

SCHOOL 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.

SCHOOL USES INCLUDE:

- Public and private kindergarten, elementary and secondary schools
- Post-secondary institutions



City of
**Campbell
River**

FIRE DEPARTMENT

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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.
- Chemical storage:** all chemicals must be separated by class and stored in an approved manner.
- Combustible artwork:** shall not exceed 20% of the wall or ceiling area.
- Emergency lighting:** may be provided by battery packs with remote and attached heads, or by emergency generators that 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 out. Must be unlocked from the inside when the building is occupied. If panic hardware is installed, it must release with a force of 20 pounds or less.
- Exit signs:** must be visible and remain illuminated at all times 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. No wedges used for fire rated doors.
- Fire drills:** must be held at least three times in each of the Fall and Spring school terms.
- 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 metres from building.
- Fire Safety Plan:** must be reviewed and updated yearly.
- Fire separations:** must have no holes or openings that compromise their purpose.
- Flammable liquids:** must be stored in approved containers, cannot be dispensed into metal containers unless grounded, cannot be stored next to exits. Vapours cannot accumulate.
- 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.
- 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
- 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 current service tag (within the last 12 months) and up-to-date logbook.
- Sprinkler valves:** must be in the open position, either locked and chained, or sealed and monitored electronically. No storage is permitted within 18 inches of the bottom of the sprinkler heads.
- Waste paper containers:** in public areas must not be combustible.