# **Retail / Commercial Occupancies**

The B.C. Fire code requires building owners and occupants to comply with the requirements on this checklist and in the *Fire Safety & You* brochure.

## Includes:

- shopping centres
- strip malls
- multi-unit commercial and retail buildings
- restaurants

# 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.

Autor Streeme

- 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 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 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.

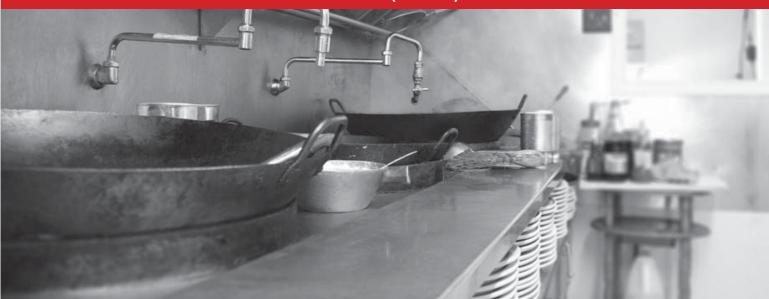
## ADDITIONAL RESTAURANT CHECKLIST ON BACK

- □ 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 kept closed and 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 in 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.

8767 132 Street, Surrey B.C., V3W 4P1 Fire Prevention: 604-543-6780 fireprevention@surrey.ca www.surrey.ca/fireservice



## **RETAIL / COMMERCIAL OCCUPANCIES (CONT.)**



## CHECKLIST FOR RESTAURANTS: COMMON FIRE SERVICE REQUIREMENTS

## Required in addition to checklist on front.

Cooking equipment: shall be installed and maintained so as not to create a fire hazard and in conformance with its certification.

#### Exhaust system:

- Exhaust systems shall be operated whenever cooking equipment is turned on.
- The entire exhaust system shall be inspected for grease buildup by a qualified person:
  - monthly for systems servicing solid fuel cooking operations.
  - quarterly for systems servicing high-volume cooking operations, such as 24-hour cooking, charbroiling, or wok cooking.
  - semi-annually for systems servicing moderate-volume cooking operations.
  - annually for systems servicing low-volume cooking operations, such as churches, day camps, seasonal business, or senior centres.
- If, upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a qualified person.

### □ Fire extinguisher (K-Class): must:

- be located with in 30 feet of cooking areas.
- be mounted in a visible location, accessible, and serviced at least once every 12 months.
- be full and functioning (no leaks, damage, corrosion, malfunctioning part or clogged nozzles).
- □ Fire suppression system: must be serviced at least once every 6 months.
- Hoods, grease removal devices, fans, ducts, and other appurtenances: shall be cleaned at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or other residues.
- Instructions for manually operating the fire protection systems: shall be posted clearly visible in the kitchen as part of the fire safety plan.
- □ **Staff are trained**: to use portable fire extinguishers and manually activate the kitchen fire suppression system.

