

Fire Prevention Checklist

for
Public
Buildings

Implementation

Facility managers or their staff annually complete during the peak use period the checklist for all GNWT buildings in their area.

After the inspection and checklist are completed:

- 1) the checklist is reviewed for errors;
- 2) recommendations are noted;
- 3) code and safe practice violations are noted for the Superintendent to action – by sending a letter to the Fire Marshal, program department Superintendent and Risk Management;
- 4) the report is provided to and discussed with the person responsible for the program in the building; and
- 5) copies are filed in the building log book and the Regional building file.

The Regional building file copy is updated as actions are taken – the dates of Work Orders, letters, etc. are recorded until all problems are corrected. Once completed, copies are sent to the Fire Marshal, program department Superintendent and Risk Management.

*Use this checklist in
conjunction with the
Fire Prevention Brochure*



Fire Prevention Checklist

BUILDING _____ **COMMUNITY** _____ **DATE** _____

EXTERIOR ITEMS	CHECK ONE			RECOMMENDATIONS	ACTION TAKEN & DATE
	YES	NO	N/A		
Is the fire lane posted and clear?					
Is there clear egress from all exits?					
Are steps and ramps clear of ice and snow?					
Are handrails in place and secure?					
Are hydrants clear of obstruction and capped?					
Are standpipes/sprinkler connections capped and clear?					
Is the varmint barrier intact and secured; gate locked?					
Is the skirting intact and secured; gate locked?					
Are any combustible materials stored adjacent to/under building?					
Are all electrical cover plates in place?					
Is the garbage container at least 3 metres from building?					
Is the mechanical room combustion air intake clear?					
Is there any evidence of leaks from or around fuel tank(s)?					
Is there any damage to fuel/gas lines or meters?					
Is the chimney(s) clear of ice or other obstructions?					
LOG BOOK ITEMS	CURRENT		RECOMMENDATIONS	ACTION TAKEN & DATE	
	YES	NO			
Fire Alarms Testing					
Sprinkler Testing and Maintenance					
Fire Pump Testing					
Generator Testing					
INTERIOR ITEMS	CHECK ONE			RECOMMENDATIONS	ACTION TAKEN & DATE
	YES	NO	N/A		
Are Fire Emergency Procedures current and posted in each floor area?					
Are fire exits posted and clear?					
Are exit signs illuminated?					
Are exit doors chained at any time?					
Are hallways clear of obstructions?					
Are stairwells clear of obstructions?					
Are doors blocked/wedged open?					
Are fire doors properly labeled?					
Are stairwell doors automatic closers in operating condition?					
Are handrails on stairs in place and secured?					
Is the Fire Panel ON and ARMED?					
Are any trouble indicators showing on the Fire Panel?					

Fire prevention is everyone's responsibility

BUILDING _____ COMMUNITY _____ DATE _____

INTERIOR ITEMS (CONTINUED)	CHECK ONE			RECOMMENDATIONS	ACTION TAKEN & DATE
	YES	NO	N/A		
Are smoke detectors operational?					
Are extinguishers in place, serviceable and clear of obstruction?					
Are extinguisher tags current?					
Is there .5 metre clear space below all sprinklers heads?					
Is the hose in cabinet properly racked and in good condition?					
Is the fire water storage tank to proper level?					
Is the electrical room secured?					
Is the electrical room clear of combustible material?					
Is there a metre clear space around all electrical panels?					
Is the mechanical room secured?					
Is the mechanical room combustion air intake clear?					
Is the mechanical room clear of combustible material?					
Are there any fuel spills/leaks in the mechanical room?					
Are there any fuel spills/leaks in the generator room?					
Are attic fire separations intact?					
Is the attic clear of combustible material?					
Is the attic access secured?					
Are crawl space fire separators intact?					
Is the crawl space clear of combustible material?					
Is the crawl space access secured?					
Are the storage areas secured?					
Are the custodial rooms secured?					
Are emergency lights operational?					
Is flammable material properly stored?					
Is any gas-powered equipment stored in the building? (quads, snow machine, etc.)					
Are non-smoking rules enforced?					
Is the workshop area properly vented?					
Is the dust collection equipment connected to all dust producing equipment?					
Are there holes in walls, ceilings or floors?					
Are all ceiling tiles in place?					
Are there broken windows or doors?					
Are all electrical cover plates in place?					
Are kitchen exhaust fans operational and clean?					
Is kitchen fire suppression system maintained to schedule?					
Is kitchen fire suppression system charged?					

BUILDING _____ COMMUNITY _____

CODE VIOLATIONS OBSERVED	ACTION TAKEN AND DATE

OTHER COMMENTS	ACTION TAKEN AND DATE

INSPECTED BY _____ DATE _____
Print Sign

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THIS FIRE PREVENTION CHECKLIST IS AVAILABLE FROM THE:

- Asset Management Division of Public Works and Services in Yellowknife
- Regional Superintendent of Public Works and Services
- Internet: <http://www.gov.nt.ca/publications/index.htm>
 Under *Publications*, select *Other Publications*.

