



Mid-West Planning District

Box 96, Miniota, Manitoba R0M 1M0

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Pre-Fire Safety Inspection Checklist

Prior to your building inspection, it is important to have all maintenance inspections completed and have the maintenance reports available for review.

The following items outlined for your review and will be of assistance to you in understanding what is required for building owners. You are encouraged to use this document as a pre-inspection checklist.

Definitions:

Combustible Material - a material that, in the form in which it is used and under the conditions anticipated, will ignite, burn, support combustion, or release flammable vapors when subjected to fire or heat. Wood, paper, rubber, and plastics are examples of combustible materials.

Service Room: a room provided in a building to contain the equipment associated with building services. Examples: boiler room, furnace room, incinerator rooms, garbage handling rooms, rooms to accommodate AC or heating appliances, pumps, compressors, and electrical equipment.

Service Space: space provided in a building to facilitate or conceal the installation of building service facilities such as ducts, pipes, shafts, or wires.

Fire Separation: a construction assembly that acts as a barrier against the spread of fire.

Means of Egress: a continuous path of travel provided for the escape of persons from any point in the building or contained open space to a separate building, an open public thoroughfare, or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Includes exits and access to exits.

Smoke Detector: a fire detector designed to operate when the concentration of airborne combustion particles exceeds a predetermined level.

Smoke Alarm: a combined smoke detector with an audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within that room or suite.

Heat Detector: a fire detector designed to operate at a predetermined temperature or rate of temperature rise.

Fire Detector: a device that detects a fire condition and automatically initiates an electrical signal to actuate an alarm signal or alarm signal and includes heat detectors and smoke detectors.

Carbon Monoxide Detector: a device that detects the presence of the carbon monoxide (CO) gas to prevent carbon monoxide poisoning.

Fire Alarm System: a system of devices made up of automatic and/or manual device designed to alert the occupants within a building to the presence of fire. The alarm system may also alert a monitoring company (if monitored) or actuate devices connected to the alarm system, such as smoke control devices, strobe lights, magnetic devices, fire dampers or other life safety devices.

A fire alarm system is comprised of three main stages:

- Detection - manual (at the sighting of flame or smoke and burning smell) or automatic (heat or smoke detectors). There are chances of false alarms with automatic detection.
- Signal initiation - manual (pull or push bell electric or manual), semi-automatic (through a system panel that requires manual confirmation) or automatic (there are chances of false alarms)
- Occupant notification - manual, semi-automatic (auto detection, manual confirmation, and notification) or automatic (there are chances of false alarms)

Service Room:

- ☐ Service rooms are required to be in a room with and have closures with a fire resistance rating. (where applicable)
- ☐ Free of excess combustible materials not designed to be stored in the service room.



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Fire Separations:

- ☐ Where fire separations are damaged or penetrated, they shall be repaired so that the integrity of the fire separation is maintained.
- ☐ Annual inspection of any fire/smoke dampers in the duct work that penetrates the wall or ceiling of the fire separation.

Means of Egress & Doors in Fire Separations Requiring Closures:

- ☐ Openings in fire separations are protected with closures conforming to the Manitoba Building Code.
- ☐ Hydraulic closure(s) (self-closing hardware) installed on the door(s).
- ☐ Doors used to separate one part of the building from another, and located in walls deemed to be fire separation are not blocked or wedged open at any time.
- ☐ Means of egress shall be provided for in buildings conformance with the Manitoba Building Code and shall be maintained in good repair and free of obstructions.

Exit Lights:

- ☐ Exit lighting provided and installed in accordance with the Manitoba Building Code (2010)
- ☐ exit lighting illuminated during times the building is occupied,
- ☐ Monthly checks done and recorded; documentation available for review.

Emergency Lighting:

- ☐ Shall be inspected at intervals not greater than one-month, monthly inspection sheets to be on hand for review.
- ☐ Self-contained emergency lighting unit equipment shall be tested at intervals not greater than one month to ensure the emergency lights will function upon failure of the primary power source, documentation available for review.
- ☐ Shall be inspected at intervals not greater than 12 months, by a certified technician.
- ☐ Records on hand for review: It is required that records of these inspections and testing be kept. These records should indicate what was done, when it was done, and by whom.

Emergency Power Systems:

- ☐ Written maintenance/inspection reports available for review.
- ☐ Liquid fuel in storage tanks shall be drained and re-filled with fresh fuel at intervals not greater than 12 months.
- ☐ Self-contained emergency lighting unit equipment shall, at intervals not greater than 12 months, be inspected to ensure the unit will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions. Documents available for review.

Fuel Fired Heating Systems:

- ☐ Fuel fired heating system has had an annual inspection, documentation to be available for review.

Fire Extinguishers:

- ☐ **All** fire extinguishers shall be checked and repaired as to the requirements of the Manitoba Fire Code and the NFPA 10 Standard.
- ☐ Only a **qualified and licensed** fire extinguisher repair agency shall be used to conduct this maintenance.



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- ☐ Extinguishers protecting the canopy over commercial cooking equipment shall be inspected by a qualified service technician at six (6) and twelve (12) month intervals (NFPA 96 Sec.8-2). Documentation to be available.
- ☐ All fire extinguishers shall be visually inspected once per month. Documentation to be available (each individual extinguisher may have a separate tag attached to document the monthly inspection)
- ☐ Maintenance is required yearly by a certified testing and maintenance agency. Documentation is to be available.

Smoke Alarms and Carbon Monoxide Detectors:

- ☐ Monthly check completed; documentation available.
- ☐ Yearly maintenance done; documentation available.

Fire Alarm Systems:

- ☐ Annual inspection by a qualified fire alarm service company completed; documentation available for review.
- ☐ Monthly checks done to ensure operational status; documentation available for review.
- ☐ Checks of the systems should be recorded at the time of each incident or alarm occurrence.

Commercial Cooking Equipment:

- ☐ Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned at regular intervals.
- ☐ Instructions for manually operating the fire protection systems shall be posted conspicuously in the kitchen and as part of the fire safety plan.
- ☐ An inspection and servicing of the fire extinguishing system and listed exhaust hood containing a constant or fire actuated water system shall be made at least every six (6) months by properly trained and qualified persons, documentation is to be available for review.
- ☐ Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.
- ☐ The exhaust system is to be inspected at intervals as per Section 8-3.1. of NFPA 96. (Typically, quarterly)

Fire Safety Plan:

- ☐ Fire emergency procedures shall be provided for every building containing an assembly (community hall, schools, restaurants/bars), care (hospitals, day-care facilities, elderly persons housing, personal care home, residential care facility), treatment or detention occupancies.
- ☐ The emergency plan is available for review.
- ☐ Fire Emergency Procedures are posted.

Fire Drills:

- ☐ Where required fire drills have been held at least once a month. Documentation available for review.

Records Management:

- ☐ All records of inspections and emergency plans are kept and available for review.
- ☐ Recommend starting a Fire Binder with all the logs, inspection reports, fire safety plan, fire alarm system or fixed suppression system manuals, etc. in one place and is available on-site for review.