



# CITY OF *Lethbridge*

## OFFICE OF FIRE PREVENTION

### SELF-CHECK FIRE INSPECTION GUIDE

#### Daily

##### Doors

- Exits, stairwells, service and storage room doors are unobstructed (garbage, boxes, snow, locked, etc.).

##### Fire Extinguishers

- Visible and unobstructed.

##### Exit signs

- Clearly visible and brightly illuminated.

##### Fire Exits

- Exit corridors are unobstructed (garbage, boxes, etc.).

##### Fire Alarm Systems

- Check fire alarm system to ensure power lamp is on.
- Check fire alarm system to ensure trouble lamp is off.

#### Weekly

##### House Keeping

- Ensure that extension cords and/or octopus plugs are not being used in place of permanent wiring.
- Elimination of outdoor storage too close to the building openings. (Pallets, garbage bins, etc.)

##### Fire Suppression Systems

- Check unsupervised sprinkler system control valves to ensure that they are open.

##### Fire Separations

- Check doors to open freely and close without assistance

#### Monthly

##### Fire Exits

- Test emergency lights (by owner or employee)

##### Fire Suppression Systems

- Fire extinguishers are inspected (by owner or employee)

#### Semi-Annual

##### Fire Suppression Systems

- May require some additional tests to be completed by a certified professional. i.e. Kitchen systems (records kept on site for two years)

#### Annual

##### Fire Exits

- Test emergency lights to manufacturer's specifications

##### Fire Suppression Systems

- Fire extinguishers shall be inspected by a certified technician.
- Check sprinkler heads to ensure they are free from damage, corrosion, grease, paint or dust.
- Sprinkler Systems shall be tested and repaired by a certified technician and records kept on site for two years.
- Fire Department connections outside of building require plugs or caps. (Remove, and inspect for wear, rust or obstructions)

##### Fire Alarm System

- Fire alarm systems shall be tested and repaired, along with all of the components by a certified professional and records kept on site for two years.

##### Fire Separations

- Perform a general inspection of fire separations (walls and ceilings between units) to ensure that any maintenance or renovation work done to the building in the past year has not left holes in walls or ceilings. If so have them repaired.

##### Fire Safety Plans

- If your business requires a Fire Safety Plan under the Fire code, you should review the plan annually to incorporate any changes that may have occurred during the past year and train your staff in the new procedures.

##### Lock box

- If your business requires a fire department key box, for a fire alarm, sprinklers or elevator, do the keys need to be checked or changed?

**Note:** This check list is intended to be a guide only. The City of Lethbridge and Lethbridge Fire and Emergency Services assume no responsibility for its use.