

# RETAIL/COMMERCIAL OCCUPANCIES

The B.C. Fire Code requires building owners/occupants to comply with the requirements on this checklist.

These requirements are in addition to those listed in the Fire Safety & You booklet.

**Retail/Commercial uses Include:** Low-rise and high-rise office buildings, Professional centres, & Government office buildings.

## Checklist: Common Fire Service Requirements

- Address:** must be visible from 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.
- Emergency lighting:** may be provided by battery packs with remote and attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads.
- Must be operational, with no visible damage, 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 panic hardware that releases when a force of 20 pounds or less is applied.
- Exit signs:** must be visible and remain illuminated at all times the building is occupied.
- 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 up-to-date logbook.
- Fire doors:** must not be blocked or wedged open, including stairwell doors. Must have closures and no wedges to hold open fire rated doors.
- Fire hydrants:** must be accessible, free of damage and serviced within the specified date. Private hydrants require annual service, with records kept on site.
- Fire lanes:** must have an adequate clear width of six unobstructed metres
- Fire Safety Plan:** Must be reviewed and revised yearly.
- Fire separations:** must have no holes or openings that compromise their purpose.
- Garbage disposal:** commercial containers must be located three metres from combustible buildings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- Portable fire extinguishers must:**
  - be located adjacent to corridors or aisles that provide access to exits.
  - be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician.
  - be full and functioning (no damage, corrosion, leaks, malfunctioning parts or clogged nozzles.)
  - have a minimum rating 2A-10BC.
- Sprinkler and standpipe connections:** must be capped, free of debris and accessible.
- Stairwells and corridors:** must be free of tripping hazards.



**City of Abbotsford Fire Rescue Service**

32270 George Ferguson Way, Abbotsford, BC V2T 2L1

T: 604-853-3566 • [www.abbotsford.ca/fire](http://www.abbotsford.ca/fire)

