**Fire Safety Deficiencies Checklist**

Date: Inspector:

**1. Visible Address**

(a) Post building and unit address numbers.

**2. Fire Department Access**

(a) Ensure fire lane is kept unobstructed.

(b) Provide emergency access keys.

(c) Install NO PARKING signs along fire lane.

**3. Fire Department Connections**

(a) Replace missing Fire Dept. connection caps.

(b) Remove obstructions from FD connection.

(c) Provide 18” clearance around FD connection

ports.

**4. Private Hydrant**

(a) Remove obstruction – minimum 36” clear

around hydrant.

(b) Provide minimum 18” clearance between

grade and hydrant ports.

**5. Means of Egress (Exits)**

(a) Remove obstructions from exit/access doors.

(b) Repair/adjust exit door hardware to release.

(c) Repair/replace damaged handrails or landings.

**6. Exit Signs**

(a) Repair/replace defective equipment.

(b) Exit signs shall be visible and clear of

obstructions.

(c) Exit sign(s) required.

**7. Portable Fire Extinguishers**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

(c) Mount portable fire extinguishers in a visible &

easily accessible location, preferably near exits.

(d) Provide minimum 5 lb ABC type fire

extinguisher(s).

**8. Emergency Power Systems**

**/Emergency Lighting**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

(c) Repair/replace defective equipment.

(d) Emergency lighting required.

**9. Fire Separations**

(a) Repair/adjust doors in fire separations to close

and latch.

(b) Repair/replace door closer.

(c) Repair fire separation.

(d) Repair/replace fire damper or shutter.

**10. Fire Safety Plan**

(a) Prepare a Fire Safety Plan and submit to the

Fire Department for approval.

(b) Keep inspection, test and maintenance reports

for building safety systems with Fire Safety

Plan.

**11. Combustible Materials**

(a) Securely support open flame devices in a non-

combustible holder and prevent flames from

contacting combustible material.

(b) Combustible waste materials in and around

buildings shall not be permitted to accumulate

in quantities or locations that will constitute an

undue fire hazard.

**12. Flammable/Combustible Liquids**

(a) Store in approved containers when not in use.

(b) Flammable liquid storage inside buildings shall

not exceed maximum quantities – in accordance

with the BC Fire Code.

**13. Compressed Gas Cylinders**

(a) Protect from mechanical impact.

(b) Secure to structural components.

**14. Electrical Services**

(a) Ensure that storage does not obstruct access to

switches or panels.

(b) Replace extension cords with fixed wiring.

(c) Remove combustible storage from transformer/

electrical room.

(d) Replace missing cover plates.

**15. Fire Alarm System**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

(c) Repair “trouble” condition.

(d) Repair damaged fire detection.

(e) Repair damaged manual pull station.

(f) Replace damaged zone labels.

**16. Sprinkler/Standpipe System**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

(c) Repair damaged / inoperable equipment.

(d) Place system in service.

(e) Remove sprinkler obstruction.

(f) Provide min. clearance to sprinkler heads: 18”

min.; 36” where storage height exceeds 12’-0”.

(g) Replace painted sprinkler heads.

(h) Remove obstructions to fire hose stations.

**17. Fire Pump**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

**18. Special Fire Suppression System**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections required).

(c) Repair/replace damaged equipment.

**19. Commercial Cooking Equipment**

(a) Perform inspection and testing in accordance

with the BC Fire Code (missing/expired tag).

(b) Correct deficiencies listed in current service

report (current tag with corrections req'd).

(c) Clean hoods, ducts, grease removal devices

and fans to prevent surfaces from being

heavily contaminated with grease.

(d) Supply ‘K’ class fire extinguisher in kitchen.

**20. Spray Coating Operations**

(a) All spraying shall be conducted in a ventilated

area, safe from ignition sources.

(b) Interlock spray equipment with ventilation.

(c) Remove over-spray from area, including duct.

(d) Replace spray booth filters.

(e) Remove open flame/sparking devices from

spray area.

(f) Replace painted sprinkler in spray area.

(g) Protect sprinklers from over-spray.

(h) Remove ordinary electrical devices in booth.

**21. Woodworking Operations**

(a) Sawdust shall be collected and deposited in

approved receptacles.

(b) Install an adequate dust collection system.

(c) Clean dust collection system regularly.

(d) A 5 lb ABC rated fire extinguisher shall be

installed within 25' of sawdust producing

machine.

**22. Fuel Dispensing Stations**

(a) Repair damaged dispensing hoses.

(b) Provide approved absorbent to soak up liquid

spills.

(c) Install at least two 10 lb ABC fire

extinguishers at pump island.

(d) Post NO SMOKING signs at pumps.

**23. Forklifts**

(a) Install a 10 lb ABC fire extinguisher on forklift.

(b) Battery charging stations shall be in a

designated area free of storage, ventilated,

protected from damage by trucks, & provided

with electrolyte spill clean up materials.

**24. System Shutdown – Fire Watch**

A fire watch program shall be implemented

for the duration of the fire protection system

shutdown, in accordance with the building

Fire Safety Plan.

**25. Other**

**26. Refer to Fire Prevention Division**

**27. Pre-Incident Planning**

Reviewed Update Required

(Attach changes)

\* Any circled items require attention and is considered a deficiency.