

RETAIL / COMMERCIAL 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.

RETAIL / COMMERCIAL USES INCLUDE:

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



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, 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 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 used 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 metres.
- 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.
- Portable fire extinguishers:** must:
 - be located adjacent to 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 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.



City of
Campbell
River

FIRE DEPARTMENT

675 13th Ave
Campbell River, BC
V9W 6C1

250-286-6266
www.campbellriver.ca/fire