

SERVICE STATION OCCUPANCIES

Owner/occupant inspection information

Checklist: Common fire service requirements

- Absorbent material:** should be available to soak up fuel spills.
- Address:** must be visible from road and lane, free from foliage, and in a contrasting colour.
- Attendants:** must be trained as per BC Fire Code 4.6.8.5. and 4.6.8.6.
- Cutting/welding equipment:** compressed gas bottles must be secured and have check valves. There must be no mechanical damage to gas hoses.
- Dispensing hose:** check for physical/mechanical damage.
- Dispensing unit shut-off devices:** must be clearly identified, remote and shielded from fire. At marine service stations, they must have a readily accessible valve in each pipeline at or within 7.5 metres of pier to shut off supply from shore.
- Electrical equipment:** no extension cords permitted.
- 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.
- 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.
- Heating units:** check condition of units. No portable heaters permitted.
- 'No smoking, engine off' signs:** must be posted at dispensing equipment.

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.
- Propane cylinders:** cylinders inside must be connected to appliance/equipment and in use. All cylinders (full or empty) must be stored outside in a secure location
- Propane fueling:** no combustibles may be stored near tanks.
- Soiled rags:** must be disposed of in an approved metal container with a tight-fitting lid.
- Tire storage:** when outdoors, must generally be kept 15 metres from buildings, unless the pile is 5 m² or less.
- Wash tanks:** it is recommended that wash tanks be an approved type with fusible link and metal lid.
- Waste oil storage:** maximum storage permitted in an above-ground storage tank is 5,000 litres.



Office uses include:

- Gas/fuel filling stations
- Automotive shops

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