



Campbell River Fire Department Self Inspection Checklist

Dear Owner/Occupant,

The Campbell River Fire Department wishes you, your family, and loved ones all the best during these trying times. Our doors may be closed, but staff and volunteers are working as hard as ever to provide you with the same level of service you have come to expect from us.

During the COVID-19 pandemic, the need for Fire Inspections is more important than ever. With more people working from home, modified store layouts and purchasing processes, our community has changed. We are doing our very best to adapt to these changes and facilitate keeping your homes and businesses safe, while respecting provincial guidelines for social distancing, disinfection and PPE.

One way we have adapted to serve the population while many businesses are closed to the public is by developing a Self-Inspection Form. This form is available on our website www.campbellriver.ca/Fire. By completing the form we can help you stay safe while minimizing contact and exposure. Inspections are still being conducted by the fire department, and if you prefer to schedule an inspection we will gladly accommodate you.

To complete the form, please look around your business and answer the questions that apply to you. If you don't have a commercial kitchen for example, just check "N/A" for those questions. For questions that ask for Service Dates, look on the tags hanging from your Fire and Life Safety equipment for the next service date. Please complete all of the form fields to the best of your ability.

Lastly, we want to thank everyone for doing their part to control the spread of the virus and to all of the essential workers keeping our community moving. The Campbell River Fire Department appreciates your patience and diligence during these times. We are all in this together.

Sincerely,

Thomas Doherty,
Fire Chief

Fire Department

675 13th Avenue, Campbell River, B.C. V9W 6C7
T: 250-286-6266 F: 250-286-6741



City of
**Campbell
River**

Campbell River Fire Department Self Inspection Checklist

Dear Licence Holder,

The Campbell River Fire Department has prepared the following checklist to help you and your staff to comply with safety regulations. Please note that this is only a general checklist and may not contain all requirements for your business. If you require more information, please contact the Campbell River Fire Department at 250-286-6266 or email craig.idiens@campbellriver.ca. Please complete the form at your earliest convenience and submit via fax, mail or electronically to the above email.

Business Name:	Address:
Owner/Occupant Name:	Postal Code:
Phone:	Cell:
Inspected By:	Email Address:

Access & Premises		Yes	No	N/A
The address numbers are clearly visible from the street				
The building's fire access lane is unobstructed				
Fire hydrants are kept clear all the way around (including snow removal)				
If you have a Fire Safety Plan, you have reviewed it in the last 12 months				
Egress		Yes	No	N/A
All your exit doors work and are easily openable with no deadbolts or latches				
All exits are free from clutter and obstructions				
All fire doors open and close properly				
All exits are well lit when people are in the building				
Electrical		Yes	No	N/A
All switches and outlets are in good repair and have cover plates				
All circuit breakers/fuses are labeled				
Extension cords are being used				
Power bars and outlet splitters are used appropriately and not overloaded				
Portable heaters (ceramic and oil) are plugged directly into a wall outlet				
Emergency Lighting and Exit Signs	Next Service Date	Yes	No	N/A
If emergency lighting is provided, they are maintained and work				
The annual test has been performed by a qualified technician (Enter Date)				
If exit signs are required, they are illuminated or self-luminous (Enter Date)				



Campbell River Fire Department Self Inspection Checklist

Fire Alarm System	Next Service Date	Yes	No	N/A
The fire alarm has been maintained by a qualified technician (Enter Date)				
The pull stations, control and annunciator panels are accessible and unobstructed				
All items on the service tag show "PASS"				
Fire Extinguishers	Next Service Date	Yes	No	N/A
There is at least one fire extinguisher rated to a minimum of 2A-10BC				
The travel distance from all portions of a building is less than 25m to a fire extinguisher				
All fire extinguishers are visible, accessible and hung properly				
Extinguishers have been serviced by a qualified technician in the past 12 months (Enter Date)				
Fire extinguishers are mounted near exit doors where possible				
Commercial kitchens have a K-Type extinguisher (Enter Date)				
Fire Suppression Systems	Next Service Date	Yes	No	N/A
All storage is a minimum of 18" below head deflectors in fire-sprinkled areas				
The sprinkler system has been serviced by a qualified technician in the last 12 months (Enter Date)				
All service tags are marked "PASS"				
Kitchen hood suppression system has been serviced in the last 6 months (Date)				
Kitchen hood is clean and has no accumulation of grease in the hoods or ducts				
Kitchen hood suppression manual pull switch is accessible and unobstructed				
House Keeping		Yes	No	N/A
Wall decorations are flame retardant or cover less than 20% wall area				
Candles are only used with protective candle holders				
Combustible waste materials are removed daily				
Mechanical and Plumbing Hazards		Yes	No	N/A
The venting for gas appliances (water heaters, furnaces etc.) is in good repair				
Area clear around gas-fired appliances (water heaters, furnaces etc.)				
The mechanical and electrical rooms are used for storage				
The grease interceptor has been cleaned and serviced				

NOTE: All service technicians conducting work on fire protection equipment must be "ASTTBC" certified.

Only ASTTBC forms and service tags are acceptable. Division C Sentence 2.2.1.1.(1) of the BC Fire Code states: *"Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of the Fire Code."*

By signing your name and checking the box below, you confirm that this form has been filled out truthfully to the best of your knowledge. Submitting this form does not replace site inspections completed by Fire Inspectors.

Signature: _____

Accept: _____

Date: _____