenance personnel or managers should conduct a visual inspection of the fire alarm panel daily. (NFC 6.3.1.1).
- Fire alarm systems shall be maintained, inspected and tested annually by a qualified & certified fire alarm company.
- If the fire alarm system is independent (internal with no monitoring service), permanent signage shall be posted above all manual fire alarm pull stations with directions to phone 9-1-1 in case of emergency. (NFC 2.8.2.7).
- If the fire alarm system is monitored by a certified monitoring company (required if the building has a sprinkler system); the monitoring company's certificate shall be posted within one meter of the fire alarm panel. (NFPA 72)
- A space of one meter shall be kept free of physical obstruction in front of the fire alarm panel, to provide access for maintenance, testing and inspection. (NFC 6.3.1.2)

SPRINKLER SYSTEMS

- Sprinkler and standpipe systems shall be maintained in operable conditions at all times.
- Doors to rooms containing sprinkler control valves shall include signage indicating "Sprinkler Control Room".
- All valves and components for the fire sprinkler systems shall be maintained free of obstructions. (NFC 6.4.1.1 / NFPA 25)
- Storage shall not interfere with the fire sprinkler head discharge; a 450mm (18 inch) clearance is required from the fire sprinkler head deflectors to top of storage arrangements. (NFPA 13)
- A clear path of travel consisting of one meter, shall be maintained to allow access to the sprinkler tree for maintenance, testing and inspection.

EXIT LIGHTS

- All exit lights and exit signs shall be illuminated when the building is occupied. (NFC 2.7.3.1).
- Exit signs may not be obstructed from view.

FIRE EXTINGUISHERS

- For low-hazard areas (office and retail spaces), at least one (1) 2A:10BC or larger fire extinguisher shall be available and to which there is a maximum travel distance of 25m.
- High-hazard areas (repair garages, parking garages) shall have fire extinguishers with minimum ratings and travel distance as per NFPA 10.
- Fire extinguishers shall be serviced and tagged annually by a qualified & certified fire extinguisher company. (NFC 6.2.1.1 / NFPA 10).
- Fire extinguishers shall be located near or in access to exits. They shall be mounted on a wall with the handle height between 900-1500mm (3-5 feet) (NFPA 10).

EMERGENCY LIGHTS

- Emergency lights, where required by the National Building Code, shall be maintained in operable condition and tested annually by a qualified & certified company. (NFC 6.5.1.1).

FIRE SEPARATIONS & SMOKE CONTROL

- Any hole or damage to a fire rated construction (fire separations – ie., furnace rooms, mechanical rooms, electrical rooms) shall be repaired as to maintain the integrity of the fire separation.
- Mechanical penetrations through fire separations shall be properly caulked with ULC approved fire-stopping. (NFC 2.2.1.2).
- Fire doors forming part of a fire separation, when damaged, shall be repaired or replaced as to maintain the integrity of the fire separation.
- Any replacement doors shall meet or exceed the minimum rating of the fire separation. (NFC 2.2.2.1).
- Fire doors must remain closed at all times and self-closing devices maintained to enable the door to latch properly. (NFC 2.2.2.4).

SPECIAL FIRE SUPPRESSION SYSTEMS

- Special fire suppression systems, i.e.: fixed kitchen suppression systems, CO2 systems, FM-200 systems, shall be tested, inspected and maintained by a certified company in conformance with its applicable standard. (NFC 6.6.1.1).

ELECTRICAL

- All electrical wiring shall be installed and maintained as to not constitute an undue fire hazard. (NFC 2.4.7.1). This includes, but is not limited to; the use of extension cords for permanent fixtures and junction boxes to have cover plates installed.
- A minimum working space of one meter (1m) with secure footing shall be provided and maintained about electrical equipment such as panel boards. CEC 2-308
- Electrical rooms shall not be used for storage.

MECHANICAL

- Mechanical rooms must be maintained properly and be kept clear of debris.
- Mechanical rooms must not be used for storage.
- Any mechanical penetration through the wall must be properly sealed
- Entire room must be fully enclosed with proper fire rated finished wall.
- Heating appliances must be in good repair and not leaking.

HOUSEKEEPING & STORAGE

- Rooms containing any building services, i.e.: furnace, electrical & mechanical rooms, shall not be used for storage. (NFC 2.4.1.1). Refer to “Sprinkler Systems” for storage clearances.
- Combustible storage shall not accumulate in exit stairwells, in a means of egress or in front of exits. (NFC 2.4.1.1).

EXITS

- Every exit door must open in the direction of travel, swing on a vertical axis and open easily. (NBC 3.4.6.11).
- Exit doors must be clearly visible at all times and free of storage accumulation.
- The exterior of all exit doors shall also be free of storage and accumulation of snow and ice during the winter months.
- All locking, latching or other fastening devices on exit doors must permit the door to be readily opened from the inside requiring no keys, special devices or specialized knowledge of the door opening mechanism. (NBC 3.4.6.15.).

COMMERCIAL COOKING SYSTEMS

- Any kitchen activities producing grease-laden vapours shall have an exhaust and fire protection system installed (NBC 3.3.1.2.). All exhaust systems for commercial cooking equipment must be inspected by a building inspector.
- Commercial cooking exhaust systems must be cleaned and inspected as per NFPA 96, Table 11.4 by a certified company.
- Filters on a commercial cooking exhaust system must be installed in a vertical position and cleaned at regular intervals (weekly). (NFC 2.6.1.9).
- A class “K” fire extinguisher shall be mounted in all commercial kitchens, in addition to fixed kitchen fire suppression system, and be inspected annually by a certified company.

POSTED EMERGENCY PROCEDURES

- Fire emergency procedures shall be posted in common areas as well as sleeping areas (NFC 2.8.2.7.).

Please note: the above requirements are general National Fire Code requirements. Depending on your type of business and occupancy classification, further requirements may apply at the time of your fire inspection.