



ALBERTA SAFETY CODE

PRE-INSPECTION CHECKLIST



FOR ALL PUBLIC OCCUPANCY SPACES

The Town of Strathmore, through its council approved Quality Management Plan (QMP), will provide permitting, inspection, and compliance monitoring services through Fire Safety Codes Officers (SCOs) designated by the Town of Strathmore.

The following guide provides life safety regulations for owners and occupants of facilities or spaces that are occupied and/or accessed by the public. The purpose of this document is to ensure occupant, visitor, and community safety through compliance with the applicable code and municipal bylaw.

It is your responsibility to apply these regulations, these sections shall be reviewed annually by Strathmore Fire Safety Codes Officers (SCOs).

Should you have any questions or concerns in meeting compliance requirements, please contact the Town of Strathmore Fire Department at fireinspections@strathmore.ca or 403-934-3022.

Code References

Alberta Safety Codes Act 2000 (current as of 2019)

Alberta Fire Code 2019

Alberta Building Code 2019

Town of Strathmore Bylaw

National Fire Protection Association (NFPA)

CAN/ULC-S536

Records Management

All records for tests and maintenance shall remain on the premises for a period of Two (2) years for examination by the Safety Codes Officer.

Address

Buildings and tenant addresses should be displayed at a location clearly visible from the main roadway.

Businesses owners should display white letters, plain font, not smaller than 1 ¾ inches or 4.5 mm. at a location clearly visible from the main roadway.

Commercial Buildings and Industrial Facilities should display white letters, plain font, not smaller than 12 inches or 300mm at a location clearly visible from the main roadway.

1. Fire Department Access (AFC 2.5.1.5)

Fire Department access to buildings and laneways shall be maintained for fire department vehicles at all times. (AFC 2.5.1.5)

2. Fire Department Building Access (AFC 2.5.1.3)

Building with fixed fire protection systems (fire alarms systems, sprinkler systems) elevators, and control door access shall install a fire department lock box with keys.

Lock boxes can be purchased from Wheatland Lock and Key, 403-934-5552.

Once a lock box is installed, contact the Strathmore Fire Department, firehall@strathmore.ca or call 403-934-3022 to coordinate locking these keys inside the lock box. (AFC 2.5.1.3)

3. Emergency Planning (AFC 2.8.1.)

Fire Emergency procedures shall be provided in every building containing an assembly, care or detention occupancy.

4. Fire Safety Plan (AFC 2.8.2)

A fire safety plan conforming to AFC 2.8.2.1 shall be prepared and include:

- a. Emergency procedures to be used in the event of a fire:
 - i. Sounding the fire alarm,
 - ii. Notifying the fire department,
 - iii. Instructing occupants on procedures to follow,
 - iv. Special provisions for evacuating occupants,
 - v. Confining, control and extinguishing fire.
- b. Appointment of designated supervisory staff to carry out fire safety duties.
- c. Training of all staff and occupants in their responsibilities for fire safety.
- d. Documents, including evacuation map, locations and operation of fire safety equipment.
- e. Holding of fire drills.
- f. Control of fire hazards within the building.
- g. The inspection and maintenance of building to ensure the safety of occupants.

Fire safety plans shall be kept in building for reference by the fire department. (AFC 2.8.2.5)

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SFD document, Guideline for Fire Safety Plan, can be very helpful in creating an effective Fire Safety Plan. The Fire Safety Plan is an important part of the Red Fire Safety Binder, Safety Codes Officers can not create the Fire Safety plan for you, but a SCO can be a great help with resources for creation and ongoing evaluation of the plan.

5. Occupant Load Signs (AFC 2.7.1.4.)

Occupant load certificates will be issued upon completion of a site inspection by the Strathmore Fire Department Safety Codes Inspector. Occupant load exceeding 60 persons, shall be posted in a conspicuous location near the principal entrance to the room or floor area.

Facilities under the jurisdiction of Alberta Gaming and Liquor Commission shall be issued an occupancy certificate based upon occupancy calculations provided by the AGLC.

6. Fire Drills: (AFC 2.8.3.)

- a. The procedure for conducting fire drills shall be determined by the person responsible for charge of the building, taking into consideration hazards and safety features of the building.

- b. Fire drills shall be held at intervals not greater than 12 months for supervisory staff; with these exceptions:
 - Day-Care centers, Group B major occupancies, once a month;
 - Schools attended by children, 3 times in each of the spring and fall terms of school.
- c. The person in responsible charge of the building shall maintain and make available to the fire department a written record of all fire drills held in accordance with this section, showing:
 - The date of the drill,
 - The evacuation time,
 - Comments and recommendations.
- d. Records shall be retained for a minimum of three years, or as per the Authority Having Jurisdiction.

The Strathmore Fire Department has a Fire/Evacuation Drill report for your use or for aiding in the design of your Fire Drill reports.

7. Means of Egress (AFC 2.7.1.2.)

Shall be provided in buildings in conformance with the Alberta Building Code 2019.

Shall have a clear width of 1100 mm.

Shall be maintained from obstructions.

8. Exit Lighting, Exit Signs (AFC 2.7.3.)

All emergency exit lights and exit signs shall be illuminated when the building is occupied.

All emergency exit lights and exit signs shall be maintained in operational condition and inspected at regular intervals to ensure they are functional.

Emergency Lights and Exit Signs, where required by the ABC, shall be maintained in operable condition, and tested annually by a certified company in conformance with (AFC Section 6.5)

9. Portable Fire Extinguishers

Low Hazard areas (offices and retail space), shall have at least one 2A:10BC or larger fire extinguisher available to which there is a maximum travel distance of 75 ft. or 25 meters. (NFPA 10, 2007, Table 6.2.1.1)

Medium Hazard Areas (Schools, Motels, Hotels) shall have at least one 2A:10BC or larger fire extinguisher available to which the maximum travel distance is 75 ft. or 25 meters (NFPA 10, 2007, Table 6.2.1.1)

High Hazard areas (Repair Garages, Mills, Plants) shall have fire extinguishers with at least one 4A:60BC or larger fire extinguisher available to which there is a maximum travel distance of 75 ft. or 25 meters.

Portable fire extinguishers shall be serviced annually by a certified company. (AFC 6.2.1.1)

Portable Fire Extinguishers shall be located near or in access to exits. They shall be mounted on a wall with the handle height between 3-5 ft. and 900–1500 mm. (NFPA 10).

10. Decorations and Interior Finishes (AFC Section 2.3)

Except as permitted by the following sentences, decorative materials on walls or ceilings of occupancies shall have a flame-spread rating not greater than that required for the interior of the space in which they are located.

In assembly occupancies, care or detention occupancies, combustible materials used for festive decorations, including, but not limited to crepe paper decorations, other combustible trimming or ornaments and Christmas trees, shall be of the flame-resistant type or conform to CAN/ULC – S109, “Flame tests of Flame-Resistant Fabric and films”

Combustible materials, such as student art work and teaching aids attached to school classroom and access to exits walls shall not exceed 20% of a wall or ceiling surface unless:

- a. The combustible material/s have been tested to CAN/ULC-S102 “Method of Testing for Surface Burning Characteristics of building materials and assemblies” and;
- b. The flame spread rating does not exceed that required for interior finish of the space in which they are located.

11. Fire Alarm Systems

Fire Alarm systems shall be maintained in an operable condition at all times. (AFC 6.3.1.(1))

All fire alarm systems shall be inspected, maintained, tested by a qualified and certified fire alarm company in conformance with CAN/ULC-S536. (AFC 6.3.1.2)

If the fire alarm system is independent or stand-alone (internal with no monitoring service), permanent signage shall be posted above all pull manual stations with direction to phone 911 in case of an emergency. (AFC 2.8.2.7(3))

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 within 3 ft. or 1 meter of the alarm panel. (NFPA 72)

12. Water Based Fire Protection Systems

Water Based Fire Protection systems include sprinkler systems, standpipes, private hydrants, hose systems, water spray fixed systems, foam-water sprinkler systems, foam water spray systems and fire pumps. (AFC 6.4.1.1. (1))

Water based fire protection systems shall be inspected, tested, and maintained in conformance with NFPA 25. (AFC 6.4.1.1)

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

Storage shall not interfere with sprinkler head discharge; an 18 inch or 45 cm clearance is required from fire sprinkler head deflectors to the top of storage arrangements. (NFPA 13)

13. Private Fire Hydrants

Shall be always accessible to fire department.

An 8 ft. or 2.5 meter clearance shall be maintained around the fire hydrant. Measurement shall be taken from center of the fire hydrant head in all directions including vertically above the hydrant head.

Snow, Ice and other debris shall also be removed at regular intervals. (AFC 6.4.1.1)

14. Fire Department Connections

Fire department connections for sprinkler and standpipe systems shall be kept free of obstructions, this includes; storage of materials and parking of vehicles. (AFC 2.5.1.4)

15. Fire Separations (Building Integrity) (AFC 2.2)

Where Fire separations consisting of rooms, corridors, walls, doors, shafts, are damaged so as to affect their integrity, they shall be repaired so that the integrity of the fire separation is maintained. (AFC 2.2.1.2)

Mechanical penetration through fire separations shall be caulked with ULC approved fire-stopping (AFC 2.2.1.2)

Fire Doors that form part of the fire separation and are damaged shall be replaced with a door meeting or exceeding minimum rating of the fire separation. (AFC 2.2.2.1)

Fire Doors must remain closed at all times and/or self-closing devices maintained to enable the door to close properly. (AFC 2.2.2.4)

16. Electrical (AFC 2.4.7)

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

A 39 inches or 1 meter clearance shall be maintained around electrical panels (AFC 2.4.1.1)

Electrical rooms shall not be used for storage.

17. Emergency Power Systems (CAN/CSA-C28)

Shall be inspected, tested, and maintained in conformance with CAN/CSA-C28, "Emergency Electrical Power Supply for Buildings"

Emergency Power Supply Systems for Health Care facilities shall be tested, inspected and maintained in conformance with CAN/CSA-Z32, "Electrical and Essential Electrical System in Health Care Facilities.

Where an emergency power system is installed, instructions shall be provided for switching on essential loads and for starting the generator when this is not done automatically. (AFC 6.5.1.3.1)

18. Housekeeping and Storage (AFC 2.4)

Combustible waste material in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute an undue fire hazard. (AFC 2.4.1.1)

Rooms containing any building services, i.e.: furnace, mechanical, communication, IT, and electrical shall not be used for storage. (AFC 2.4.1.1)

Combustible storage shall not accumulate in exit stairwells, in a means of egress, or in front of exits. (AFC 2.4.1.1)

19. Commercial Refuse Containers / Waste Receptacles (AFC 2.4.1.3)

Shall be 3 meters or more from buildings

20. Special Fire Suppression Systems (AFC 6.6)

Special fire suppression systems i.e. fixed kitchen suppression systems, CO2 systems, FM-200 systems shall be inspected and maintained by a certified company in conformance with its applicable standard. (AFC 6.6.1.1)

21. Commercial Cooking Systems (NFPA 96) (AFC 2.6.1.9)

Any kitchen activities producing grease-laden vapors shall have an exhaust and fire protection system installed (ABC 3.3.1.2)

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

Commercial cooking exhaust systems must be cleaned semi-annually by a certified company. (NFPA)

Filters on commercial cooking exhaust systems must be installed in the vertical position and cleaned at regular intervals (AFC 2.6.1.9)

A class “K” fire extinguisher shall be mounted in all kitchens, in addition to fixed kitchen fire suppression system, and be inspected annually by a certified company. (NFPA 96)

22. Above Ground Fuel Storage Tanks (AFC Part 4)

Any fuel storage tank of 2500L or greater capacity requires registration with the Petroleum Tank Management Association of Alberta (PTMAA)

23. Flammable and Combustible Liquids (AFC – Part 4)

Shall be stored in conformance with (AFC Part 4)

A. Compressed Gas (AFC 3.1.2.4)

Cylinders and Tanks shall be protected against mechanical damage.

Cylinders gases that are in storage shall be:

- Protected against valve damage, and
- Firmly secured in a position that will not interfere with the operation of the cylinder valve assembly.

Cylinders shall be transported in devices designed to provide restraint against movement in any direction.

Cylinders shall not be stored:

- In any exit or corridor providing access to exits;
- Under any fire escape, outside exit stair, passage or ramp, or;
- Within 1 meter of an exit.

B. Dangerous Goods (AFC 3.1.2.)

Classes and divisions of Dangerous Goods referred to in this code shall mean their primary and first subsidiary classifications as defined in part II of the “Transportation of Dangerous Goods Regulations”

C. Heating, Ventilation, and Air Conditioning (AFC 2.6)

Shall be installed in conformance with Alberta Building Code 2019

Shall operate so as to not create a hazardous condition.

24. Offences (Safety Codes Act, Section 67)

A person who interferes with or in any manner hinders an Administrator or Safety Codes Officer in the exercise of the Administrator's or Officer's power and performance of their duties under the Safety Codes Act is guilty of an offence.

A person who knowingly makes a false or misleading statement during an inspection either orally or in writing is guilty of an offence.

A person who contravenes the Safety Codes Act, contravenes a condition in a permit, certificate, or variance, fails to carry out any action required in an order to be taken within the time specified in it, is guilty of an offence.

A person who is guilty of an offence under the Safety Codes Act is liable on conviction for each day or part of a day on which the offence occurs or continues.

25. Penalty (Safety Code Act, Section 68)

A person who is guilty of an offence under the Safety Codes Act is liable:

For a first offence:

- a. To a fine of not more than \$100,000 and, in the case of a continuing offence, to a further fine of not more than \$1000.00 for each day or part of a day during which the offence continues after the first day or;
- b. Imprisonment for a term not exceeding 06 months;
- c. Or both a fine and imprisonment.

For a second offense:

- a. To a fine of not more than \$500,000 and in the case of a continuing offense, to a further fine of not more than \$2000 for each day during which the offense continues after the first day or;
- b. To imprisonment for a term not exceeding 12 months;
- c. Or to both fines and imprisonment.