

# National Fire Code Alberta Edition Pre-Inspection Checklist

**Olds Fire Department**  
Updated February 2020





- *The following is a standard guide for business owners, store managers and maintenance personnel to ensure occupant safety and compliance with the Alberta Fire Code within their establishments.*
- *Please follow this guide carefully as these items will be reviewed for compliance during required routine fire inspections conducted by Town of Olds Fire Department personnel.*
- *Should you have any questions or concerns in meeting compliance requirements, please contact the Fire Prevention Bureau at 403.507.4850.*
- **CODE REFERENCES**
- *All National Fire Code- Alberta Edition 2019 (NFC-AE) references are from Division B unless stated otherwise.*
- *All National Building Code-Alberta Edition 2019 (NBC-AE) references are from Division B unless noted otherwise.*
- *All National Fire Protection Association (NFPA) codes are referenced in the Alberta Fire Code.*
- *Maintenance records for all tests required under the NFC-AE shall be kept in the premises for a minimum of two years for examination by Authority Having Jurisdiction (AHJ). (NFC-AE Division C 2.2.1.2)*

## ADDRESS

- Building and tenant addresses should be displayed at a location clearly visible as per Town of Olds bylaw.

## FIRE DEPARTMENT ACCESS

- Fire department access to buildings and laneways must be maintained for fire department vehicles at all times.  
(NFC-AE 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. Please go to <https://www.knoxbox.com/store/selectProduct.cfm?fdID=563> to purchase a lockbox

(NFC-AE 2.5.1.3)

- Once this box is installed, contact the Town of Olds Fire Department to coordinate locking these keys inside the key-box.

## PRIVATE FIRE HYDRANTS

- Private fire hydrants must be inspected, tested and maintained annually.
- A two meter clearance must be maintained around the front of all hydrants and one meter clearance on the rear of the hydrant.
  - Snow and ice in the winter months shall also be removed at regular intervals. (NFC-AE 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-AE 2.5.1.4)



### **FIRE ALARM SYSTEMS**

- Fire alarm systems must be maintained in an operable condition at all times.
- Maintenance personnel or managers should conduct a visual inspection the fire alarm panel daily. (NFC-AE 6.3.1.2)
- Fire alarm systems shall be maintained, inspected and tested annually by a qualified & 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-AE 2.8.2.7)
- If the fire alarm system is monitored by a certified monitoring company (required if the building has a sprinkler system); the monitoring company's certificate shall be posted within one meter of the fire alarm panel. (NFPA 72)

### **SPRINKLER SYSTEMS**

- Sprinkler and standpipe systems shall be maintained in operable conditions at all times.
- 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-AE 6.4.1.1/NFPA 13)
- Storage shall not interfere with fire sprinkler head discharge; a 450mm (18inch) clearance is required from fire sprinkler head deflectors to top of storage arrangements (NFPA 13)

### **EXIT LIGHTS**

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

### **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 25m.
- Medium & High-hazard areas (repair garages, manufacturing, workshops) shall have fire extinguishers with a minimum ratings and travel distances as per NFPA 10.
- Fire extinguishers shall be serviced and tagged annually by a certified fire extinguisher company. (NFPA 10)
- Fire extinguishers shall be permanently mounted with the handle height between 900-1500mm (3-5 feet) (NFPA 10)

### **EMERGENCY LIGHTS**

- Emergency lights, where required by the Alberta Building Code and the Town of Olds, shall be maintained in operable condition and tested at intervals not greater than 12 months. (NFC-AE 6.5.1.6)

### **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-AE 2.2.1.2)
- Fire doors forming a part of a fire separation, when damaged, shall be repaired or replaced as to maintain the integrity of the fire separation.
- Any replacement doors shall meet or exceed the minimum rating of the fire separation. (NFC-AE 2.2.2.1)
- Fire doors must remain closed at all times and self-closing devices maintained to enable the door to latch properly. (NFC-AE 2.2.2.4)

### **SPECIAL FIRE SUPPRESSION SYSTEMS**

□ Special fire suppression systems, i.e.: fixed kitchen suppression systems, CO2 systems, Fm-200 systems, shall be tested inspected, and maintained by a certified company in conformance with its applicable standard (NFC-AE 6.6.1.1)

### **ELECTRICAL**

□ All electrical wiring shall be installed and maintained as to not constitute an undue fire hazard. (NFC-AE 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 one meter clearance to combustible materials from electrical panels shall be maintained. ((NFC-AE 2.4.1.1).

### **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-AE 2.4.1.1)

### **EXITS**

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

□ Exterior exit doors, passageways and stairs need to be kept clear of obstructions including snow and ice. (NFC-AE 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-AE 3.4.6.15)

### **COMMERCIAL COOKING SYSTEMS**

□ Any kitchen activities producing grease-laden vapors shall have an exhaust and fire protection system installed (NFC-AE 3.3.1.2). All exhaust systems for commercial cooking equipment must be inspected by heating, ventilation and air condition (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-AE 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.

### **FUEL STORAGE TANKS**

□ The installation or removal of all storage tanks require permitting from the Fire Prevention Branch.

□ Any fuel storage tank of 2 500L or greater capacity also requires registration with the Petroleum Tank Management Association of Alberta (PTMAA).

### **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, 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 occur (NFC-AE 2.8)

□ The fire safety plan shall be reviewed at intervals not greater than 12 months and posted on each floor area (NFC-AE 2.8.2.1(2))

**Please note: The above requirements are general National Fire Code-Alberta Edition requirements. Depending on your type of business and occupancy classification, further requirements may apply at the time of our fire inspection.**

