



## FIRE DEPARTMENT EMERGENCY 9-1-1 Inspection Checklist

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Property Name and Address

### **Hardware and the Obstruction of Exit Doors/ Passageways**

- Exit doors shall open in the direction of travel, and open easily. (OFC 2.7.2.1)
- Exit doors must be clearly visible at all times and free of storage accumulation. (OFC 2.4.1.1)
- The exterior of all exit doors/passageways shall also be free of storage and accumulation of snow and ice. (OFC 2.7.1.7., 2.7.1.8.)
- All locking, latching or other fastening devices on exit doors must permit the door to be readily opened from the inside requiring no keys, special devices, or specialized knowledge of the door opening mechanism. (OFC 2.7.2.2.)

### **Exit Lights**

- Required exit signs shall be clearly visible and maintained in clean legible condition. (OFC 2.7.3.1)

### **Emergency Lighting**

- Emergency lights, shall be maintained in operable condition, inspected monthly and tested annually. (OFC 2.7.3.3)

### **Fire Extinguishers**

- For light-hazard areas (office and retail spaces), at least one 2A:10BC or larger fire extinguisher shall be available and to which there is a maximum travel distance of 25m.
- Portable extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visible obstructions cannot be avoided. (OFC 6.2.1.5.)
- Fire extinguishers shall be located near exits or access to exits. (OFC 6.2.1.4.)
- Portable extinguishers shall be inspected monthly. Visual inspections include verifying the gauge is showing green (fully charged), the extinguisher is mounted properly and easily accessible, is free of dust or grease and has the safety pin in place. (OFC 6.2.7.2.)
- Fire extinguishers shall be serviced and tagged annually by a certified fire extinguisher company. (OFC 6.2.7.)
- Higher hazard areas shall have fire extinguishers with minimum ratings and travel distances as per NFPA 10.

### **Sprinkler System**

- Sprinkler and standpipe systems shall be maintained in operable conditions at all times. (OFC 6.4.1.2., 6.5.1.2.)
- All valves and components for fire sprinkler systems shall be maintained free of obstructions. (OFC 6.5.1.2., 6.5.1.5.)

- Storage shall not interfere with fire sprinkler head discharge; a 457mm (18inch) clearance is required from fire sprinkler head deflectors to top of storage arrangements. (OFC 3.3.2.3.)

### **Fire Separations and Smoke Control**

- Any penetration or damage to fire rated walls and ceilings shall be repaired as to maintain the integrity of the fire separation. (OFC 2.2.2.1.)
- Mechanical penetrations through fire separations shall be sealed using a ULC approved fire-stopping method.
- Any replacement or removal of doors shall meet or exceed the minimum rating of the fire separation on which they are installed.
- Fire rated doors shall not be wedged open, and self-closing devices shall be maintained in operable condition. (OFC 2.2.3.3., 2.2.3.4.)

### **Fire Department Access and Connection**

- Fire department access to buildings and Laneways must be maintained for fire department vehicles at all times. (OFC 2.5.1.2)
- Fire department connections for sprinkler and standpipe systems shall be kept free of obstructions; this includes: storage of combustible materials and parking of vehicles. (OFC 2.5.1.2.)
- Fire department connections shall be equipped with plugs or caps that are secured wrench tight. (OFC 6.4.1.3.)
- Fire department connections shall be inspected annually for wear, rust or obstruction. (OFC 6.4.1.3.)

### **Electrical**

- All electrical wiring shall be installed and maintained as to not constitute an undue fire hazard.
- A one meter clearance to combustible materials from electrical panels shall be maintained.
- Electrical rooms shall not be used for storage. (OFC 2.4.1.1.)

### **Storage**

- Rooms containing any building services, i.e.: furnace, mechanical and electrical rooms, shall not be used for storage. (OFC 2.4.1.1.)
- Combustible storage shall not accumulate in exit stairwells, in a means of egress or in front of exits. (OFC 2.4.1.1)

### **Fire Alarm System**

- Fire alarm systems must be maintained in an operable condition at all times. (OFC 6.3.1.4.)
- Fire alarm systems shall be maintained, inspected and tested annually by a qualified & permitted fire alarm company. (OFC 6.3.2.2.)
- If the fire alarm system is independent (internal with no monitoring service), permanent signage shall be affixed to the wall near each manual pull station with wording that the fire department is to be notified in the event of a fire emergency with directions to phone 9-1-1 in case of emergency. (OFC 2.8.2.5.)
- If the fire alarm system is monitored by a certified monitoring company, a ULC certificate shall be posted at the main fire alarm panel. (NFPA 72)

### **Commercial Cooking Systems**

- Any kitchen activities producing smoke and grease-laden vapors shall be equipped with a commercial exhaust and fire suppression system. (NFPA 96 1-3.1)
- Commercial cooking exhaust systems must be cleaned to bare metal at frequent intervals prior to surface becoming heavily contaminated with grease or oily sludge. Inspection is required every six months by a certified company. (NFPA 96)
- Filters on commercial cooking exhaust systems shall be checked at intervals no greater than seven days, remain installed when cooking and cleaned at regular intervals. (OFC 2.6.1.3)
- A listed class 'K' extinguisher shall be installed as backup to a fixed extinguishing system (NFPA 96)
- Maximum travel distance shall not exceed 30 ft (9.15 m) from the hazard to the extinguishers.(NFPA 5.7.1)
- An inspection and servicing of the fire extinguishing system and listed exhaust hoods containing a constant or fire actuated water system shall be made at least every six months by properly trained and qualified persons. (NFPA 96)

### **Fire Hydrants**

- Private fire hydrants must be inspected annually and after each use. (OFC 6.6.5.1)
- Municipal and Private Hydrants shall be maintained in operating condition, free of snow and ice accumulations and readily available and unobstructed for use at all times. (OFC 6.6.4.)