

FIRE INSPECTION

COMPLIANCE GUIDE

THE FOLLOWING IS A STANDARD GUIDELINE FOR BUSINESS OWNERS, MANAGERS, AND MAINTENANCE PERSONNEL TO ENSURE OCCUPANT SAFETY AND COMPLIANCE WITH THE NATIONAL FIRE CODE 2015 (NFC) WITHIN THEIR ESTABLISHMENTS.

Please follow this guide carefully as these items will be reviewed for compliance during required routine inspections conducted by Lloydminster Fire Rescue personnel.

For any questions or concerns in meeting compliance requirements, please contact Lloydminster Fire Rescue at **306-825-6515**, Monday – Friday, **8:00 a.m. to 5:00 p.m.**

CODE REFERENCES

All National Fire Code 2015 (NFC) references are from Division B unless otherwise stated.

All National Building Code 2015 (NBC) references are from Division B unless otherwise stated.

All National Fire Protection Association (NFPA) codes are referenced in the National Fire Code.

Maintenance records for all tests required under the NFC shall be kept in the premises for a minimum of two years for examination by the Authority Having Jurisdiction (AHJ). (*NFC Division C 2.2.1.2*)



ADDRESS

Building and tenant addresses should be displayed at a location clearly visible as per **City of Lloydminster Fire Rescue Services Bylaw 08-2026, Section 7.5**.

FIRE DEPARTMENT ACCESS

Fire department access to buildings and laneways must be always maintained for fire department vehicles. (*NFC 2.5.1.5*)

FIRE DEPARTMENT BUILDING ACCESS

Buildings with fixed fire protection systems (fire alarm systems, sprinkler systems), elevator control and door access must install a fire department lockbox with appropriate keys. (*NFC 2.5.1.3*) (*City of Lloydminster Fire Services Bylaw 08-2026, Section 7.4*)

COMMERCIAL COOKING SYSTEMS

Any kitchen activities producing grease-laden vapours shall have an exhaust and fire protection system installed. (*NBC 3.3.1.2*)

All exhaust systems for commercial cooking equipment must be inspected by a heating, ventilation and air conditioning (HVAC) inspector or a building inspector.

Commercial cooking exhaust systems must be inspected by a certified technician at least every 12 months. (*NFPA 96*)

Filters on commercial cooking exhaust systems must be installed in the vertical position. The filters need to be inspected at least every 7 days and cleaned when there are noticeable deposits. (*NFC 2.6.1.9*)

A Class "K" fire extinguisher shall be mounted in all kitchens, in addition to a fixed kitchen suppression system, and be inspected annually by a certified company.

FUEL STORAGE TANKS

Any fuel storage tank of 2,500 litres or greater capacity also requires registration with the Alberta Safety Codes Authority.



EMERGENCY PLANNING

The building owner is responsible for preparing a fire safety plan acceptable to the fire department and appointing supervisory staff to carry out the plan.

This plan is required in all public assembly buildings, care or detention buildings equipped with a fire alarm, demolition and construction sites, large storage areas, areas where flammable liquids or combustible liquids are stored or handled, and areas where hazardous processes or operations may occur. (*NFC 2.8*)

The fire safety plan shall be reviewed at intervals not greater than 12 months and posted on each floor area. (*NFC 2.8.2.7(1)*)

Please Note: The aforementioned requirements are general code requirements. Depending on your type of business and occupancy classification, further requirements may apply at the time of the fire inspection.



PRIVATE FIRE HYDRANTS

Private fire hydrants must be inspected, tested and maintained annually.

A 2-metre clearance must be maintained around the front of all hydrants and one metre clearance on the rear of the hydrant.

Snow and ice in the winter months shall also be removed at regular intervals. (*NFC 6.4.1.1*)



FIRE DEPARTMENT CONNECTION

Fire department connections for sprinklers and standpipe systems shall be kept free of obstructions and have protective caps in place. (*NFC 2.5.1.4*)



FIRE ALARM SYSTEMS

Fire alarm systems must be always maintained in an operable condition.

Maintenance personnel or managers should conduct a visual inspection of the fire alarm panel daily. (*NFC 6.3.1.1*)

Fire alarm systems shall be maintained, inspected and tested annually by a qualified and certified fire alarm company.

If the fire alarm system is independent (internal with no monitoring service), permanent signage shall be posted above all manual fire alarm pull stations with directions to phone **9-1-1** in case of emergency. (*NFC 2.8.2.7*)

If the fire alarm is monitored by a certified monitoring company (required if the building has a sprinkler system), the monitoring company's certificate shall be posted within 1 metre of the fire alarm panel. (NFPA 72)



EMERGENCY LIGHTS

Emergency lights, where required by the National Building Code, shall be maintained in operable condition and tested at intervals no greater than **12 months**. (*NFC 2.7.3.1*)



SPRINKLER SYSTEMS

Sprinkler and standpipe systems shall be always maintained in operable conditions.

Doors to rooms containing sprinkler control valves shall include signage indicating "**Sprinkler Control Room**."

All valves and components for fire sprinkler systems shall be maintained free of obstructions. (*NFC 6.4.1.1*)

Storage shall not interfere with fire sprinkler head discharge; a **450 mm (18 inch)** clearance is required from fire sprinkler head deflectors to top of storage arrangements. (*NFPA 13*)



FIRE EXTINGUISHERS

For low-hazard areas (office and retail spaces), at least one **2A:10BC** or larger fire extinguisher shall be available and to which there is a maximum travel distance of **25 metres**.

Medium and high-hazard areas (repair garages, manufacturing, workshops) shall have fire extinguishers with minimum ratings and travel distances as per **NFPA 10**.

Fire extinguishers shall be serviced and tagged annually by a certified fire extinguisher company. (*NFC 6.2.1.1*)

Fire extinguishers shall be permanently mounted with the handle height between **900–1500 millimetres (3–5 feet)**. (*NFPA 10*)



FIRE SEPARATIONS & SMOKE CONTROL

Any hole or damage to fire-rated construction (fire separations – i.e. furnace rooms, electrical rooms) shall be repaired as to maintain the integrity of the fire separation.

Mechanical penetrations through fire separations shall be caulked with **ULC-approved fire-stopping**. (*NFC 2.2.1.2*)

Fire doors forming part of a fire separation, when damaged, shall be repaired or replaced so as to maintain the integrity of the fire separation.

Any replacement doors shall meet or exceed the minimum rating of the fire separation. (*NFC 2.2.2.1*)

Fire doors must always remain closed and self-closing devices maintained to enable the door to latch properly. (*NFC 2.2.2.4*)



SPECIAL FIRE SUPPRESSION SYSTEMS

Special fire suppression systems, i.e. fixed kitchen suppression systems, CO_2systems, FM-200 systems, shall be tested, inspected, and maintained by a certified company in conformance with its applicable standard. (*NFC 6.6.1.1*)



HOUSEKEEPING & STORAGE

Combustible materials other than those in which the space is designed shall not accumulate in any part of an elevator or ventilation shaft, means of egress, service space or building service room. (*NFC 2.4.1.1*)



ELECTRICAL

All electrical wiring shall be installed and maintained as to not constitute an undue fire hazard. (*NFC 2.4.7.1*) This includes, but is not limited to, the use of extension cords for permanent fixtures and junction boxes to have cover plates installed.

A **1-metre clearance** to combustible materials from electrical panels shall be maintained. (*NFC 2.4.1.1*)



EXIT LIGHTS

All exit lights and exit signs shall be illuminated when the building is occupied. (*NFC 2.7.3.1*)



EXITS

Every exit door must swing in the direction of travel, swing on a vertical axis, and open easily. (*NBC 3.4.6.11*)

Exterior doors, passageways, and stairs need to be kept clear of obstructions, including snow and ice. (*NFC 2.7.1.7*)

All locking, latching, or other fastening devices on exit doors must permit the door to be readily opened from the inside requiring no keys, special devices, or specialized knowledge of the door opening mechanism. (*NBC 3.4.6.15*)

BUILDING MANAGER FIRE SAFETY CHECKLIST

- [ ] Is the building address visible?
- [ ] Is there a Lock Box? Do all of the keys work?
- [ ] Do the Fire Department connections appear in good condition?
- [ ] Are the fire hydrants visible, accessible, and free of defects?
- [ ] Are natural gas pipes firmly anchored and the regulator protected from collision?
- [ ] Are combustibles and garbage containers stored at a safe distance from the building?
- [ ] Are all egress doors and stairways in good repair and free of obstruction?
- [ ] Does the fire alarm control panel appear to be operational/in trouble mode? (annual inspection?)
- [ ] Are there breaches in the fire separations?
- [ ] Does the main exit and all required exits have unobstructed, clear aisles?
- [ ] Are all exit signs visible, fully illuminated?
- [ ] Are there an adequate number of fire extinguishers, and mounted?
- [ ] Are all fire extinguishers visible, accessible, and free of defects?
- [ ] Have all fire extinguishers been tagged and inspected within the last twelve months?
- [ ] Does the emergency lighting operate/illuminate, and does it appear undamaged?

- [ ] Is the required emergency plan posted? (High hazard, assembly, large buildings)
- [ ] Is the building/occupancy limit posted? (Assembly and licensed businesses)
- [ ] Do exhaust systems appear to be free of debris/grease and have been inspected? (annual)
- [ ] Has the special extinguishing system been inspected? (semi-annually)
- [ ] Does the standpipe system appear in good condition?
- [ ] When was the standpipe hose last tested? (every 5 years)
- [ ] Has the Sprinkler system been tested? (Annual)
- [ ] Are crawl spaces, concealed spaces, ceiling spaces and roofs free of stored combustibles?
- [ ] Are electrical panels accessible and clear of obstructions (3 feet clearance)?
- [ ] Are electrical panels, outlets, switches, fixtures and wiring in good repair?
- [ ] Are approved extension cords used in acceptable manner?
- [ ] Is the area around heating appliances such as furnaces, fireplaces, and electrical heaters clear of combustibles?
- [ ] Are heating appliance exhaust pipes free of visible defects and clear of combustibles?
- [ ] Are propane cylinders stored in an approved manner (outdoor only)?
- [ ] Are approved containers being used to store flammable/ combustible liquids?
- [ ] Are good house keeping practices being used to minimize additional fire hazards?



LLOYDMINSTER
FIRE
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ANY QUESTIONS OR CONCERNS MAY BE DIRECTED TO:

LLOYDMINSTER FIRE RESCUE – STATION 1
3752 47 STREET, LLOYDMINSTER, SK S9V 0J8
EMAIL: LLOYDFIRE@LLOYDMINSTER.CA
PHONE: 306-825-6515