

Office Occupancies

The B.C. Fire code requires building owners and occupants to comply with the requirements on this checklist and in the *Fire Safety & You* brochure.

Includes:

- low-rise and high-rise office buildings
- professional centres
- government office buildings

CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

- ☐ **Address:** must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.
- ☐ **Emergency lighting:** may be provided by battery packs with remote and attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational, with no visible damage, with heads aimed in proper direction, and serviced and tagged annually by a certified technician.
- ☐ **Exit doors:** must not be locked or blocked from either the inside or outside. Must be unlocked from the inside when the building is occupied. Must have panic hardware that releases when a force of 20 pounds or less is applied.
- ☐ **Extension cords:** kept to a minimum and not overloaded.
- ☐ **Fire alarm systems:** must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service tag (within the last 12 months) and up-to-date logbook.
- ☐ **Fire doors:** must not be blocked or wedged open, including stairwell doors. Must have closures and no wedges used to hold open fire-rated doors.
- ☐ **Fire hydrants:** must be accessible, free of damage and serviced within the specified date. Private hydrants require annual service, with records kept on site.
- ☐ **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.
- ☐ **'No smoking' signs:** must be posted in hazardous areas.
- ☐ **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.
- ☐ **Portable heaters:** must be an approved type and kept away from combustibles.
- ☐ **Sprinkler systems:** must be inspected and tested by qualified personnel at least once per year. Must have a current service tag (within the last 12 months) and up-to-date logbook.
- ☐ **Sprinkler valves:** must be in the open position, either locked and chained or sealed and monitored electronically. No storage is permitted within 18 inches of the bottom of sprinkler heads.