

Office 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.

OFFICE USES INCLUDE:

- Low-rise and high-rise office buildings
- Professional Centre's
- Government office buildings

Checklist: Common Fire Service Requirements

- **Address:** must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.
- **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, with heads aimed in proper direction, 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.
- **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 used 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.
- **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 located three metres from combustible buildings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- **'No smoking' signs:** must be posted in hazardous areas.
- **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 leaks, damage, corrosion, malfunctioning parts or clogged nozzles).
 - have a minimum rating 2A-10BC.
- **Portable heaters:** must be an approved type and kept away from combustibles.
- **Sprinkler valves:** must be in the open position, either locked and chained or sealed and monitored electronically. No storage is permitted within 18 inches of the bottom of sprinkler heads.