

FIRE SAFETY FOR YOUR BUSINESS

This information is distributed to business owner to provide an overview of the Mill Bay Fire Departments fire inspection process and general information about the responsibilities of a business owner under the British Columbia Fire Code.

FIRE INSPECTION PROCESS

As required by the *Fire Services Act*, Mill Bay Fire Inspectors will be visiting your business to perform a fire safety inspection to ensure your business meets the B.C. Fire Code.

These inspections occur during regular business hours. The Inspectors will access all areas of your business and review all relevant documentation and will be able to answer your questions about fire safety related to your business.

ROUTINE INSPECTION

This **free** inspection is conducted as a part of a regular system of inspections

Inspectors will check that:

- Fire and life safety systems have been inspected, tested and maintained, and
- Business operations meet the BC Fire Code.

If your business meets the BC Fire Code:

- no further action is required until your next inspection.

If your business does not comply:

- You will receive an Order to Comply with a timeline to correct the deficiencies.
- A re-inspection will be required.

RE-INSPECTION

- Re-inspections take place based on details in the Order to Comply. To achieve compliance, all deficiencies must be resolved, and your business must meet the BC Fire Code prior to the re-inspection.
- If re-inspection are required, owners may be liable for penalties.

DID YOU KNOW??

BUSINESS OWNERS ARE RESPONSIBLE FOR COMPLYING WITH THE B.C. FIRE CODE. IF YOU ARE NOT SURE HOW TO COMPLY, SEEK PROFESSIONAL ADVICE.

Top Six Fire Code Violations

- **Portable Fire Extinguishers** Missing or improperly installed/maintained
- **Emergency Lighting** Missing or improperly maintained
- **Exit Signs** Missing or improperly maintained
- **Exits Passages** blocked or improperly maintained
- **Fire Safety Plans** missing, incomplete or improperly maintained
- **Documentation** missing or unavailable at time of inspection.



If you have any questions about annual inspections or fire safety for your business please contact us at:

250-743-5563 or FPO@mbfd.ca

mbfd.ca/safety/fpo

SCAN TO BOOK
YOUR INSPECTION



FIRE SAFETY FOR YOUR BUSINESS

The following responsibilities are common to all buildings under the
B.C. Fire Code, other than dwellings:

- **Address:**
 - Must be visible from road, free from foliage, and should be in a contrasting colour.
 - **Documentation**
 - Where tests, inspections, maintenance or operational procedures are required for fire safety systems, records are required to be retained on premises and available at time of inspection.
 - **Emergency Plans:**
 - Required for buildings containing, assembly, care, treatment or detention occupancy or those that have fire alarms, storage areas, flammable liquids or include hazardous processes or operations.
 - Emergency plans must be posted and maintained
 - **Exit Corridors:**
 - The route must be free of obstruction.
 - Exterior passageways and stairs in occupied buildings must be free of snow and ice and have handrails and stair treads.
 - **Exit Doors:**
 - Must not be blocked from either the inside or outside.
 - They must be unlocked from the inside when the building is occupied.
 - They must be equipped with latching hardware that will release when a force of 20 pounds or less is applied.
 - **Fire Alarm Systems:**
 - Must be kept in good working condition with no audible or visual damage.
 - They must have a current service tag (dated within the last twelve months) and up-to-date logbook.
 - Electrically monitored alarms (with a trouble alarm and light) must be inspected and tested by qualified personnel at least once per year.
 - **Fire Department Access:**
 - The owner or occupier must provide access to the fire department to conduct an inspection.
 - **Fire Department Vehicle Access:**
 - Must always be available and unobstructed with access to at least one side of the building
 - **Fire Hydrants:**
 - Private hydrants require annual service, with records kept on site.
 - **Fire Separations:**
 - Must have no holes or openings that compromise their purpose.
 - **Mechanical Rooms:**
 - Such as boiler, furnace or electrical rooms: must provide clear access to equipment, and, in the case of boiler rooms and electrical vaults, must contain no storage.
 - Distribution panels require a clearance of at least 3 feet.
 - In the breaker box, all switches and/or fuses are required to be identified, including the fire alarm breaker.
 - **Outdoor Storage Areas:**
 - Must be in good condition and arranged in a manner that minimizes fire risk.
 - **Sprinkler Systems:**
 - Must be inspected and tested by qualified personnel at least once per year.
 - Have a current service tag (within the last 12 months) and up-to-date logbook
 - **Storage Areas:**
 - Must be kept free of excessive clutter, with aisle widths of at least 36 inches in larger rooms.
- See B.C. Fire Code for full list of regulation containing technical requirements for facilities, the use of facilities related to certain fire hazards, and protection measures for the current or intended use of buildings.**