



To all Business and Building Owners,

In response to the COVID-19 crisis, Nanaimo Fire Rescue has suspended regular fire inspections of businesses as a measure to help reduce potential the spread of the virus; however, Fire Inspectors will continue to investigate any reported fire hazards.

Nanaimo Fire Rescue would like to remind business and building owners that it is your responsibility to carry out the provisions of the BC Fire Code.

The following checklist has been provided to help you and your staff comply with fire safety regulations for the days and months ahead.

Building Addressing

- Ensure the civic address for your building is posted:
 - so as to be clearly visible from the road
 - using numbers that are a minimum of 3 inches in height
 - of a colour that contrasts with a surface on which they are mounted

- Ensure the unit number for an individual unit of a building is posted in a visible location at the entry to each unit and shall meet the size and colour requirements listed above.

Emergency Contact Names

The fire department requires an up-to-date list of emergency contact persons (property representatives) for incidents that may occur at the premises after normal hours of operation.

Building emergency contacts are persons who are:

- available to receive telephone calls from the Fire Department at all hours
 - able to attend the address of the property within 30 minutes of being contacted
 - capable of gaining access into the building
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- Please send updates to your emergency contacts to FLPD@nanaimo.ca

Fire Extinguishers

- Ensure fire extinguishers are fully charged and are mounted in such a way they are visible and easily accessible.

- Have each extinguisher serviced annually by a qualified technician. A service tag must be attached noting the date of service.

Conduct a visible inspection of fire extinguishers once a month. The gauge should show that it is full. Check the hose to ensure it is attached tightly and has no cracks or blockages.

Fire Separations

Keep fire doors closed when not in use. Make sure fire doors are not propped open.

Exits Corridors and Exit Doors

Ensure passageways leading to an exit are free of obstructions.

Ensure all exit doors have approved locking mechanisms.

Ensure all exit doors do not require specialized tools (e.g. a key) or knowledge (e.g. code) to exit.

Smoke Alarms (daycares & sleeping rooms)

Test smoke alarms once a month.

Change batteries in smoke alarms every six months. This can be timed with the changes to Daylight Savings Time.

Make sure smoke alarms are not painted or altered in any way.

Electrical Safety

Do not overload circuits.

Ensure temporary electrical solutions (e.g., power bars, splitters, electrical cords) are not used in conjunction with one another.

Plug large appliances such as refrigerators and freezers directly into wall receptacles.

Fire Hazards

Ensure combustible materials in and around buildings are not accumulating in quantities or locations that will constitute an undue fire hazard.

Refuse containers (dumpsters) used for the collection of combustible refuse shall; be constructed of solid sheet non-combustible material, have an easy closing lid and are located at least 10 feet from any structure.

Ensure greasy or oily rags or materials subject to spontaneous heating are deposited in an approved non-combustible receptacle with metal lid.

Ensure lint traps in laundry equipment are cleaned before each use of the equipment.

Ensure ducts and filters subject to accumulation of dust, lint or combustible deposits have been inspected and cleaned within the last 12 months.

Ensure chimneys, flues and flue pipes are cleaned as often as necessary to keep them free from dangerous accumulations of combustible deposits.

Emergency Lighting (if applicable)

Have your emergency lighting serviced annually by a qualified technician. Ensure emergency lighting is in working order at all times.

Test emergency lighting monthly.

Exit Signs (if applicable)

Make sure exit signage is visible, intact and fully illuminated.

Fire Alarm System (if applicable)

Have your fire alarm system serviced annually by a qualified technician.

Perform monthly fire alarm tests on emergency power.

Log these tests and make them available for a fire inspector to view.

Ensure all parts of the fire alarm system are intact and are unaltered. Make sure fire bells are not painted.

Ensure pull stations are not blocked by shelving, inventory or furniture.

Sprinkler System (if applicable)

Confirm sprinkler system services are scheduled and maintained as per NFPA 25 by a qualified technician.

Ensure there is no damage to sprinkler heads and there is a minimum of 450 mm (18") clearance below the heads. Do not paint sprinkler heads.

Ensure all parts of the sprinkler system are intact and in good repair.

Mechanical Rooms (if applicable)

Keep mechanical and service rooms clear of storage items and ensure doors are closed when not in use.

Compressed Gases (if applicable)

Ensure cylinders of compressed gas are protected against valve damage and stored in a firmly secured position.

Emergency Power Systems (if applicable)

Check that emergency power systems (generators) are maintained in conformance with CAN/CSA standards.

Fire Safety Plan (if applicable)

Review your Fire Safety Plan at least annually and submit any changes to FLPD@nanaimo.ca

Additional Information

The requirements in this checklist are general BC Fire Code requirements. Depending on your type of building or business, further requirements may apply.

The owner (or owner's authorized agent) and occupier of a building are responsible for carrying out the provisions of the Fire Prevention Bylaws, Fire Services Act and the British Columbia Fire Code.

Records of tests, inspections, or maintenance shall be retained so that at least the current and the immediately preceding records are available.

A copy of the Fire Protection and Life Safety Regulation Bylaw 2011 No. 7108 and other documents pertaining to the responsibilities of owners and occupiers of buildings or businesses can be found at <http://www.nanaimo.ca>

Please contact the Fire & Loss Prevention Division of Nanaimo Fire Rescue with any questions:

FLPD@nanaimo.ca or 250-753-7311