

# ASSEMBLY OCCUPANCIES

Owner/occupant inspection information

## Checklist: Common fire service requirements

- Address:** must be visible from road and lane, free from foliage, and in a contrasting colour.
- Aisleways:** must provide 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, 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.
- 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 by a certified technician (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 required to meet North Cowichan Fire Protection Bylaw, No. 3841, Part 10.
- Fire Safety Plan:** must be reviewed and updated yearly.
- 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:** Occupant load calculated per BC Fire Code requirements.

### 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 systems:** must be inspected and tested by a certified technician at least once per year. Must have a current service tag (within the last 12 months) and up-to-date logbook.



### Assembly uses include:

- Places of worship
- Nightclubs/pubs
- Community halls
- Libraries
- Restaurants
- Theatres
- Arenas

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

**North Cowichan  
Fire Department**

250.746.3107

fire@northcowichan.ca

**NORTH**  
Cowichan



## Checklist: Restaurants & commercial kitchens

---

*Required in addition to the checklist on the first page*

- 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 certified technician:
  - 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 vapours, 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 parts or clogged nozzles)
- Fire suppression system:** must be serviced at least once every 6 months.
- Hoods, grease removal devices, fans, ducts, and other components:** 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.