

CLEARWATER REGIONAL FIRE RESCUE SERVICES



Clearwater Regional Fire Rescue Services

Safe at Work Program Pre-Inspection Checklist



This checklist has been designed to provide you with the information you need to inspect your building for common violations prior to our inspector arriving. Please complete the checklist and ensure all applicable requirements are met prior to your scheduled inspection.

The purpose of the Safe at Work program is:

1. To identify and correct violations of the Alberta Fire Code, and
2. To educate Clearwater County residents, businesses and property owners about fire and community safety.

Please contact Clearwater Regional Fire Rescue Services at 403-845-4444 with any questions.

CIVIC ADDRESSING ✓

The Civic Address must be displayed no higher than the first storey of a building in a location plainly visible from the road using contrasting colors that are no less than 76 mm (3 in.) in height.

The Civic Address in Rural Areas shall be plainly visible from the road on a sign or entrance feature adjacent to the driveway.

FIRE DEPARTMENT ACCESS ✓

Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles. (AFC 2.5.1.5.)

Fire department vehicles shall have direct access to at least one face of every building by means of a street, yard or roadway. (AFC 2.5.1.1.)

LOCK BOXES ✓

Any building with a fire alarm system that transmits a signal to the fire department, sprinkler system with a locked valve room, or fire department elevator control shall provide a key lockbox containing keys to be used by the fire department to gain access to this equipment and controls. (AFC 2.5.1.3.)

FIRE HYDRANT ✓

A 1 meter clear space shall be maintained around the circumference of fire hydrants. (AFC 3.3.2.7.2/NFPA 1 18.5.3)

FIRE DEPARTMENT CONNECTION ✓

Fire Department Connections shall be inspected to ensure that they are accessible, not damaged and plugs or caps are in place. (AFC 6.4.1.1/NFPA 25 13.7)

FIRE ALARM ✓

Fire alarm systems shall be maintained in operable condition at all times. (AFC 6.3.1.1.)

Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises for inspection by a Fire Inspector. (AFC 6.3.1.2/AFC Division C 2.2.1.2 and NFPA 72)

If the business has a shared fire alarm with the alarm panel located in another area of the building, a current copy of inspection and testing records still needs to be inspected by the Fire Inspector. (AFC Division C, 2.2.1.2.(1))

If a fire alarm system in a building is not monitored, then a permanent sign, with directions to call 9-1-1 in case of an emergency, is required above each manual pull station. (AFC 2.8.2.7.(3))

SPRINKLER SYSTEMS ✓

Sprinkler systems shall be maintained, inspected and tested annually by a qualified sprinkler company. Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Inspector. (AFC 6.4.1.1/AFC, Division C 2.2.1.2 and NFPA 25 5.2.1.1)

If the business has a shared sprinkler system, a current copy of inspection and testing records still needs to be inspected by the Fire Inspector. (AFC Division C, 2.2.1.2.(1))

Doors on rooms containing the sprinkler system controls should include signage indicating "Sprinkler Control Room." Sprinkler heads shall be free of corrosion, foreign materials (including dust), paint, and physical damage (AFC 6.4.1.1/NFPA 25 5.2.1.1.1)

All system valves shall be protected from physical damage and shall be accessible. (AFC 6.4.1.1/NFPA 25 13.2.3)

Each sprinkler control valve shall have a sign indicating the system or portion of the system it controls (AFC 6.4.1.1/NFPA 25 13.3.1)

FIRE EXTINGUISHERS ✓

At least one 2A:10BC or larger fire extinguisher must be provided in the business. (AFC 2.1.5.1/NFPA 10)

Fire extinguishers shall be listed, labelled and tagged by a fire extinguisher company. (AFC 6.1.1.5.(3))

Travel distance to at least one fire extinguisher shall be within 23 meters. (AFC 2.1.5.1/NFPA 10 6.2.1.2)

Existing fire extinguishers are to be serviced and tagged by a certified technician within the past 12 months. (AFC 6.2.1.1/NFPA 10 7.3.1.1.1)

Fire extinguishers shall be inspected monthly to ensure that they are not obstructed, pins are in place and pressure gauges are within operable range. Monthly checks must be documented on the extinguisher tag. (AFC 6.2.1.1/NFPA 10 7.2.1 and 7.2.2)

All fire extinguishers are to be visible and accessible. (AFC 3.2.2.2.(2))

Fire extinguishers should be located near exits or in corridors/aisles that provide access to exits. (AFC 2.1.5.1/NFPA 10 6.1.3)

All fire extinguishers should be properly mounted:

- Less than 40 lbs total weight – maximum 5 feet high.
- Greater than 40 lbs – maximum 3.5 feet high.
- No less than 4 inches off the floor. (AFC 2.1.5.1/NFPA 10 6.1.3.8)

When fire extinguishers cannot be easily found additional signage shall be provided (AFC 2.1.5.1/NFPA 10 6.1.3.3.1)

HOUSEKEEPING ✓

Combustible waste materials in and around buildings shall be removed daily. (AFC 2.4.1.1.(1))

Dumpsters shall not be located within 10 ft (3 m) of combustible walls, openings, or combustible roof eave lines. (AFC 2.4.1.1(6)/NFPA 1 19.2.1.4)

Materials subject to spontaneous ignition such as oily rags shall be deposited in a listed and labelled non-combustible container with a self-closing metal cover. (AFC 2.4.1.3.(1))

GENERAL STORAGE ✓

Access aisles of one metre to Fire Department access panels and fire protection equipment shall be provided. (AFC 3.2.2.2.(2))

A clearance of one metre shall be maintained between the top of storage and the underside of the floor or roof deck in buildings without sprinklers. (AFC 3.2.2.3.(2))

A clearance of 18 inches (457 mm) shall be maintained between the top of storage and ceiling sprinkler deflectors in sprinkler buildings. (AFC 3.2.2.3.(4)/NFPA 13 8.5.6)

Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage. (AFC 2.4.1.1.(2))

Crawl spaces and ceiling spaces shall not be used for storage (AFC 2.4.1.1.(3))

Remove combustible materials from egress paths (AFC 2.4.1.1(2))

Remove combustible materials within 153 mm (6 inches) of ducts (AFC 3.2.2.3.(5)/NFPA 91 4.6.1)

STORAGE OF COMPRESSED GAS CYLINDERS ✓

Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly. (AFC 3.1.2.4.(2))

Compressed gas cylinders shall be protected against mechanical and valve damage. (AFC 3.1.2.4.(1)(2))

Except for portable fire extinguishers compressed gas cylinders shall not be stored in:

- Any exit or corridor that provides access to exits.
- Under any outside exit stair, passage or ramp.
- Within one metre of any exit. (AFC 3.1.2.4.(4))

ELECTRICAL ✓

All electrical wiring shall be in good repair. If in doubt contact a licensed electrician. (AFC 2.4.7.1.(1))
Extension cords shall not be used as substitutes for permanent wiring. (AFC 2.4.7.1. (1)/NFPA 1 11.1.7.6.)
All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use. (AFC 2.4.7.1(1)/NFPA 1 11.1.10)
A clearance of one metre shall be maintained in front of electrical panels. (AFC 2.4.7.1(1)/Electrical Code 2.308(1))
Clearance from combustibles shall be maintained to lights or light fixtures to prevent ignition. (AFC 2.4.7.1(1)/NFPA 1 34.4.2.5)
Multi-plug adapters shall not be used as a substitute for permanent wiring or receptacles. (AFC 2.4.7.1(1)/NFPA 1 11.1.5.2)

HEATING APPLIANCES ✓

Chimney, flue and flue pipes shall be inspected at intervals not greater than 12 months and shall be cleaned as often as necessary to prevent dangerous accumulations of combustible deposits. (AFC 2.6.1.4. (1)(a) and (2))
All heating equipment and hot water tank safety shields and covers shall be properly mounted on the appliance. (AFC 2.6.1.6.(1))

LAUNDRY EQUIPMENT ✓

Lint traps and piping in laundry equipment shall be cleaned frequently. (AFC 2.4.1.1.(1))

FIRE SMOKE CONTROL ✓

Any damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating. (AFC 2.2.1.2.)
Fire doors that are damaged shall be repaired or replaced and meet or exceed the fire protection rating required. (AFC 2.2.2.2.(1))
All fire doors shall have self-closing hardware that allows the door to latch on its own. (ABC 3.1.8.11)
Fire doors shall remain closed at all times. (AFC 2.2.2.4.(4))
Remove all door stops on fire rated doors (AFC 2.2.2.4.(4))
All suspended ceiling panels shall be in place.

EXIT DOORS ✓

Exit doors shall be clearly identifiable and not obscured by curtains or other hangings. (ABC 3.4.6.10.(3))
All locking, latching and other fastening devices on exit doors shall permit the door to be readily opened from the inside with not more than one releasing operation and requiring no keys, special devices or specialized knowledge of the door opening mechanism. (ABC 3.4.6.15.(1))
Door release hardware, latches and locks shall be maintained in good working condition at all times. (AFC 2.7.2.1 (6))
An exit door shall not be bolted, barred or locked. (AFC 2.7.2.1 (7))
Buildings in which more than 100 people gather at a time shall have panic hardware installed on exit doors. (ABC 3.4.6.15.(2)(a))

EXIT LIGHTS ✓

Exit lighting and exit signs shall be illuminated when the building is occupied. (AFC 2.7.3.1.(2))

EMERGENCY LIGHTS ✓

Self contained emergency lighting unit equipment shall be tested monthly to ensure that emergency lights will function upon failure of the primary power supply. (AFC 6.5.1.6.(2))
Battery powered emergency lighting shall be tested yearly to ensure that the lights remain fully operational for a minimum of 30 minutes. (AFC 6.5.1.6.(2)(b))
Light heads shall be aligned so the path of travel to the exit is illuminated. (AFC 6.5.1.6.(1)(e))

SPECIAL FIRE SUPPRESSION SYSTEMS ✓

Special fire suppression systems shall be tested, inspected and maintained by a certified company annually, in conformance with the applicable NFPA standard. (AFC 6.6.1.1.(1))
Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Inspector. (AFC Division C 2.2.1.2.)

EMERGENCY PROCEDURES EVACUATION PLAN ✓

Required for:
• Buildings where large numbers of people congregate.
• Buildings where people are cared for, or are detained.
• Buildings with fire alarms.
• Buildings with indoor or outdoor storage.
• Areas where flammable or combustible liquids are stored or handled.
• Areas where hazardous processes or operations occur. (AFC 2.8.1.1.(1))
Supervisory staff shall be trained in the fire emergency procedures. (AFC 2.8.1.2.(1))
At least one copy of fire emergency procedures shall be prominently posted on each floor area. (AFC 2.8.2.7.(1))
Fire drills shall be held at intervals not greater than 12 months for supervisory staff. Documentation should include the date of the drill, the evacuation time and any comments or recommendations (AFC 2.8.3.2.)

COMMERCIAL COOKING SYSTEMS ✓

Any kitchen producing grease-laden vapours shall have a commercial exhaust and fire protection system installed. (AFC 2.6.1.9/ABC 3.3.1.2.(2))
Fire suppression systems shall be inspected, serviced and maintained every six months. (NFPA 96 11.2.1)
Records of inspection and testing shall be maintained on the premises for inspection by a Fire Inspector. (AFC Division C 2.2.1.2.)
Instructions for manually operating fire suppression systems shall be prominently posted in the kitchen as part of the fire safety plan. (AFC 2.6.1.9.(5))
A “K” class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually. (NFPA 96 10.10)
Deep fat cooking or charbroiling require grease removal systems to be cleaned every 3 months as a minimum. (NFPA 96 11.4)
Grease removal systems not used for charbroiling or deep fat cooking requires cleaning quarterly for high volume cooking, semi-annually for moderate volume cooking and yearly for low volume cooking. (AFC 2.6.1.9(3))

PRE-INSPECTION CHECKLIST REVIEW (Fire Prevention Branch Use Only)	
Reviewed by	
Date	
Inspection Scheduled	
Comments	

Collection and use of personal information
Personal information is being collected under the authority of the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other County services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact Clearwater Regional Fire Rescue Services at 403-845-4444.