

# ASSEMBLY OCCUPANCIES

OWNER / OCCUPANT INSPECTION INFORMATION

The B.C. Fire Code requires building owners and occupants to comply with the requirements on this checklist.

*These requirements are in addition to those listed in the Fire Safety & You brochure.*

## ASSEMBLY USES INCLUDE:

- Places of worship
- Nightclubs/pubs
- Community halls
- Libraries
- Restaurants



City of  
**Campbell  
River**

## FIRE DEPARTMENT

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[www.campbellriver.ca/fire](http://www.campbellriver.ca/fire)



**ADDITIONAL CHECKLIST  
FOR RESTURANTS /  
COMMERCIAL KITCHENS  
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## CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

- Address:** must be visible from road and lane, free from foliage, and in a contrasting colour.
- Aisleways:** must provide clear access to exits.
- Decorations:** must be non-combustible or treated.
- Drapes:** must be treated.
- 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, with heads aimed in proper direction, 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 panic hardware that releases when a force of 20 pounds or less is applied.
- Exit signs:** must be visible and remain illuminated at all times the building is occupied.
- Extension cords:** kept to a minimum and not overloaded.
- 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 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 located three metres from combustible buildings. If inside, commercial containers should have tight fitting lids and be in fire separated rooms.
- Occupant load:** Submit occupant load calculation per BC Fire Code requirements to Fire Prevention Branch office for review.
- Portable fire extinguishers:** must:
  - be located adjacent to corridors or aisles that provide access to exits.
  - 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 2A-10BC
- Portable heaters:** must be an approved type and kept away from combustibles.
- 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.

# ASSEMBLY OCCUPANCIES (Cont.)



## CHECKLIST FOR RESTAURANTS & COMMERCIAL KITCHENS

### COMMON FIRE SERVICE REQUIREMENTS:

*Required in addition to the checklist on the 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 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 (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 parts or clogged nozzles)
- ❑ **Fire suppression system:** must be serviced at least once every 6 months.
- ❑ **Hoods, grease removal devices, fans, ducts, and other components:** 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.