



**PITT MEADOWS FIRE-RESCUE SERVICE
NEW BUILDING CHECKLIST**

Project Name: _____

Address: _____

Date: _____ **Occupancy:** _____ **Group C –Residential** _____

Site Supt. Name: _____ **Tel:** _____

The following requirements must be completed prior to final occupancy:
(Note: Building Department may have additional requirements)

1. General

- 1.1) _____ Fire Department vehicle access is complete and signs (eg. fire lane etc.) provided.
- 1.2) _____ Fire Department pedestrian access is complete and ready for ground ladder use.
- 1.3) _____ Building address is clearly visible and identifiable from street.
- 1.4) _____ Fire Department sprinkler connection is clearly visible from street. If not, identification sign must be installed.
- 1.5) _____ Fire Department lockbox is installed at main entrance and recessed into wall. Order Mul-T-Lock lock box from Bell Locksmiths 604-467-4957
- 1.6) _____ Keys for main entrance and service rooms are available to install in lockbox.
- 1.7) _____ Fire Safety Plan has been completed and submitted to the Fire Rescue Service for review

2. Fire Alarm System

- 2.1) _____ Fire alarm verification certificate is provided.
- 2.2) _____ Fire alarm verification test sheets are provided.

- 2.3) _____ All zones clearly identified with permanent labels on fire alarm panel.
- 2.4) _____ Pull stations installed at all exits and “Local Alarm Only – Call 9-1-1” labels/signs installed above each pull station if alarm is not monitored.

3. Sprinkler/Mechanical Room

- 3.1) _____ Identification sign on door.
- 3.2) _____ All sprinkler control valves provided with ID tags.
- 3.3) _____ Spare sprinkler head cabinet installed with a minimum of 6 head and sprinkler wrench.
- 3.4) _____ Hydraulic calculation plate installed on system riser.
- 3.5) _____ Wet/dry system risers and Fire Department connection is clearly identified with permanent labels or signs.
- 3.6) _____ All piping in room is adequately braced and secure.
- 3.7) _____ All valves required to be in the “Open” position must have tamper switches or chained in their normal position.
- 3.8) _____ Compressor switches marked “Do No Shut-Off” or locked in the “On” position.
- 3.9) _____ Sprinkler room is heated.
- 3.10) _____ Door installed with self closer and latches properly.

4. Service Rooms

- 4.1) _____ Doors are rated and have self closures installed.
- 4.2) _____ Doors close and latch properly.
- 4.3) _____ Doors are identified with proper signage.
- 4.4) _____ Rooms are properly protected with sprinkler heads.
- 4.5) _____ All holes and penetrations inside rooms are properly sealed and fire stopped.

- 4.6) _____ Key(s) supplied for Fire Department lockbox.
- 4.7) _____ Wire mesh installed horizontally and vertically above lockers.
- 4.8) _____ Housekeeping is adequate.
- 4.9) _____ Bike storage room identified with proper signage. (i.e. “Letters Only”).

5. Corridors and Stairwells

- 5.1) _____ All carpets and floor coverings in place.
- 5.2) _____ All lighting in place and working.
- 5.3) _____ Illuminated exit signs clearly visible and lit.
- 5.4) _____ DC bulbs in exit signs and working.
- 5.5) _____ Emergency lighting working, illumination is adequate, and heads properly adjusted.
- 5.6) _____ Handrails are in place where required.
- 5.7) _____ All fire doors are labeled and close and latch completely.
- 5.8) _____ Fresh air ventilation outlets have fire dampers installed.
- 5.9) _____ Fire safety floor plans are installed outside elevator door on every floor level.
- 5.10) _____ All fire doors in fire separations are properly labeled “Fire Door Keep Closed”.
- 5.11) _____ Stairwell doors on the stairwell side are numbered as to floor level. Number on door or on wall beside door opening.
- 5.12) _____ Smoke detectors and sprinkler heads in proper location.
- 5.13) _____ Standpipe hose and nozzle installed (if applicable) with access panel.
- 5.14) _____ Standpipe access panel is identified with proper signs.

5.15) _____ Standpipe connection at 45o or 90o to wall to allow proper connection of gated 'Y' valve.

5.16) _____ Stairwell standpipe and sprinkler isolation valves access hatches identified with signs.

6. Suites

6.1) _____ Labeled entry door and frame

6.2) _____ Self closer on door, adjusted to close door to latch position.

6.3) _____ Smoke alarms in working order.
- if more than one, interconnected.

6.4) _____ Smoke alarm outside each sleeping area.

6.5) _____ Fire alarm buzzer in suite.

6.6) _____ All sprinkler heads unobstructed, at correct ceiling position, and escutcheons in place.

6.7) _____ Entry door numbered as to suite unit number.

6.8) _____ All electrical outlet covers in place.

7. Exits

7.1) _____ All exits are clearly signed.

7.2) _____ All exit signs are illuminated and DC bulbs working.

7.3) _____ Door swings in direction of travel.

7.4) _____ No unusual locking devices on doors.

7.5) _____ All door hardware is in place including door closer.

7.6) _____ Landings and steps are in place.

7.7) _____ Adequate open area for egress from building.

7.8) _____ Emergency lighting is adequate to reach exits.

7.9) _____ Exterior white light above each exit door.

7.10) _____ Areas of refuge provided and clearly identified with proper signs.

Portable Fire Extinguishers

8.1) _____ Extinguishers are in all appropriate locations, including parking and amenity areas.

8.2) _____ Extinguishers are in clear view and in accessible areas.

8.3) _____ Gauge and service tag is clearly visible in cabinet.

8.4) _____ Extinguisher rating is adequate for required use.