



New Westminister Fire & Rescue Services

Dear Owner / Owner's Agent:

All buildings in the City of New Westminister, other than private dwellings, are subject to a system of routine fire and life safety inspections as per the B.C. Fire Services Act and meeting the requirements outlined in the B.C. Fire Code (BCFC). Thank you, in advance, for taking the time out of your day to assist our team with conducting our routine fire inspection for your building. To ensure that we spend your time with us efficiently, New Westminister Fire & Rescue Services has developed a *Building Fire Safety Checklist* to be completed prior to our visit.

As outlined in the BCFC 2018, Part C, Sentence 2.2.1.1(1), it is the responsibility of the property owner / owner's agent to carry out the provisions of the BCFC. The *Building Fire Safety Checklist* is not an exhaustive list of the applicable BCFC 2018 requirements but does contain the most important items for review.

Please ensure that the most current copy of your **Annual Fire Servicing Report** is available for your inspector to review on site. If you are unable to obtain the Annual Fire Servicing Report from your property manager, please contact your service provider. Please note, these records are required to be on site, for a period of 2 years as per BCFC 2018, Part C, Article 2.2.1.2.

Completion of the *Building Fire Safety Checklist* prior to our visit will help streamline the inspection and increase the likelihood of a satisfactory inspection on the first visit. If you have any questions or concerns, please do not hesitate to contact the inspector who coordinated the fire inspection with you.

Kind regards,

City of New Westminister Fire & Rescue Services

BUILDING CONTACT INFO

Building Name: _____

Address: _____

Phone: _____ Postal Code: _____

Contact: _____ Email: _____

BUILDING FIRE SAFETY CHECKLIST

The following responsibilities are common to all buildings under the BC Fire Code, other than private dwellings. This is a general inspection checklist only, to provide you with a guideline of various inspection areas; this is by no means an exhaustive list of requirements.

S = Satisfactory

U = Unsatisfactory

N/A = Not Applicable

	S <input type="checkbox"/>	U <input type="checkbox"/>	N/A <input type="checkbox"/>
Address S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Visible and legible from street <i>NW Fire Protection Bylaw No. 6940, 2004</i> 			
Boiler Room S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Clear of all combustibles Door correctly labeled <i>BCFC Div B, 2.4.1.1.(2)</i> 			
Electrical Room/Panel S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Clear of all combustibles Door correctly labeled <i>BCFC Div B, 2.4.1.1.(2)</i> 			
Elevator S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Serviced per the Maintenance Control Program. Firefighters' Emergency Operation is tested annually. <i>BCFC Div B, 7.2.2.1.</i> <i>CSA B-44-16, 8.6.11.1 as amended by MO No. M259</i> 			
Emergency Lighting S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Maintained in operating condition and serviced annually by a qualified technician <i>BCFC Div B, Section 6.5</i> 			
Exit Corridors S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Unobstructed and clear of combustibles <i>BCFC Div B, 2.7.1.6.</i> 			
Exit Signs S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Must be illuminated and inspected annually <i>BCFC Div B, Section 6.5</i> 			
Fire and Exit Doors S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Not obstructed, blocked, wedged or altered. Must open freely and latch correctly All fire doors must be labelled <i>BCFC Div B, 2.2.2.4., 2.2.2.5.</i> 			
Fire Alarm System & Smoke Alarm S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Green LED light is on and no trouble conditions. Serviced annually by a qualified technician <i>BCFC Div B, Section 6.3.</i> Smoke Alarms are tested and maintained <i>BCFC Div B, Section 6.7.</i> 			
Fire Department Connection S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> All connections to be capped and have a 1m clearance <i>BCFC Div B, Section 6.4.</i> 			
Fire Extinguishers S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Maintained in operating condition and serviced annually by a qualified technician <i>BCFC Div B, Section 6.2</i> 			
Fire Safety Plan S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Reviewed at intervals not greater than 12 months and must reflect any changes to the building <i>BCFC Div B, Section 2.8.</i> 			
Fire Separations S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Ensure there is no damage to any ceilings or walls <i>BCFC Div B, 2.2.1.2.</i> 			
Firefighting Vehicle Access S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Designated streets, yards and roadways for the fire department are to remain clear <i>BCFC Div B, 2.5.1.5.</i> 			
Laundry Room S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Lint traps are cleaned after every use Door labelled and closed <i>BCFC Div B, 2.4.1.4.</i> 			
Garbage/Recycling Room S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> All combustibles are to be put into dumpsters/bins Doors remain closed <i>BCFC Div B, 2.4.1.1.(2), 2.4.1.2.</i> 			
Standpipe & Hose Connections S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> All connections capped Tested and maintained in conformance with NFPA 25 <i>BCFC Div B, Section 6.4.</i> 			
Sprinkler System S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Room cleared of combustibles Door is correctly labelled Storage maintained below 18" from sprinkler head Annually serviced by a qualified technician <i>BCFC Div B, Section 6.4.</i> 			
Storage Rooms S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> All storage in lockers, if provided; no storage permitted outside individual lockers 18" clearance from sprinkler heads <i>NFPA 13 – 10.2.7.2.1.1.</i> 			
Flammable and Combustible Liquid Storage S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> Not stored on balconies Not stored adjacent to exits Must be stored in approved containers <i>BCFC: Div B, Section 4.2.</i> 			
Annual Report(s) S <input type="checkbox"/> U <input type="checkbox"/> N/A <input type="checkbox"/> <ul style="list-style-type: none"> The report was completed for the current year There are no outstanding items <i>BCFC Div C, Part 2, 2.2.1.2.(1)</i> 			