

# MULTI-RESIDENTIAL OCCUPANCIES

Owner/occupant inspection information



## Checklist: Common fire service requirements

- Access:** the fire department may request provisions for accessing locked stairwells, service rooms, etc.
- Address:** must be visible from road and lane, free from foliage, and in a contrasting colour.
- Electrical/mechanical rooms:** must be clearly identified.
- Electrical panels: sprinkler control valves, all other electrical and mechanical appliances:** must be easily accessible and kept clear of storage.
- 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 & life safety systems:** must have up-to-date services performed by certified professionals and be operating free of deficiencies. These include fire alarm, sprinkler system, fire extinguishers, emergency lighting.
- Fire lane access:** must be kept clear and accessible for fire apparatus.
- Hallways/exit passages:** must be kept clear of obstructions.
- Personal storage locker area:** must be maintained to not compromise sprinkler coverage, and not contain dangerous goods such as propane cylinders, flammable liquids.
- Storage of combustibles on balconies:** must be maintained to not cause undue fire risk.
- Underground parking area:** must be free of all combustible storage.

### Multi-residential uses include:

- Low-rise and high-rise apartment buildings
- Condominium complexes
- All multiple residential occupancies with common use areas (hallways, foyers, etc.)

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

**North Cowichan Fire Department**

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## Fire Safety Plans

A Fire Safety Plan (FSP) is a detailed document that covers all aspects of fire safety for a specific building or property. The FSP will outline:

- Building information including construction and fire protection systems.
- A safe and orderly way for occupants to evacuate the building.
- Proper maintenance and housekeeping required to prevent fires.
- Methods of control that minimize the damage from fires when they do occur.

### Multi-residential occupancies require FSPs that:

- Are kept on-site, stored in an approved box with padlock; accessed in the main lobby or other easily identifiable area.
- Are reviewed annually and updated as necessary.
- Contain records of the last two years of monthly fire and life safety checks.
- Contain most recent annual fire and life safety service records, performed by a qualified professional, including in-suite device inspection and testing.
- Contain most recent required service records for other building systems such as dryer ducts, emergency generator, radio amplification (if necessary).