



FIRE SAFETY CHECKLIST FOR BUSINESSES



Fire Safety Checklist for Businesses

This checklist will help business owners do a self-assessment of their property for compliance with the National Fire Code – Alberta Edition. Please review the checklist and ensure all applicable items are addressed and maintained prior to an inspection or opening your business. The owner or the owner's agent is required to comply with the National Fire Code – Alberta Edition.

If further information is required, please contact Edmonton Fire Rescue Services' Fire Prevention section at 780-496-3628.

ITEM	N/A	CHECK
GENERAL		
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 at least one metre of clearance on all sides and a no-parking area.	☐	☐
Records of the initial verification and the current and immediately preceding maintenance and inspections are present and available for the following systems, where applicable: - Fire extinguishers, - Fire alarm, - Sprinkler system, - Special fire suppression system, and - Commercial cooking suppression system.	☐	☐
EMERGENCY PROCEDURES FOR EVACUATION PLAN		
The business has a fire safety plan which is required for any of the following reasons: - All buildings containing any of the following occupancies: - Care, home-type care, treatment, or detention, - School, college, university, or daycares, - Licensed beverage establishment or licensed restaurant, - Assembly occupancies containing more than 30 people, or - Business and personal services occupancies where treatment is provided. - All buildings that have any of the following systems: - Fire alarm, - Sprinkler, - Commercial cooking suppression, or - Special fire suppression. - Buildings with indoor or outdoor storage. - Areas where flammable or combustible liquids are stored or handled. - Areas where hazardous processes or operations occur.	☐	☐
All employees are trained in the fire emergency procedures.	☐	☐
The business has at least one copy of all fire emergency procedures displayed in a visible location.	☐	☐
EXITS		
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 latch, lock or other fastening device and do not require keys or special knowledge to open.	☐	☐
Means of egress (ways out), including stairways, are well-maintained and free of obstructions.	☐	☐

ITEM	N/A	CHECK
EXITS LIGHTING		
All exit lights and exit signs are maintained and illuminated.	☐	☐
Any emergency lighting is maintained and functional.	☐	☐
Emergency lighting is mounted and aligned to illuminate the path of travel to exits in the event of power failure.	☐	☐
All emergency lights are tested for 30 minutes annually and for operation every month, and if required, are repaired or replaced.	☐	☐
HOUSEKEEPING		
Any combustible waste materials on the premises are removed from the premises on a regular basis.	☐	☐
Combustibles, such as rags or paper, are stored at least 1.2 metres from gas furnaces, water heaters or any other appliance.	☐	☐
Any combustible that may spontaneously ignite like oily rags are stored in a metal container with a tight-fitting, non-combustible 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 metre of clearance between the top of any storage of products and the ceiling.	☐	☐
If the business does have a sprinkler system, there is at least 45 cm of clearance between the top of storage or products and the sprinklers.	☐	☐
FIRE EXTINGUISHERS		
The business has at least one 2:A-10:B-C or larger fire extinguisher if required for a specific hazard.	☐	☐
All fire extinguishers have been serviced and tagged by a fire-qualified extinguisher company within the last 12 months.	☐	☐
There is no more than 23 metres 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:	☐	☐
- So the top is not higher than 1.5 metres above the floor, and - The bottom is at least 10 centimetres above the floor.		
All fire extinguishers receive monthly inspections for damage, location and use.	☐	☐

ITEM	N/A	CHECK
FIRE ALARMS (if you have one in your business)		
The fire alarm system in the building is maintained in working order.	☐	☐
The fire alarm system in the business is annually inspected and tested by a qualified alarm company.	☐	☐
SPRINKLER SYSTEMS (if you have one in your business)		
Nothing is obstructing standpipes or automatic sprinklers in the building.	☐	☐
There is at least one metre of clearance around all sprinkler connections and there are protective caps in place.	☐	☐
COMMERCIAL COOKING SYSTEMS (if you have one in your business)		
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 at least every six months or as often as necessary.	☐	☐
The fire suppression system is inspected, serviced and maintained every six months.	☐	☐
All records of inspection and testing are kept on the premises of the business.	☐	☐
Instructions for manually operating the fire-protection system are prominently posted in the kitchen.	☐	☐
A "K" class fire extinguisher is mounted on the wall in the kitchen and is maintained annually (required if the business uses deep fryers).	☐	☐
SPECIAL FIRE SUPPRESSION SYSTEMS (if you have one in your business)		
The business has a special fire suppression system that is tested, inspected and maintained by a certified company every six months.	☐	☐
FIRE/SMOKE SEPARATIONS		
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 – Alberta Edition requirements.	☐	☐
All fire doors automatically latch when they close.	☐	☐
All fire doors are closed when not in use.	☐	☐

ITEM	N/A	CHECK
ELECTRICAL		
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 at least 1 metre around electrical panels.	☐	☐
STORAGE OF COMPRESSED GAS CYLINDERS (if you have one in your business)		
Compressed gas cylinders used or stored at the business are firmly secured in a position that does not interfere with the cylinder valve, and are protected against mechanical and valve damage.	☐	☐
Compressed gas cylinders are not stored in: - Any exit or corridor that provides access to exits. - Under any outside exit stair, passage or ramp. - Within one metre of any exit.	☐	☐
Flammable gases, such as propane and acetylene, are stored outside of the building. Cylinders are to be stored at least 1.5 meters from any building opening.	☐	☐
FLAMMABLE AND COMBUSTIBLE LIQUIDS STORAGE TANKS (if you have one in your business)		
A permit is required for the installation, alteration or removal of any flammable/combustible liquid storage tank. Common flammable/combustible liquids stored in storage tanks include, but are not limited to: gasoline, windshield washer fluid, diesel, and used motor oil. Permit requirements include: - Site Plans, - Drawings (signed/sealed by an Engineer for tank systems installed within a building or installed underground), - Tank System Specifications, and - A Certified Petroleum Mechanic – required for all tank installations, alterations or removals.	☐	☐
Storage Tank Annual Registration is required if any of these conditions are met: - The tank is installed underground, - The tank volume is 2500 L (litres) or greater.	☐	☐
Registration is current with the correct ownership information.	☐	☐

FOR MORE INFORMATION

Do you have questions about the Fire Code or other regulatory requirements?



[CLICK HERE](#) for further information and resources in our Building Owners Responsibilities document.



Do you need to create a fire safety plan? [CLICK HERE](#) to take a questionnaire that will build one.



Do you need a storage tank permit or to register a storage tank related to your business? [CLICK HERE](#) to begin.



Do you have questions about safety in your home or business? [CLICK HERE](#) to learn more.



**For more information
about Edmonton Fire
Rescue Services:**

[edmonton.ca/
FireRescueServices](http://edmonton.ca/FireRescueServices)

fireprevention@edmonton.ca

780-496-3628



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