



FIRE PREVENTION INSPECTION CHECKLIST For Class D & E Occupancies

Name Of Occupancy _____ Date _____

Physical Address _____ Community _____

Main Building Yes No Ancillary Building _____ Describe _____

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

Fire Safety item	Yes, No or N/A
OUTDOORS	
1. Are smoking areas clean?	
2. Is the appropriate cigarette butt receptacle available?	
3. Do garbage appear cans emptied on a regular basis?	
4. Is outside of the building clear of piled up combustibles?	
5. Is outside the building clear of hazardous materials – fuel cans, old batteries, etc?	
6. Are exit doors, landings and steps clear of snow and ice?	
7. Are exit doors, landings and steps well lit?	
8. Are the lights over the exit doors in good repair?	
9. Are outside steps and landings in good repair?	
10. Are fuel oil and propane tanks far enough from exits?	
11. Is the propane tank is it protected from traffic and at least 3 m from any building?	
12. Is the fuel tank area clear of debris, vegetation, etc.?	
13. Are there No Smoking signs near the fuel tanks?	
14. Is the fuel tank in good condition?	
15. Is there a ULC label on the tank?	
16. Is there a safe and stable ladder or other access to fill the tank?	
17. Does the fuel tank rest on a noncombustible stand and solid base?	
18. Is there a fuel vent whistle?	
19. Is there a flexible loop?	
20. Is the piping solid or protected from children playing on it and from vandals?	
21. Is the fuel gauge in good condition?	
22. Is there a vandal resistant fence around the fuel tank?	
23. Is the fire department connection clear and accessible?	
24. Is the building easily accessible to the fire department?	
25. Is the electrical service entrance area clear of trees and branches?	
INDOORS HOUSEKEEPING and GENERAL FIRE SAFETY	
26. Is there an fire alarm main or enunciator panel visible as you enter the building.	
27. Is the panel in good condition and only the correct LEDs lit?	
28. Are records of recent Fire Alarm System maintenance available?	
29. Are fire extinguishers visible, accessible, pin and seal in place,	
30. pressure OK, tag current year's, and tag initialed monthly?	
31. Are all areas free of clutter and excessive combustible material?	
32. Is there adequate clearance (45 mm) from sprinkler heads?	

Fire Safety item	Yes, No or N/A
33. Are all sprinkler heads free from paint, lint, dirt or hanging items.	
34. Are all sprinkler pipes free from thing hanging from them?	
35. Are smoking areas clean, with the appropriate butt receptacle?	
36. Do garbage appear cans emptied on a regular basis?	
37. Is storage in shipping and receiving areas well controlled?	
38. Do printed signs say to keep trash under control?	
39. Is there an evacuation plan on the wall?	
40. Is there a sign that says to alert the fire department because the fire alarm does not?	
MEANS OF EGRESS	
41. Are EXIT signs readily visible and lit?	
42. Do the EXIT signs actually lead to an approved exit?	
43. Is there an extinguisher mounted near each exit door?	
44. Is there adequate lighting in the corridors?	
45. Does emergency lighting show a path to the exit?	
46. Can the emergency lighting units be reached for testing?	
47. Does the emergency lighting light up when tested?	
48. Are all fire alarm pull stations visible and accessible?	
49. Is there a pull station near each exit?	
50. Are the glass bars in all of the pull stations?	
51. Does there appear to be sufficient exit width for the occupancy load?	
52. Where there are double doors, do both doors open?	
53. Are exit doors clear, open easily, self closing and well lit?	
54. Are there signs of chains being used on the exit doors?	
55. Is all door release hardware in good condition?	
56. Is there adequate corridor clearance of at least 1100 mm?	
57. Are all stairwells free of storage?	
58. Are there emergency lighting heads in the stairwells?	
59. Are there handrails?	
60. Are the handrails in good condition?	
61. Are all stairwell doors kept closed?	
62. Is there a "This Door Must Be Left Closed" sticker?	
63. Have all the door wedges and door-hold-open feet been removed?	
64. Do the stairwell door closers and latching hardware function?	
65. Are the smoke seals in place and in good condition?	
66. Are corridors clear of hazardous materials?	
FURNACE, BOILER, SPRINKLER, UTILITY and ELECTRICAL ROOMS	
67. Does the door have a 45 min approval sticker?	
68. Does the have an approved closer?	
69. Does the door self close and latch?	
70. Is the room clear of combustibile and other inappropriate material?	
71. Is there an extinguisher very near of just inside the door?	
72. Is the room well lit?	

Fire Safety item	Yes, No or N/A
73. Is the floor free of fuel spills?	
74. Is there sufficient room around the heating appliances to service them?	
75. Is there a fusible valve in the fuel oil line within 1m of each appliance?	
76. Is there a fusible valve in the fuel oil line on the supply side of each fuel filter?	
77. Is there a metal drip pan below each fuel filter?	
78. Do the fuel burning appliances appear clean, serviced and well maintained?	
79. Are there recent records of the fuel burning appliance maintenance?	
80. Are there fusible linked fire dampers in the ducts where they penetrate the wall?	
81. Is the room free from any signs of improper fuel or electrical installations?	
82. Is the room free from signs of previous fires or of overheated appliances?	
83. Does the room smell free of smoke or overheating electrical equipment?	
84. Do the walls and ceiling appear to one hour fire rated?	
85. Are the ceiling and walls without holes or unsealed perforations?	
86. If there is a fire alarm system is there a heat detector on the ceiling?	
87. Do all of the electrical switches, boxes, receptacles, etc. have covers?	
88. Do ventilation fans shut down when the fire alarm activates?	
89. Is there proper clearance (1m) in front of electrical panel boxes?	
90. Does the sprinkler system appear in functional condition?	
91. Are the sprinkler water and air pressures adequate?	
92. Are the sprinkler reservoirs full?	
93. Does the sprinkler system have tamper control?	
94. Are the various valves and components of the sprinkler system labeled?	
95. Are there records of recent sprinkler system maintenance available?	
ELECTRICAL	
96. Is there proper clearance (1m) in front of electrical panel boxes?	
97. Do the breakers all seem to be appropriately sized?	
98. Are there holes or open spaces among the breakers?	
99. Are all switches, lighting fixtures and receptacles in good condition?	
100. Are all visible connections to electrical equipment in good condition?	
101. Does all electrical equipment appear in good condition?	
102. Does all electrical equipment appear as though it has not overheated?	
103. Is the use of extension cords well controlled?	
104. Does each power strip only supply a few electronic items?	
105. Is each power strip on its side or have the unused receptacles covered to prevent the entry of paperclips or staples?	
106. Are portable space heaters approved for use, and clear of combustibles?	
107. Is the use of portable space heaters carefully controlled?	
108. Is the use of electrical heaters carefully controlled?	
109. Do printed signs say to unplug kettles, coffee pots, heaters, etc. at the end of the day?	

