



**Pemberton Fire Rescue**  
**PO Box 100**  
**Pemberton, BC**  
**V0N 2L0**  
**604-894-6111**



Dear Owner / Occupant,

The need for Fire Inspections is more important than ever with more and more people working from home, modifying store layouts and new and different businesses popping up. Pemberton Fire Rescue is doing its best to adapt to changes and facilitate keeping homes and businesses safe while respecting Provincial guidelines.

We are constantly trying to adapt to serve our community better and have developed this Self-Inspection Form. This form is available upon request and is available on our website. By completing this form, we can help you stay safe. Inspections are still being conducted by the fire department as requested.

Pemberton Fire Rescue has prepared the following checklist to help you and your staff to comply with safety regulations. Please note that this is only a general checklist and may not contain all requirements for your business. If you require more information, please contact Pemberton Fire Rescue at 604-894-6111 or by email at [pfradmin@pemberton.ca](mailto:pfradmin@pemberton.ca).

Please complete the form at your earliest convenience and submit fax, mail or electronically to the above email, thank you.

To complete this form please look around your business to answer the questions that apply to you. If you don't have a commercial kitchen for example, just check "N/A" for those questions. For questions that ask for Service Dates, look on the service tags hanging from your Fire and Life Safety Equipment for the next service date. Please complete all of the form fields to the best of your ability.

Sincerely,

Robert Grossman LAFC  
Fire Chief  
Pemberton Fire Rescue

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Owner / Occupant Name: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Inspected By: \_\_\_\_\_ email address: \_\_\_\_\_

<b>Access &amp; Premises</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
The address numbers are clearly visible from the street				
The buildings' fire access lane is unobstructed				
Fire hydrants are kept clear all the way around (including snow removal)				
Fire Safety plan visible and accessible to occupants. Please refer to Village of Pemberton website for criteria.				
Fire Safety Plan, you have reviewed it in the last 12 months				
<b>Egress</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
All your exit doors work and are easily openable with no deadbolts or latches				
All exits are free from clutter and obstructions				
All fire doors open and close properly				
All exits are well lit when people are in the building				
<b>Electrical</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
All switches and outlets are in good repair and have cover plates				
All circuit breakers/fuses are labeled				
Extension cords are being used				
Power bars and outlet splitters are used appropriately and not overloaded				
Portable heaters (ceramic and oil) are plugged directly into a wall outlet				
<b>Emergency Lighting and Exit Signs</b>	<b>Next Service Date</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
If emergency lighting is provided, they are maintained and work				
The annual test has been performed by a qualified technician (Enter Date)				
If exit signs are required, they are illuminated or self-luminous (Enter Date)				
<b>Fire Alarm System</b>	<b>Next Service Date</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The fire alarm has been maintained by a qualified technician (Enter Date)				
The pull stations, control and annunciator panels are accessible and unobstructed				
All items on the service tag show "PASS"				
Smoke detectors mounted in all required areas which includes bedrooms, living area and for each floor of the unit.				
Carbon monoxide detector mounted if any of the following apply: gas is used to fuel appliances, you have a woodburning stove and/or your garage is attached to your home.				
<b>Fire Extinguishers</b>	<b>Next Service Date</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
There is at least one fire extinguisher rated to a minimum of 2A-10BC				
The travel distance from all portions of a building is less than 25m to a fire extinguisher				
All fire extinguishers are visible, accessible, and hung properly				
Extinguisher(s) have been serviced by a qualified technician in the past 12 months (Enter Date)				
Fire extinguishers are mounted near exit doors where possible				

Commercial kitchens have a K-Type extinguisher (Enter Date)				
<b>Fire Suppression Systems</b>	<b>Next Service Date</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
All storage is a minimum of 18" below head deflectors in fire-sprinkled areas				
The sprinkler system has been serviced by a qualified technician in the last 12 months. (Enter Date)				
All service tags are marked "PASS"				
Kitchen hood suppression system has been serviced in the last 6 months (Date)				
Kitchen hood is clean and has no accumulation of grease in the hoods or ducts				
Kitchen hood suppression manual pull switch is accessible and unobstructed				
<b>House Keeping</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
Wall decorations are flame retardant or cover less than 20% wall area				
Candles are only used with protective candle holders				
Combustible waste materials are removed daily				
<b>Mechanical and Plumbing Hazards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
The venting for gas appliances (water heaters, furnaces etc.) is in good repair				
Area clear around gas-fired appliances (water heaters, furnaces, etc.)				
The mechanical and electrical rooms are used for storage				
The grease interceptor has been cleaned and serviced.				

**NOTE: All service technicians conducting work on fire protection equipment must be "ASTTBC" certified. Only ASTTBC forms and service tags are acceptable.** Division C Sentence 2.2.1.1.(1) of the BC Fire Code States: *"Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of the Fire Code."*

By signing your name and checking the box below you confirm that this form has been filled out truthfully to the best of your knowledge. Submitting this form does not replace site inspections completed by Fire Inspectors.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_