



SELF-INSPECTION CHECKLIST

This checklist will provide you with information you need to inspect your building or business for common violations.

The purpose of the Fire Inspection Program is:

1. To identify and correct violations of the National Fire Code, Alberta Edition
2. To educate Strathcona County residents, businesses and property owners about fire and community safety.

Please contact Fire Prevention at 780.449.9651 or fireinspections@strathcona.ca if you have any questions.

1. CIVIC ADDRESSING	✓
The civic address must be displayed no higher than the first storey of a building in a location plainly visible from the road using contrasting colors that are no less than 76 mm (3 in.) in height.	
The civic address in rural areas shall be plainly visible from the road on a sign or entrance feature adjacent to the driveway.	
2. FIRE EXTINGUISHERS	✓
At least one fire extinguisher must be provided in the business/area. Extinguishers must be visible and accessible. Size and type will depend on use.	
Fire extinguishers should be located near exits or in corridors/aisles that provide access to exits.	
Travel distance to at least one fire extinguisher shall be within 23 meters (75 feet).	
Fire extinguishers are to be serviced and tagged by a certified technician annually.	
Fire extinguishers shall be inspected monthly to ensure that they are not obstructed, pins are in place and pressure gauges are within operable range. Monthly checks must be documented.	
All fire extinguishers must be properly mounted: <ul style="list-style-type: none"> • Less than 40 lbs total weight – maximum 5 feet high • Greater than 40 lbs – maximum 3.5 feet high • No less than 4 inches off the floor 	
3.0 EMERGENCY LIGHTS	✓
Emergency lights shall be tested monthly to ensure that emergency lights will function upon failure of the primary power supply.	
Battery powered emergency lighting shall be tested yearly to ensure that the lights remain fully operational for a minimum of 30 minutes for normal commercial properties and 60 minutes for care facilities.	
Light heads shall be aligned so the path of travel to the exit is illuminated.	
4.0 EXIT SIGNS	✓
Exit signs shall be illuminated when the building is occupied. They should still be illuminated when the power is off.	
5.0 EXIT DOORS	✓
Exit doors shall be maintained in operating condition at all times, clearly identifiable, not obstructed or obscured by curtains or other hangings.	



All locking, latching and other fastening devices on exit doors shall permit the door to be readily opened from the inside with not more than one releasing operation and requiring no keys, special devices or specialized knowledge of the door opening mechanism.	
6. HOUSEKEEPING AND GENERAL STORAGE	√
Combustible waste materials in and around buildings shall be removed daily.	
Dumpsters shall not be located within 10 ft (3 m) of walls, openings, or roof eave lines.	
Materials subject to spontaneous ignition, such as oily rags, shall be deposited in a listed and labelled non-combustible container with a self-closing metal cover.	
Maintain one metre clearance around all fire alarm pull stations, fire extinguishers, fire department connections, fire protection systems / equipment and electrical panels.	
Warehousing facilities must maintain a one meter clearance between the top of storage and the underside of the floor or roof deck in non-sprinklered building.	
In sprinklered buildings, a clearance of 18 inches (457 mm) shall be maintained between the top of storage and ceiling sprinkler deflectors.	
Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage.	
Crawl spaces and ceiling spaces shall not be used for storage.	
Combustible materials cannot be stored in egress paths.	
Maintain a clearance of 6 inches around all ducts.	
7. ELECTRICAL	√
All electrical wiring shall be in good repair. If in doubt contact a licensed electrician.	
Extension cords shall not be used as substitutes for permanent wiring. Add a new outlet or use a ULC/CSA certified powerbar.	
Proper cover plates are to be installed on all electrical outlets, power switches and junction bars.	
Clearance from combustibles shall be maintained to lights or light fixtures to prevent ignition.	
Multi-plug adapters should not be used as a substitute for permanent wiring or receptacles.	
8.0 EMERGENCY PROCEDURES EVACUATION PLAN	√
Required for: <ul style="list-style-type: none"> • Buildings where people congregate (restaurants, churches, recreational facilities) • Buildings where people are cared for, or are detained • Buildings with fire alarms • Buildings with indoor or outdoor storage that have special hazards or volumes that increase risk. • Areas where flammable or combustible liquids are stored or handled. • Areas where hazardous processes or operations occur 	
Supervisory staff shall be trained in the fire emergency procedures.	
At least one copy of fire emergency procedures shall be prominently posted on each floor area.	
Fire Drills shall be held monthly for daycares, pre-schools, and supervisory staff in care facilities and detention centres, and three times in the Spring and three times in the Fall for schools. All other occupancies are to conduct fire drills for the supervisory staff at intervals not greater than 12 months. The involvement of non-supervisory staff shall be determined by the person responsible for the building, in conjunction with the Fire Department.	



9. FIRE DEPARTMENT ACCESS	✓
Streets, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.	
10. FIRE HYDRANT	✓
A one meter clear space shall be maintained all around fire hydrants.	
11. FIRE DEPARTMENT CONNECTION	✓
Fire Department Connections shall be easily identified by way of an FDC sign or red beacon above FDC and inspected to ensure that they are accessible, not damaged and plugs or caps are in place.	
12. LOCK BOXES	✓
Any building with a fire alarm system, sprinkler system, elevator with fire department and/or internal roof top access, shall install an approved fire department lock box.	
13. FIRE ALARM	✓
Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises for review by Fire Prevention. A copy of the reports should be forwarded to fireinspections@strathcona.ca	
If the business has a shared fire alarm with the alarm panel located in another area of the building, a current copy of inspection and testing records still needs to be provided to Fire Prevention.	
If a fire alarm system in a building is not monitored, then a permanent sign, with directions to call 9-1-1 in case of an emergency, is required above each manual pull station.	
14. SPRINKLER SYSTEMS	✓
Sprinkler systems shall be maintained, inspected and tested annually by a qualified sprinkler company. Records of the inspection and testing shall be provided for review to Fire Prevention. A copy of the reports should be forwarded to fireinspections@strathcona.ca	
If the business has a shared sprinkler system, a current copy of inspection and testing records still needs to be provided to the Fire Inspector.	
Doors on rooms containing sprinkler system controls should include signage indicating 'Sprinkler Control Room'. Storage is not allowed in sprinkler rooms.	
Sprinkler heads shall be free of corrosion, foreign materials (including dust), paint, and physical damage.	
Each sprinkler control valve shall have a sign indicating the system or portion of the system it controls.	
15. FIRE/SMOKE CONTROL	✓
Any damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating.	
Fire doors that are damaged shall be repaired or replaced and meet or exceed the fire protection rating required and shall remain closed at all times.	
All fire rated doors in a fire separation shall have self-closing hardware that allows the door to latch on its own.	
Fire rated doors shall not have a doorstop attached and must not be propped open.	



16. COMMERCIAL COOKING SYSTEMS	√
Any kitchen producing grease-laden vapours shall have a commercial exhaust and fire protection system installed.	
Fire suppression systems shall be inspected, serviced, maintained and certified every six months.	
Records of inspection and testing shall be maintained on the premises for inspection by a Fire Inspector.	
Instructions for manually operating fire suppression systems shall be prominently posted in the kitchen as part of the fire safety plan.	
A “K” class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually by a certified technician and checked monthly.	
Deep fat cooking or charbroiling require grease removal systems to be cleaned every 3 months as a minimum.	
Grease removal systems not used for charbroiling or deep fat cooking require cleaning quarterly for high volume cooking; semi-annually for moderate volume cooking; yearly for low volume cooking, depending on the amount of grease found at each scheduled exhaust cleaning.	
17. COMPRESSED GAS CYLINDERS	√
Compressed gas cylinders shall be firmly secured in an upright position that prevents them from tipping over and shall be protected against mechanical and valve damage.	
Except for portable fire extinguishers, compressed gas cylinders shall not be stored in: <ul style="list-style-type: none"> • Any exit or corridor that provides access to exits • Under any outside exit stair, passage or ramp • Within one metre of any exit 	
18. HEATING APPLIANCES	√
Chimney, flue and flue pipes shall be inspected at intervals not greater than 12 months and shall be cleaned as often as necessary to prevent dangerous accumulations of combustible deposits.	
All heating equipment and hot water tank safety shields and covers shall be properly mounted on the appliance.	
19. LAUNDRY EQUIPMENT	√
Lint traps and piping in laundry equipment shall be cleaned frequently.	
20. SPECIAL FIRE SUPPRESSION SYSTEMS	√
Special fire suppression systems shall be tested, inspected and maintained by a certified company annually, in conformance with the applicable NFPA standard.	
Records of the inspection and testing shall be maintained on the premises for review by Fire Prevention. A copy of the reports should be forwarded to fireinspections@strathcona.ca	

 Business name

 Today's date (yyyy-mm-dd)

 Name (please print)

 Signature of Owner/Owner's Authorized Agent