

# 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.
- 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.

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## 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 within 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.