

Retail / Commercial Occupancy Fire

Inspection Guidelines: Shopping centers, multi-unit commercial, retail buildings and restaurants

Important Notice

Propane cylinders shall not be used or stored inside any structure. A refillable cylinder, either empty or filled, that has a capacity of 45 lb (20 kg) or less shall be equipped with an effective seal such as a plug, or cap, and shall be in place while not in use. The storage of surplus propane cylinders for the purpose of providing a ready supply of replacement cylinders for portable patio heaters is not permitted **except** as permitted in the **National Standards of Canada CSA B149.2:20 Propane Storage and Handling Code**. Please contact the Fire Department with questions on this matter.

Common Fire Service Requirements

- Address must be visible from the road and lane, free from foliage, trees, etc. and in a contrasting colour.
- Boilers/hot water tanks: no combustibles may be stored next to tanks.
- Compressed gases must be held in a secure storage area as per National Standards of Canada CSA B149.2:20 Propane Storage and Handling Code. **Medical Office** - (may have compressed gas cylinders i.e., oxygen, nitrous, etc. – cylinders chained secured, MSDS sheets)
- Emergency lighting must be operational, with no visible damage, aimed in the proper direction, and serviced and tagged annually by a certified technician.
- Exit doors must not be locked or blocked from either the inside or outside. Must be unlocked from the inside when the building is occupied. Must have latching hardware that releases when a force of 20 pounds or less is applied.
- Exit signage must be visible and always remain illuminated while the building is occupied.
- Exit passageways must not be blocked.
- Electrical panels must be kept clear of storage.
- Fire alarm systems must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service tag (within the last 12 months) and an up-to-date logbook.
- Fire Safety Plan must be reviewed and updated yearly.
- Fire hydrants must be accessible, free of damage and serviced within the specified date.
- Fire lanes must have an adequate clear width of six unobstructed metres.
- Fire doors must not be blocked or wedged open, including stairwell doors. Fire doors must self-close and latch properly to maintain fire separation.
- Fire separations must have no holes or openings that compromise their purpose.
- Garbage disposal containers must have tight-fitting lids and be kept in a fire-separated room. In garbage rooms, combustible materials should not be allowed to accumulate, and the room should be empty, except for the garbage container itself.
- Portable fire extinguishers must be located in corridors and service rooms so that the



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maximum travel distance to access a fire extinguisher is no greater than 75 feet. Must be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician and must have a minimum rating of 2A-10BC.

- Sprinkler and standpipe connections must be capped, free of debris and accessible.
- Sprinkler systems must be inspected and tested by qualified personnel at least once per year and

must have a current service tag (within the last 12 months) and an up-to-date logbook.

- Storage areas must be kept free of excessive clutter, with aisle widths of at least 36 in larger rooms.
- Stairwells and corridors: must be free of tripping hazards.
- The permanent use of extension cords is not permitted.

Checklist for Restaurants:

- Cooking equipment shall be installed and maintained so as not to create a fire hazard and in conformance with its certification.
- Exhaust systems shall be operated whenever cooking equipment is turned on. The entire exhaust system shall be inspected for grease buildup by a qualified person semi-annually for systems servicing moderate-volume cooking operations.
- Exhaust systems: If upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a qualified person.
- Fire extinguisher (K-Class) must be located within 30 feet of cooking areas, be mounted in a visible location, accessible, and serviced at least once every 12 months.
- Fire suppression system must be serviced at least once every 6 months.
- Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned at frequent intervals to prevent surfaces from

becoming heavily contaminated with grease.

- Instructions for manually operating the fire protection systems shall be posted clearly visible in the kitchen as part of the fire safety plan.
- Staff are trained to use portable fire extinguishers and manually activate the kitchen fire suppression system.
- All equipment must be listed and certified for use in Canada, rated for commercial use, and installed as per the manufacturer's specifications.
- Where complaints are received by the Fire Department or Health Department, such as mould from too much moisture, over-heating in the work environment, objectionable odours, or build-up of grease or smoke residue, the owner or manager is responsible to cease cooking operations and make the required corrections. Corrections could include menu changes or applying for a building permit to comply with the appropriate Class of Cooking Operation.



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