

Includes:

- Shopping centers, 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.

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 meters.
- 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 meters 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 of 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.
- ☐ The permanent use of extension cords is not permitted.
- ☐ Storage areas must be free from excessive clutter, with aisle widths of at least 36 inches.

ADDITIONAL RESTAURANT CHECKLIST ON BACK

Contact:

Central Saanich Fire 1512
Keating Cross Road.
Saanichton, B.C. V8M1W9

Fire Prevention Phone: 250-544-4238
Email: FDinspections@csaanich.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 centers.
 - 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 accessories: 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.

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