

ASSEMBLY OCCUPANCIES

OWNER / OCCUPANT INSPECTION INFORMATION



The B.C. Fire Code requires building owners/occupants to comply with the requirements on this checklist.

These requirements are in addition to those listed in the Fire Safety & You brochure.

ASSEMBLY USES INCLUDE:

Places used for gatherings of people, such as:

- places of worship
- nightclubs/pubs
- community halls
- libraries
- restaurants



CITY OF SURREY FIRE SERVICE

8767 132 Street
Surrey B.C., V3W 4P1

Fire Prevention: 604-543-6780
Email: fireprevention@surrey.ca
Fax: 604-594-1237

www.surrey.ca

Checklist: Common Fire Service Requirements

- Address:** must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.
- Aisleways:** must provide a clear access to exits.
- Decorations:** must be non-combustible or treated.
- Drapes:** must be treated.
- 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, 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 panic hardware that releases when a force of 20 pounds or less is applied.
- Exit signs:** must be visible and remain illuminated at all times the building is occupied.
- Extension cords:** kept to a minimum and not overloaded.
- 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 to hold open fire rated doors.
- Fire Safety Plan:** Must be reviewed and revised yearly.
- 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 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.
- Occupant load:** Submit occupant load calculation per B.C. Fire Code requirements to Fire Prevention Branch Office for review.
- 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 damage, corrosion, leaks, malfunctioning parts or clogged nozzles).
 - have a minimum rating 2A-10BC.
- Portable heaters:** must be an approved type and kept away from combustibles.