



Sylvan Lake Fire Department

Pre-Inspection Checklist - Office

It is the owner’s responsibility to ensure the use and operation of the facility meets the requirements of the National Fire Code and any other applicable requirements.

A Sylvan Lake Fire Department Safety Codes Officer will perform a fire inspection of your facility on a regular basis. There is no fee for this service.

Note: all answers to the questions need to be Yes or N/A, if answering No maintenance is required.

Terms in blue have further explanation on backside of page.

Means of Egress / Exiting:

Are the Access to Exits and Exit Doors clear of obstructions?	Yes	No
Snow or ice has not accumulated to block exit doors or create a slip hazard?	Yes	No
Have you checked your exit doors for proper operation?	Yes	No
Exit Hardware complies with the Alberta Building Code?	Yes	No

Portable Fire Extinguishers:

Are Extinguishers secured on the wall, easily accessible, and charged?	Yes	No	N/A
Are Inspection Tags and Tamper seals attached to extinguisher?	Yes	No	N/A
Has the extinguisher been serviced annually by a qualified service technician?	Yes	No	N/A
Are all extinguishers at least 2A10BC rated?	Yes	No	N/A

Emergency Lights / Exit Signs:

Are Exit Signs visible, undamaged and illuminated?	Yes	No	N/A
Have the emergency lights been tested monthly?	Yes	No	N/A
Power disconnected to emergency lighting once annually and they remained lit for 30 minutes?	Yes	No	N/A

Fire Separations:

Do all fire separation doors self-close and positively-latch as required?	Yes	No	N/A
Are all fire separation doors kept closed and not wedged open? (check daily)	Yes	No	N/A
All holes or penetrations in fire separations are repaired to original design?	Yes	No	N/A

Fire Alarm System:

Is there a fire department lockbox installed and are the keys current?	Yes	No	N/A
Is the Fire Alarm panel accessible? Is the Power On?	Yes	No	N/A
Is the Fire Alarm system clear of trouble signals?	Yes	No	N/A
Is a zone map posted?	Yes	No	N/A
Are the Fire Alarm pull stations visible and accessible?	Yes	No	N/A
Has the Fire Alarm system been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
Fire safety plan posted?	Yes	No	N/A

Sprinkler Systems:

Distance of storage to sprinkler heads is less than 457mm (18 inches)?	Yes	No	N/A
Has the sprinkler system been inspected and serviced annually?	Yes	No	N/A
There are no large openings that impede the sprinkler heads from activating?	Yes	No	N/A
Is the sprinkler tree accessible? Any keys required to access controls in lock box?	Yes	No	N/A

Storage and Service Rooms and Fire Hazards:

There is no combustible storage in means of egress or service rooms?	Yes	No
Are the electrical panels accessible and clear of combustibles?	Yes	No
No compressed gases are stored inside? (i.e. propane)	Yes	No
No internal combustion motors stored inside? (i.e. lawnmower)	Yes	No
No hazardous materials stored in building? (i.e. gasoline)	Yes	No
No extension cords are being used in place of proper wiring?	Yes	No

Retention of Records:

All records for required tests, inspections, maintenance or procedures are kept on site for fire inspector to review?	Yes	No
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This Checklist is provided as a guideline and does not constitute all requirements of the National Fire Code.
For further information contact the Sylvan Lake Fire Department @ 403.864.5090 or slfd@sylvanlake.ca

Exit Hardware

- The principal entry door and every exit door shall have latching hardware that permit the door to be readily opened from the inside with not more than one releasing operation and without requiring keys, special devices or specialized knowledge of the door opening mechanism.
- Every door leading to an exit lobby from an exit stair shaft, and every exterior door leading from an exit stair shaft in a building having an occupant load more than 100 persons shall be equipped only with panic hardware.

Fire Separations

- Definition: means a construction assembly that acts as a barrier against the spread of fire.
- Examples of fire separation doors:
 - Stairwell doors
 - Suite doors leading to common corridor
 - Mechanical and service room doors
 - Laundry room doors
 - Storage room doors

Fire Safety Plan

A Fire Safety Plan shall include:

- a) The emergency procedures to be used in case of a fire, including
 - i. Sounding of the fire alarm,
 - ii. Notifying of the fire department,
 - iii. Instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv. Evacuating occupants, including special provisions for persons requiring assistance,
 - v. Confining, controlling and extinguishing the fire,
- b) The appointment and organization of designated supervisory staff to carry out fire safety duties,
- c) The training of supervisory staff and other occupants in their responsibilities for fire safety,
- d) Documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
- e) The holding of fire drills
- f) The control of fire hazards in the building, and
- g) The inspection and maintenance of building facilities provided for the fire safety of occupants.

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