



FIRE PREVENTION INSPECTION CHECKLIST For Multiple Class C Occupancy (Apartment Buildings, Hotels, etc.)

Name Of Occupancy _____ Date _____

Physical Address _____ Community _____

Main Building Yes No Ancillary Building _____ Describe _____

For items marked "No" or other comments, describe below.

	Code Reference	Yes, No or N/A
OUTDOORS AROUND THE BUILDING		
1. Is there an address sign/number easily visible from the street?	Local Bylaw?	
2. Are smoking areas clean?	NFC 2.4.2	
3. Is the appropriate cigarette butt receptacle available?	NFC 2.4.2.3	
4. Do garbage appear cans emptied on a regular basis?	NFC 2.4.1	
5. Is outside of the building clear of piled up combustibles?	NFC 2.4.1.1	
6. Is outside the building clear of hazardous materials old batteries, etc?	NFC 2.4.1.1	
7. Are exit doors, landings and steps clear and free of snow and ice?	NFC 2.7.1.7	
8. Are exit doors, landings and steps well lit?	NBC 3.2.7.1	
9. Are the lights over the exit doors in good repair?	NBC 3.2.7.1	
10. Are outside steps and landings in good repair?	NFC 2.7.1.6	
11. Is the ramp clear of snow and ice and is there good traction?	NFC 2.7.1.7	
12. Are fuel oil and propane tanks far enough from exits? B139-04 6.312	NFC 4.2.2.1	
13. Is the propane tank protected from traffic & 3 m min. from any building?	B149-05 7-10-2	
14. Is the fuel tank area clear of debris, vegetation, etc.?	B139-04 6.3.3	
15. Are there No Smoking signs near the fuel tanks?	NFC 4.1.5.4	
16. Is the fuel tank in good condition?	B139-04 3.1.1	
17. Is there a ULC or other accepted label on the tank? FM-024-93, NFC 4.2.102	B139-04 6.2.1.1	
18. Is there a safe and stable ladder or other access to fill the tank?	B139-04 6.8.3	
19. Does the fuel tank rest on a noncombustible stand and solid base? NFC 4.3.3.1	B139-04 6.3.8	
20. Is there a fuel vent whistle? B139-04 6.8.9.	NFC 4.3.1.8	
21. Is top of vent pipe 2m above grade level & 1½ m from any bldg. opening?	NFC 4.5.3.2.2	
22. Is there a flexible loop to protect against spilling from earth movement?	NFC 4.3.3.2 B139-04 6.3.11	
23. Is the piping solid or protected from children playing & from vandals?	B139-04 8.3.1.5	
24. Is the fuel gauge in good condition?	B139-04 6.10	
25. If needed, is there a vandal resistant fence around the fuel tank?	NFC 3.3.2.6	
26. Is the fire department connection clear, accessible and have caps?	NBC 3.2.5.16 NFC 6.4.1.7 3.5.1.4	
27. Can the structure be accessed by the fire department?	NBC 3.2.1.4, 5 & 6	
28. Are fire lanes accessible and posted?	NFC 2.5.1.4 & 5.	
29. If there is a sprinkler operated fire gong does it appear maintained?	NFC 6.1.1.2	
30. Is the electrical service entrance area clear of trees and branches?	C.E.C. 2-200	
31. Does the chimney appear in good repair with the correct clearances?	NFC 2.6.1.4	
32. Does it appear that the unit windows open from within?	NBC 9.7.1.3	

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33. Are balconies clear of excess storage and hazardous goods?	NFC 2.4.1.1	
34. Does the use of barbecues on balconies conform to local regulations?	Local Bylaw?	
35. Is the roof area over the exits free of falling ice & snow hazards?	NFC 2.7.1.7	
36. Is the area around the commercial range hood clean & free of grease?	NFC 2.6.1.9	
37. Are all electrical wires out of reach of the public?	CEC 2-200	
38. Are overhead wires out of reach of a fire dept. ladder being raised?	CEC-2-202	
INDOORS HOUSEKEEPING and GENERAL FIRE SAFETY		
39. Do the interior surfaces of the exit appear to have a FSR less than 25?	NBC 9.10.16.3	
40. Is there a(n) fire alarm / enunciator panel visible as you enter the building.	NBC 3.2.4.8.4	
41. Is that panel in good condition and only the correct light emitting diodes lit?	NBC 3.2.4.5.2	
42. Are records of recent Fire Alarm System maintenance available?	NBC 3.2.4.5.2	
43. Are fire extinguishers visible, accessible, pin & seal in place, pressure OK tag current year's, and tag initialed monthly?	NFC 6.1.1.2 NFC 6.2.4.5	
44. Are all areas free of clutter and excessive combustible material?	NFC 2.4.1.1.1	
45. Is there adequate clearance (45 cm or 18 in.) from sprinkler heads?	NFPA 13 - 8.5.6.1	
46. Are all sprinkler heads free from paint, lint, dirt or hanging items.	NFPA 13 – 6.2.6.4.4	
47. Are all sprinkler pipes free from things hanging from them?	NFPA 13 – 1.6.1.7	
48. Are sprinkler heads quick response (<u>very thin</u> tube of liquid)?	NWT FM-004-88	
49. Are the sprinkler heads rated for the hazard in the area? e.g. higher in kitchens	NFPA 13 – 6.2.5.1	
50. Are smoking areas clean, with the appropriate butt receptacle?	NFC 2.4.2.1	
51. Do garbage appear cans emptied on a regular basis?	NFC 2.4.1.1	
52. If there is a interior garbage area does it appear under control?	NFC 2.4.1.1	
53. In the interior garbage area do printed signs say to keep trash under control?	NFC 2.4.1.1	
54. Are crawl spaces, attics, under the stairs spaces, etc. free from storage?	NFC 2.4.1.1	
55. Is an evacuation plan posted? (Required by if there is a fire alarms system.)	NFC 2.8.2.1	
56. Is there a sign that says to alert the fire dept. because the fire alarm doesn't?	NBC 3.2.4.7.6	
57. If there is such a sign, does it include the fire department phone number?	NBC 3.2.4.7.6	
58. If there is an elevator is there firefighter key access in the elevator?	NFC 7.1.1.4 NBC 3.2.6.5	
59. Does the elevator appear in good repair with a current inspector's certificate?	NFC 7.2.2.1.1	
60. Is all foamed plastic insulation properly protected from fire?	NBC 3.1.5.11 NBC 9.10.16.10	
61. Do the individual units have smoke alarms?	NBC 3.2.4.21	
62. Do public areas have properly located & rated fire extinguishers?	NFC 6.2.3.3	
63. Does each corridor have a second means of exit? Max. dead end length is 6 m.	NBC 3.3.1.9	
MEANS OF EGRESS		
64. Are EXIT signs readily visible and lit?	NFC 2.7.3.1	
65. Do the EXIT signs actually lead to an approved exit?	NBC 3.4.5.1	
66. Is there an extinguisher mounted near each exit door?	NFC 6.2.1.3	
67. Is there adequate lighting in the corridors?	NBC 3.2.7.1	
68. Does emergency lighting show a path to the exit?	NBC 3.2.7.3	
69. Can the emergency lighting units be reached for testing?	NBC 3.2.7.3	
70. Does the emergency lighting light up when tested?	NFC 2.7.3.1	
71. Do the EXIT signs light up when the emergency lighting is tested?	NFC 2.7.3.1	
72. Are all fire alarm pull stations visible and accessible?	NBC 3.2.4.17	

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73. Is there a pull station near each exit?	NBC 3.2.4.17	
74. Are there glass bars in all of the pull stations?	NFC .6.1.1.2	
75. Does there appear to be sufficient exit width for the occupancy load?	NBC 9.9.3.3	
76. Are the Occupancy Load certificates posted?	NFC 2.7.1.4	
77. Is there panic hardware? (Required if occupancy load is more than 50 people.)	NWT F P Act 18.1	
78. Where there are double doors, do both doors open?	NFC 2.2.2.4	
79. Are exit doors clear, easy to open, self-closing and well lit?	NFC 2.2.2.4	
80. Are there signs of chains being used on the exit doors?	NFC 2.7.1.6	
81. Is all door release (panic) hardware in good condition?	NFC 2.2.2.4	
82. If occupant load is more than 60, do doors swing in direction of exit travel?	NBC 3.3.1.10	
83. Is there adequate corridor clearance of at least 1100 mm?	NBC 9.9.3.3	
84. Are the corridors kept clear of all storage including bicycles?	NFC 2.7.1.6	
85. Are all stairwells free of storage?	NFC 2.4.1.1.3	
86. Is there emergency lighting in all the stairwells?	NBC 3.2.7.3	
87. Are there continuous handrails in the stairwells?	NBC 3.4.6.4	
88. Are the handrails in good condition?	NFC 2.7.1.6	
89. Are there approved closers where required?	NFC 2.2.2.4	
90. Are all stairwell doors kept closed?	NFC 2.2.2.4.2	
91. Have all the door wedges and door-hold-open feet been removed?	NFC 2.2.2.4	
92. Do the stairwell door closers and latching hardware function?	NFC 2.2.2.4	
93. Are the smoke seals in place and in good condition?	NFC 2.2.2.4	
94. Are corridors clear of combustible or other hazardous materials?	NFC 2.4.1.1.2	
95. Do all the apartment doors have approved doors, latching and closers?	NBC 3.1.8.11 & 13 NBC, 3.1.8.4	
96. Do the corridor walls and ceiling appear to have a FSR of less than 75?	NBC 3.1.13.6	
KITCHEN or COOKING AREA		
97. Does the commercial range appear in good repair and is it clean?	NFC 2.6.1.9.6	
98. Does the deep fat fryer appear in good repair and is it clean?	NFC 2.6.1.9.6	
99. Is the commercial range hood clean?	NFC 2.6.1.9.3	
100. Is there a wet chemical fire extinguishing systems in the range hood?	NFPA 17A	
101. Does a tag show suppression system service within the last year?	NFPA 17A 7.3.2.6	
102. Are the fusible links in the range hood recent and or new?	NFPA 17A 7.3.3	
103. Is there an emergency shut off for the fuel to the range easily available?	NFPA 96 10.4.1	
104. Do sprinkler heads appear to be rated for a higher temperature?	NFPA 13 8.3.2.5.7	
105. Is there a type "K" fire extinguisher within 9.25m of the deep fat fryer?	NFPA 10 6.6.1	
FURNACE, BOILER, SPRINKLER, UTILITY& ELECTRICAL ROOMS		
106. Is the door kept locked against unauthorized entry?	NFC 2.6.3.2	
107. Does the door appear to be 45 min fire rated?	NBC 3.6.2. & 3.1.8.4 NWT FM 056-98	
108. Does the door have an approved closer?	NBC 3.1.8.11	
109. Does the door have an approved metal frame?	NBC 1.1.3.2 Closure	
110. Does the door self close and latch?	NBC 3.1.8.13	
111. Do the walls and ceiling appear to one hour fire rated?	NBC 3.6.2.1.	

	Code Reference	Yes, No or N/A
112. Are the ceiling and walls without holes or unsealed perforations?	NBC 3.6.2. NWT FM 056-98	
113. Is the room clear of combustibles and other inappropriate storage?	NBC 3.6.1.3	
114. Does the housekeeping reflect a proactive attitude towards fire safety?	NBC 3.2.7.3	
115. Is there an extinguisher very near the door?	NFPA 10 E.2	
116. Is the room well lit?	NBC 9.34.2.7	
117. Is there is emergency lighting does it function when tested?	NFC 6.7.1.6	
118. Does the fuel tank have a ULC or API label	NFC 4.2.12.1	
119. Do all dead end fuel lines have a threaded plug or cap installed?	B-139-04 3.3.1, 3.3.2 & 3.4.1	
120. Is the floor free of fuel spills?	NFC 4.1.6.3	
121. Is there a fusible valve in the fuel oil line within 1m of each appliance?	NWT FM 23-93	
122. Is there a fusible valve in the fuel line on supply side of each fuel filter?	NWT FM 28-93	
123. Is there a metal drip pan below each fuel filter?	NFPA 4.1.6.3	
124. Is there adequate room to service the fuel burning appliances?	B139-04 7.2 B139-04 3.6	
125. Do the clearances from the appliances to combustibles look reasonable?	B139-04 7.1.1	
126. Does the chimney(s) appear stable, clean and in good repair?	NFC 2.6.1.4	
127. Have the fuel burning appliances been maintained in the last year?	B139-04 14.2.1	
128. Are fusible linked dampers in the ducts where they penetrate the wall?	NBC 3.1.8.7	
129. Is room free from signs of improper fuel or electrical installations?	NFC 2.4.7.1 B139-04 3.9.1	
130. Is the room free from signs of previous fires or of overheated appliances?	NWT F Prev. Act 12 (3) NFC 2.4.7.1	
131. Does the room smell free of smoke or overheating electrical equipment?	NWT F Prev. Act 12 (3) NFC 2.4.7.1	
132. If there is a fire alarm system and no sprinkler system, is there a heat detector on the ceiling?	NFPA 72 5.5.2	
133. Do ventilation fans shut down when fire alarm activates?(more than 2 stories)	NFC 7.2.4.1	
134. Does the sprinkler system appear in functional condition?	NFC 6.1.1.2	
135. Are the sprinkler water and air pressures adequate?	NFC 6.1.1.2	
136. Does the sprinkler system have tamper control?	NFPA 13 8.16.1.1.2	
137. Are the sprinkler reservoirs full?	NFPA 13 23.1.2	
138. Are the various valves identified with waterproof, rigid plastic signs?	NFPA 13 6.7.4	
139. Are there a variety of spare sprinkler heads and a wrench available?	NFC 6.5.4.15	
140. Are there records of recent sprinkler system maintenance available?	NFC 6.5.5.3	
ELECTRICAL		
141. Is there proper clearance (1m) in front of electrical panel boxes?	CEC 2-308	
142. Do the breakers all seem to be appropriately sized?	NFC 2.4.7.1	
143. Are there holes or open spaces among the breakers?	NFC 2.4.7.1	
144. Do all of the electrical switches, boxes, receptacles, etc. have covers?	NFC 2.4.7.1	
145. Are all switches, lighting fixtures and receptacles in good condition?	NFC 2.4.7.1	
146. Are all visible connections to electrical equipment in good condition?	NFC 2.4.7.1	
147. Does all electrical equipment appear in good condition?	NFC 2.4.7.1	
148. Does all electrical equipment appear as though it has not overheated?	NFC 2.4.7.1	
149. Is the use of extension cords well controlled?	NFC 2.4.7.1	

	Code Reference	Yes, No or N/A
150. Is the use of portable electrical space heaters well controlled?	NFC 2.4.7.1	

<u>Notes and comments</u>