

# FIRE SAFETY CHECKLIST FOR BUSINESSES



This checklist will help business owners do a self assessment of their property in respect to the National Fire Code. Please review the checklist and ensure all requirements are completed and maintained prior to opening your business. The owner or the owner's agent is required to comply with the National Fire Code. If further information is required, contact the Yellowknife Fire Department's Fire Prevention Division at 1-867-766-5503







| <b>BUILDING</b>                                                                                                         | N/A |  |  |
|-------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| The address of the business can be seen from the road and has lettering with colours that contrast with the background. |     |  |  |
| The building has maintained access lanes for fire department vehicles.                                                  |     |  |  |
| Each fire hydrant on the property has one (1) meter of clearance.                                                       |     |  |  |
| Include 4 pictures of your business's building looking from all 4 corners.                                              |     |  |  |



| <b>FIRE ALARMS (if applicable)</b>                                                                                                    | N/A |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| The fire alarm system in the building is maintained in working order.                                                                 |     |  |  |
| The fire alarm system in the business is <b>annually</b> inspected and tested by a qualified alarm company within the last 12 months. |     |  |  |
| Records of all maintenance and inspections of the fire alarm system are kept on the premises.                                         |     |  |  |



| <b>EXITS</b>                                                                                                             | N/A |  |  |
|--------------------------------------------------------------------------------------------------------------------------|-----|--|--|
| Exit doors in the business are tested monthly for operation.                                                             |     |  |  |
| Exit doors are easily identifiable and are not covered by curtains or other hangings.                                    |     |  |  |
| Exit doors have only one (1) latch, lock or other fastening device and do not require keys or special knowledge to open. |     |  |  |
| Means of egress (exiting), including stairways, are well maintained and free of obstructions.                            |     |  |  |



| <b>FIRE EXTINGUISHERS</b>                                                                                                                      | N/A |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| The business has at least one (1): 2A10BC or larger fire extinguisher.                                                                         |     |                                                                                     |                                                                                     |
| All fire extinguishers have been serviced <b>annually</b> and tagged by a fire extinguisher company within the last 12 months.                 |     |                                                                                     |                                                                                     |
| There is no more than 25 meters (75 ft) of travel required to access a fire extinguisher from anywhere in the business.                        |     |                                                                                     |                                                                                     |
| Fire extinguishers are located near exits or in corridors / aisles that provide access to exits.                                               |     |                                                                                     |                                                                                     |
| All fire extinguishers are properly mounted at no more than 1.5 meters (5 ft) above the floor and no less than 10 centimeters above the floor. |     |                                                                                     |                                                                                     |
| All fire extinguishers receive monthly inspections for damage, location, and use.                                                              |     |                                                                                     |                                                                                     |



| <b>SPRINKLER SYSTEMS (if applicable)</b>                                                                                             | N/A |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Nothing is obstructing standpipes or automatic sprinklers in the building.                                                           |     |                                                                                      |                                                                                      |
| The sprinkler system in the business is <b>annually</b> inspected and tested by a qualified alarm company within the last 12 months. |     |                                                                                      |                                                                                      |
| The sprinkler system has spare kit of sprinkler heads and a wrench.                                                                  |     |                                                                                      |                                                                                      |
| There is a least one (1) meter of clearance around all connections and there are protective caps in place.                           |     |                                                                                      |                                                                                      |
| There are signs that say "Sprinkler Control Room" on entrances to any room(s) containing sprinkler system controls.                  |     |                                                                                      |                                                                                      |
| Records of all maintenance and inspections of the sprinkler system are kept on the premises.                                         |     |                                                                                      |                                                                                      |



| <b>SPECIAL FIRE SUPPRESSION SYSTEMS (if applicable)</b>                                                                                   | N/A |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| The building has a special fire suppression system that is tested, inspected, and maintained by a certified company every six (6) months. |     |                                                                                       |                                                                                       |
| All records of inspections of special fire suppression systems are kept on the premises of the business.                                  |     |                                                                                       |                                                                                       |



| <b>EXIT LIGHTING / EMERGENCY LIGHTING</b>                                                                                                                          | N/A |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| All exit lights and exit signs are maintained and illuminated at all times.                                                                                        |     |                                                                                     |                                                                                     |
| Any emergency lighting is to be tested monthly, and is to be maintained and functional at all times.                                                               |     |                                                                                     |                                                                                     |
| Emergency lighting is mounted and aligned to illuminate the path of travel to exits in the event of a power failure.                                               |     |                                                                                     |                                                                                     |
| All emergency lights are tested <b>annually</b> to ensure that their emergency backup power supply can illuminate the emergency lights for a minimum of 30 minutes |     |                                                                                     |                                                                                     |

| <b>FIRE / SMOKE SEPARATIONS</b>                                                                                                                    | N/A |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Any break or damage in the fire-rated construction is required to be repaired with a fire resistant material in order to maintain the fire rating. |     |                                                                                     |                                                                                     |
| All fire doors meet or exceed the National Fire Code's requirements.                                                                               |     |                                                                                     |                                                                                     |
| All fire doors automatically latch when used.                                                                                                      |     |                                                                                     |                                                                                     |

| <b>COMMERCIAL COOKING SYSTEMS (if applicable)</b>                                                                                                                     | N/A |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| If the business uses a commercial cooking system that produces grease-laden vapours, then it is required to have exhaust and fire-protection systems.                 |     |                                                                                       |                                                                                       |
| A heating, ventilation and air conditioner (HVAC) inspector has approved all cooking equipment.                                                                       |     |                                                                                       |                                                                                       |
| The kitchen's exhaust system is professionally cleaned by a certified company every six (6) months, or more frequently if required.                                   |     |                                                                                       |                                                                                       |
| The fire-suppression system is inspected, serviced and maintained every six (6) months by a certified company.                                                        |     |                                                                                       |                                                                                       |
| All records of the cleaning maintenance and inspections of the suppression system are kept on the premises.                                                           |     |                                                                                       |                                                                                       |
| A "K" class fire extinguisher is mounted on the wall in the kitchen and is maintained annually (this extinguisher is a requirement IF the business uses deep fryers). |     |                                                                                       |                                                                                       |

|                                                                          |     |                                                                                     |                                                                                     |
|--------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>ELECTRICAL</b>                                                        | N/A |  |  |
| All electrical wiring is maintained in good repair.                      |     |                                                                                     |                                                                                     |
| The business does not substitute extension cords for permanent wiring.   |     |                                                                                     |                                                                                     |
| There are cover plates on all electrical outlets and switches.           |     |                                                                                     |                                                                                     |
| There is a clearance of 1 meter (3.5 feet) around all electrical panels. |     |                                                                                     |                                                                                     |

|                                                                                                                                                                                                                                                                       |     |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>STORAGE OF COMPRESSED GAS CYLINDERS<br/>(if applicable)</b>                                                                                                                                                                                                        | N/A |  |  |
| Containers of compressed gases shall be protected against mechanical damage by being securely fastened in place with noncombustible fasteners or strapping.                                                                                                           |     |                                                                                     |                                                                                     |
| Compressed gas cylinders used or stored at the business are protected against mechanical and valve damage.                                                                                                                                                            |     |                                                                                     |                                                                                     |
| Compressed gas cylinders are not stored in: <ul style="list-style-type: none"> <li>• Any exit or corridor that provides access to exits.</li> <li>• Under any outside exit stair, passage or ramp.</li> <li>• Within one (1) meter (3.5 feet) of any exit.</li> </ul> |     |                                                                                     |                                                                                     |
| Flammable gases, such as propane and acetylene, are stored outside of the building. Cylinders are to be stored at least 1.5 meters ( 5 feet) from any building opening.                                                                                               |     |                                                                                     |                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                              |     |                                                                                       |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>EMERGENCY PROCEDURES FOR EVACUATION PLAN</b>                                                                                                                                                                                                                                                                                                                                              | N/A |  |  |
| The business has an emergency procedure / evacuation plan. These are a requirement for: <ul style="list-style-type: none"> <li>• All buildings that have a fire alarm system.</li> <li>• Buildings with indoor or outdoor storage.</li> <li>• Areas where flammable or combustible liquids are stored or handled.</li> <li>• Areas where hazardous processes or operations occur.</li> </ul> |     |                                                                                       |                                                                                       |
| All employees are trained in the fire emergency procedures.                                                                                                                                                                                                                                                                                                                                  |     |                                                                                       |                                                                                       |
| The business has at least one (1) copy of all fire emergency procedures displayed in a visible location.                                                                                                                                                                                                                                                                                     |     |                                                                                       |                                                                                       |

| HOUSEKEEPING                                                                                                                                                           | N/A | ✗ | ✓ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|---|
| Any combustible waste materials on the premises are removed from the premises daily.                                                                                   |     |   |   |
| Combustibles, such as rags or paper, are stored at least 1.2 meters (4 feet) from gas furnaces and water heaters or any other appliances.                              |     |   |   |
| Any combustible waste and/or oily rags are stored in a metal container with a tight-fitting, noncombustible lid.                                                       |     |   |   |
| All suspended ceiling panels in the business are in place.                                                                                                             |     |   |   |
| There is nothing obstructing Fire Department access panels and fire protection equipment.                                                                              |     |   |   |
| If the business does not have a sprinkler system, there is at least one (1) metre ( 3.5 feet) of clearance between the top of any storage of products and the ceiling. |     |   |   |
| If the business does have a sprinkler system, there is 45 cm (1.5 feet) of clearance between the top of any storage or products and the sprinklers.                    |     |   |   |

## CONTACT INFO

For more information about the Yellowknife Fire Department, please visit us online at [www.yellowknife.ca](http://www.yellowknife.ca) or call 1-867-766-5503

