

OFFICE 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.
- 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 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 lanes:** must have an adequate clear width of six unobstructed metres.
- 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.
- 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 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.
- 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.

Office uses include:

- Low-rise and high-rise office buildings
- Professional centres
- Government office buildings

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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NORTH
Cowichan