

Fire Inspection Guide



Version - November 10, 2020

Town of Coaldale Annual Fire Inspection Checklist

This checklist provides building and business owners with the some of the requirements that shall be met for a successful fire inspection. This checklist provides the owner or authorized agent an idea of requirements that must be met.

Although this checklist provides good information for owners and occupants of buildings, this document **DOES NOT** cover all code requirements. Therefore, this document should be only be utilized as a guide to help create a fire safe facility

ADDRESS	✓
Building Address and Unit Numbers shall be clearly displayed in a location visible from the road.	
FIRE DEPARTMENT ACCESS	✓
Street, yard and roadway access shall be accessible at all times for fire department vehicles. NFC (AE) 2.5.1.5	
Any building with fire protection equipment, elevator control or door access shall provide shall install a key lockbox containing all required keys to be used by the fire department. NFC (AE) 2.5.1.3	
FIRE HYDRANTS	✓
Private hydrants shall be inspected, tested and maintained in accordance with NFPA 25-2017. NFC (AE) 6.4.1.1	
No person shall do anything to obstruct access to a fire hydrant or to interfere with operation of a hydrant. Water Services Bylaw 762-R-07-19	
FIRE DEPARTMENT CONNECTION	✓
Fire department connections for standpipes or automatic sprinkler systems shall be kept clear of obstructions. There should be at least two metres of clearance around the connections, and protective caps must be in place. NFC (AE) 6.4.1.1	
STORAGE OF COMBUSTIBLE & FLAMMALE LIQUIDS	✓
Flammable or Combustible liquids shall be prevented from flowing outside a spill area and reaching waterways or drains NFC (AE) 4.1.6.1	
Flammable or Combustible liquids shall be stored in approved containers. NFC (AE) 4.2.3.1	

Flammable or Combustible liquids that are above the allowable quantities are stored in an approved room or cabinet. NFC (AE) 4.2.4.2	
FIRE ALARM	✓
Fire alarm systems shall be maintained in operable condition at all times. NFC (AE) 6.3.1.1	
If a fire alarm system in a building is not monitored, then a permanent sign, with directions to contact 9-1-1 in case of an emergency is required above each manual pull station. NFC (AE) 2.8.2.7	
Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises for review by a Fire Safety Codes Officer. NFC (AE) 6.3.1.2 CAN/ULC – S536-13	
Buildings with fire alarm systems shall provide a zone map located near the fire alarm panel that indicates the corresponding zones.	
SPRINKLER SYSTEMS	✓
Sprinkler systems shall be maintained, inspected and tested annually by a qualified person. Records of the inspection and testing shall be maintained on the premises for review by a Fire Safety Codes Officer NFC (AB) 6.4.1.1	
Storage shall not interfere with fire sprinkler head discharge; a 450mm (18 inch) clearance is required from sprinkler heads to the top of storage. NFC (AB) 6.4.1.1 (NFPA 25)	
All valves and components of a fire sprinkler system shall be maintained free of obstructions. NFC (AB) 6.4.1.1	

FIRE EXTINGUISHERS	✓
Extinguisher shall be selected and installed in accordance with NFPA 10 NFC (AB) 2.1.5.1(2)	
All fire extinguishers should be properly mounted <ul style="list-style-type: none"> Weighing less than 40lbs – maximum height 5 feet. Weighing greater than 40lbs – maximum height 3.5 feet. Mounted with the bottom of the extinguisher no less than 4 inches off the floor. NFPA 10	
Fire extinguisher shall be listed, labelled and tagged by a qualified person. NFC (AB) 6.1.1.5(3)	
Existing fire extinguishers shall be serviced and tagged by a qualified person within the last 12 months. NFPA 10	
Indoor and outdoor storage areas must have all fire extinguisher accessible with an aisle that is at least one metre wide. NFC (AB) 3.2.2.2(2)	
Maximum travel distance to extinguishers shall be determined by the information provided in appendix A of this document. NFPA 10	
EXIT LIGHTS	✓
Exit lighting and signs shall be illuminated when the building is occupied. NFC (AB) 2.7.3.1(2)	
Exit lighting should be inspected to ensure that they are illuminated upon failure of the primary power supply. NFC (AB) 6.5.1.8(1)	
EMERGENCY LIGHTS	✓
Emergency lighting shall be tested monthly by the owner or occupant to ensure that during a power failure the lighting will function. NFC (AB) 6.5.1.6(2)(a)	
Emergency lighting shall be tested at intervals not greater than 12 months to ensure it will remain illuminated for the designed duration. NFC (AB) 6.5.1.6(2)(b)	

MEANS OF EGRESS	✓
Means of egress shall be in good repair and free of any obstructions NFC (AB) 2.7.1.6	
An exit door shall not be bolted, barred or locked other than with a device that complies with the National Building Code (AB). NFC (AB) 2.7.2.1(7)	
All doors forming part of a means of egress shall be tested monthly to ensure they are operable. NFC (AB) 2.7.2.1(1)	
Exterior passageways and exterior exit stairs serving occupied buildings shall be maintained free of snow and ice accumulations. NBC (AB) 2.7.1.7(1)	
Means of egress shall be kept clear of combustible materials. NBC (AB) 2.4.1.1(2)	
COMMERCIAL COOKING SYSTEMS	✓
Commercial cooking exhaust system shall be professionally cleaned by a certified company every 6 months, unless other timelines have been provided by the Fire Safety Codes Officer. NFC (AB) 2.6.1.9(2) NFPA 96	
Fire Suppression systems shall be inspected, serviced and maintained every six months. NFC (AB) 2.6.1.9(2) NFPA 96	
Instructions for manually operating the fire suppression systems shall be prominently posted in the kitchen. NFC (AB) 2.6.1.9(5)	
A “K” Class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually by a qualified person. NFPA 10	
Weekly cleaning	
SPECIAL FIRE SUPPRESSION SYSTEM	✓
Special fire suppression systems shall be tested, inspected and maintained by a qualified person every six months, in conformance with the applicable NFPA standard. NFC (AB) 6.6.1.1(1)	

FIRE/SMOKE CONTROL	✓
Any holes or damage in fire rated construction shall be sealed or repaired to maintain the integrity of the rating. NFC (AB) 2.2.1.2(1)	
Closures must be intact and free of damage to maintain an adequate fire rating. NFC (AB) 2.2.2.2(1)	
All fire doors must be operable at all times by making the necessary adjustments and repairs to door hardware or accessories to ensure proper closing and latching. Doors with hold-open devices must be functional and able to release automatically. NFC (AB) 2.2.2.4	
Fire doors shall not be obstructed, blocked, wedged open or altered in any way that would prevent the intended operation of the door. NFC (AB) 2.2.2.4(4)	
Fire dampers, smoke dampers, combination smoke/fire dampers and fire stop flaps shall be inspected and tested every 12 months in accordance with NFPA 80. NFC (AB) 2.2.2.4(5)	
ELECTRICAL	✓
Electrical installations shall be in good repair and maintained so as to not constitute a fire hazard. If in doubt contact a licensed electrician. NFC (AB) 2.4.7.1(1)	
Extension cords may not be used as substitutes for permanent wiring. NFC (AB) 2.4.7.1(1)	
All electrical outlets, switches and junction boxes shall have cover plates. NFC (AB) 2.4.7.1(1)	
A one metre clearance to combustible materials from electrical panels shall be maintained. NFC (AB) 2.4.1.1	
HOUSEKEEPING	✓
Combustible materials in and around buildings shall not accumulate in quantities or locations that will constitute an undue fire hazard. NFC (AB) 2.4.1.1(1)	
Rooms containing building services (i.e. furnace, boilers, electrical, etc.) shall not be used for storage. NFC (AB) 2.4.1.1(2)	
Materials subject to spontaneous ignition such as oily rags, shall be deposited in a listed and labelled container or be removed from the premises. NFC (AB) 2.4.1.3 (1)	

GENERAL STORAGE	✓
Access aisles of a least one metre must be maintained to access panels and fire protection equipment. NFC (AB) 3.2.2.2(2)	
Aisles shall be maintained free of obstructions. NFC (AB) 3.2.2.2(3)	
Smoking is not permitted in an indoor storage area. NFC (AB) 3.2.2.6(1)	
STORAGE OF COMPRESSED GAS CYLINDERS	✓
Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly. NFC (AB) 3.1.2.5(2)(b)	
Compressed gas cylinders shall be protected against mechanical and valve damage. NFC (AB) 3.1.2.5	
Compressed gas cylinders shall not be stored in: <ul style="list-style-type: none"> Any exit or corridor that provides access to exits. Under any fire escape, outside exit stair or passage ramp. Within one metre of any exit. NFC (AB) 3.1.2.5(4)	
EMERGENCY PROCEDURES & EVACUATION PLAN	✓
Required for: <ul style="list-style-type: none"> Buildings where large numbers of people congregate. Buildings where people are cared for or detained. Buildings with fire alarms. Buildings with indoor or outdoor storage. Areas where flammable or combustible liquids are stored or handled. Areas where hazardous processes or operations occur. Buildings where demolition or construction falls under Section 5.6. NFC (AB) 2.8.1.1	
Supervisory staff shall be trained in fire and emergency procedures outlined in the plan. NFC (AB) 2.8.1.2(1)	
At least one copy of the plan shall be prominently posted on each floor area. NFC (AB) 2.8.2.7(1)	
STORAGE TANKS	✓
Storage tanks conform with Appendix B.	

APPENDIX A

FIRE EXTINGUISHER SIZE & PLACEMENT

Hazard Occupancies

Light hazard occupancies can include some buildings or rooms occupied as offices, classrooms, churches, assembly halls, guest room areas of hotels or motels, and so forth. This classification anticipates that the majority of content items are either noncombustible or so arranged that a fire is not likely to spread rapidly. Small amounts of Class B flammables used for duplicating machines, art departments, and so forth, are included, provided that they are kept in closed containers and safely stored.

Ordinary hazard occupancies could consist of dining areas, mercantile shops and allied storage, light manufacturing, research operations, auto showrooms, parking garages, workshop or support service areas of light hazard occupancies, and warehouses containing materials placed on wooden pallets, corrugated cartons, shrink wrapped loads or wooden boxes.

Extra hazard occupancies could consist of woodworking; vehicle repair; aircraft and boat servicing; cooking areas; individual product display showrooms; product convention center displays; and storage and manufacturing processes such as painting, dipping, and coating, including flammable liquid handling.

NFPA 10 Requirements

Table 6.2.1.1 Fire Extinguisher Size and Placement for Class A Hazards

Criteria	Light Hazard Occupancy	Ordinary Hazard Occupancy	Extra Hazard Occupancy
Minimum rated single extinguisher	2-A	2-A	4-A
Maximum floor area per unit of A	3000 ft ²	1500 ft ²	1000 ft ²
Maximum floor area per extinguisher	11,250 ft ²	11,250 ft ²	11,250 ft ²
Maximum travel distance to extinguisher	75 ft	75 ft	75 ft

Table 6.3.1.1 Fire Extinguisher Size and Placement for Class B Hazards

Type of Hazard	Basic Minimum Extinguisher Rating	Maximum Travel Distance to Extinguishers	
		ft	m
Light	5-B	30	9.14
	10-B	50	15.25
Ordinary	10-B	30	9.14
	20-B	50	15.25
Extra	40-B	30	9.14
	80-B	50	15.25

Class C requirements are based on the size and travel distance as required with class A & B

6.5 Installations for Class D Hazards.

6.5.1* Fire extinguishers or extinguishing agents with Class D ratings shall be provided for fires involving combustible metals.

6.5.2 Fire extinguishers or extinguishing agents (media) shall be located not more than 75 ft (22.9 m) of travel distance from the Class D hazard. (See Section E.6.)

6.5.3* Portable fire extinguishers or extinguishing agents (media) for Class D hazards shall be provided in those work areas where combustible metal powders, flakes, shavings, chips, or similarly sized products are generated.

6.5.4* Size determination shall be on the basis of the specific combustible metal, its physical particle size, area to be covered, and recommendations by the fire extinguisher manufacturer based on data from control tests.

6.6 Installations for Class K Hazards.

6.6.1* Class K fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

6.6.2 Maximum travel distance shall not exceed 30 ft (9.1 m) from the hazard to the extinguishers.

6.6.3 All solid fuel cooking appliances (whether or not under a hood) with fire boxes of 5 ft³ (0.14 m³) volume or less shall have at least a listed 2-A rated water-type fire extinguisher or a 1.6 gal (6 L) wet chemical fire extinguisher that is listed for Class K fires.

APPENDIX B

STORAGE TANKS

On June 8, 2020, the Safety Codes Council assumed responsibility for services related to storage tank management. These services are administered by the Alberta Safety Codes Authority (ASCA) and include:

- Permitting in areas unaccredited in Part 4 of the National Fire Code - 2019 Alberta Edition.
- Inspections of newly permitted flammable and combustible storage tank system installations or alterations in unaccredited areas of the province.
- Routine and follow-up inspections of existing flammable and combustible storage tank systems in unaccredited areas.
- Overseeing spill/incident reporting requirements for tank operators.

Containers not requiring permits or approval must be under 230 Liters and in conformance with the following:

- a) TC SOR/2016-95, "Transportation of Dangerous Goods Regulations (TDGR),"
- b) CSA B376-M, "Portable Containers for Gasoline and Other Petroleum Fuels,"
- c) CSA B306-M, "Portable Fuel Tanks for Marine Use,"
- d) ULC/ORD-C30, "Safety Containers," or
- e) CSA B620, "Highway Tanks and TC Portable Tanks for the Transportation of Dangerous Goods."

***Storage tank* means a vessel for *flammable liquids* or *combustible liquids* having a capacity of more than 230L, and designed to be installed in a fixed location.**

<http://www.safetycodes.ab.ca/ASCA/StorageTankSystems/Pages/Main.aspx>

APPENDIX C

IMPORTANT CONTACTS

Coaldale & District Emergency Services

Fire Safety Codes Officer

403.345.1330

www.coaldale.ca/fire

Superior Safety Codes Inc.

Building, Electrical, Plumbing, Gas

422 Mayor Magrath Drive N Lethbridge

403.320.0734

info@superiorsafetycodes.com

www.superiorsafetycodes.com

Town of Coaldale

Business & Development Permits

403.345.1300

www.coaldale.ca

Alberta Safety Codes Authority

Storage Tanks

1.888.413.0099

ascatanks@safetycodes.ab.ca

<http://www.safetycodes.ab.ca/ASCA/Pages/ASCA.aspx>