

Diamond Valley Fire Department

Business Owner's Responsibilities for Fire Safety

The following is a guide for business owners, store managers and maintenance personnel to ensure occupant safety and compliance with the 2019 National Fire Code - Alberta Edition. These items will be reviewed for compliance during routine fire inspections. These are some of the general requirements. Depending on your activity or occupancy classification, further requirements may apply. It is the business owner's responsibility to comply with the requirements of the Building and Fire Codes.

As per the Town of Diamond Valley Fire Master Fee Schedule, the first fire inspection and follow up are included in the business license fee. If non-compliant, all subsequent inspections will be charged a non-compliance fee.

Code References:

- All National Fire Code – Alberta Edition 2019 (NFC-AE) references are from Division B unless otherwise noted.
- All National Building Code - Alberta Edition 2019 (NBC-AE) references are from Division B unless otherwise noted.
- All National Fire Protection Association (NFPA) codes are referenced in the NFC-AE.

Test Records:

- Maintenance records for all tests required under the NFC-AE shall be kept on the premise for a minimum of two (2) years for examination by the Authority Having Jurisdiction (AHJ). (NFC-AE Division C Article 2.2.1.2)

ADDRESS

- Building and tenant addresses should be displayed at a location clearly visible from the roadway.

FIRE DEPARTMENT ACCESS

- Fire Department access to buildings and laneways must be maintained for Fire Department vehicles at all times. Vehicles must not be parked to prevent access. (NFC-AE 2.5.1.5)

FIRE DEPARTMENT BUILDING ACCESS

- Buildings with fixed fire protection systems (fire alarm system, sprinkler systems, standpipe), elevator control and door access must install a Fire Department lock box with appropriate keys.
- Once this box is installed, contact the Fire Department (403 933 5553) to coordinate locking these keys (tagged and marked) inside the lock box. (NFC-AE 2.5.1.3)

FIRE DEPARTMENT CONNECTIONS

- Fire Department connections for sprinkler and standpipe systems shall be kept free of obstructions; this includes storage of combustible materials and parking of vehicles. (NFC-AE 2.5.1.4)

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.
- Storage shall not interfere with fire sprinkler head discharge; a 450 mm (18 inch) clearance is required from fire sprinkler head deflectors to top of storage arrangements. (NFPA 13)

LOCAL ALARM

- Where a fire alarm is installed, manual pull stations shall be installed in every floor area, near the principal entrance to the building, near every exit and must have unobstructed access. (NBC-AE 3.2.4.16)

SPECIAL FIRE SUPPRESSION SYSTEMS

- Special fire suppression systems, ie: 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)

EXIT SIGNS/EXIT LIGHTS

- Required over or adjacent to every exit in:
 - A building over 2 stories
 - A building with an occupant load >150
 - A room or floor area that has a fire escape (NBC-AE 3.4.5.1)
- Must work on emergency power supply.

FIRE SAFETY PLAN

- Where required, an emergency plan must be prepared and reviewed annually. Required in:
 - Assembly, care or detention occupancies.
 - Buildings with fire alarm systems.
 - Demolition or construction sites.
 - Storage areas.
 - Areas where flammable and combustible liquids are stored and handled.
 - Areas where hazardous processes or operations occur. (NFC-AE 2.8.1.1)
- Supervisory staff shall be trained in fire emergency procedures. (NFC-AE 2.8.1.2)
- At least one copy of fire emergency procedures must be prominently posted on each floor area. (NFC-AE 2.8.2.7)

FIRE EXTINGUISHERS

- For low-hazard areas (office and retail space), at least one 2A:10BC or larger fire extinguisher shall be available with a maximum travel distance of 25m. (NFPA 10)
- High-hazard areas (repair garages, parking garages) shall have fire extinguishers with minimum ratings and travel distances as per NFPA 10.
- Fire extinguishers shall be serviced and tagged annually by a certified fire extinguisher company. (NFC-AE 6.2.1.1)
- Fire extinguishers shall be located near exits or in access to exits. They shall be mounted on the wall with the handle height between 3-5 feet. (NFPA 10)

EMERGENCY LIGHTS

- Emergency lights, shall be maintained in operable condition and tested annually. (NFC-AE 2.7.3.1)
- Emergency lights must work when the power is out and lightheads must be aimed to illuminate the means of egress. (NBC-AE 3.2.7.4)
- Required in exits, in principal routes providing access to exits, in service rooms and in public corridors (NBC-AE 3.2.7.3)

FIRE SEPARATIONS AND SMOKE CONTROL

- Any holes or damage to fire related construction (fire separations ie: furnace rooms, electrical rooms) shall be repaired as to maintain the integrity of the fire separation. (NFC-AE 2.2.1.2)
- Mechanical penetrations through fire separations shall be caulked with ULC approved fire-stopping. (NFC-AE 2.2.2.1)
- Fire doors forming 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 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)
- Fire doors must not be obstructed, blocked, wedged open or altered. (NFC-AE 2.2.2.4)

STORAGE OF COMBUSTIBLES

- Combustible waste materials in and around buildings shall not be allowed to accumulate in quantities or locations that would constitute any undue fire hazard. (NFC-AE 2.4.1.1)
- Combustible materials cannot be allowed to accumulate, unless the room or space is specially designed, in areas such as: elevator or ventilation shafts, means of egress, service rooms or service spaces.

FIRE ALARMS

- Fire alarm systems shall be maintained in operable condition at all times (NFC-AE 6.3.1.1)
- Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises. (NFC-AE 6.3.1.2)

ELECTRICAL

- All electrical wiring shall be installed and maintained as to not constitute an undue fire hazard. (NFC-AE 2.4.7.1).
- Extension cords shall not be used as substitutes for permanent wiring.
- All electrical outlets and switches shall have cover plates.
- A one (1) meter clearance (of combustible materials) shall be maintained from electrical panels.
- Rooms containing building services (eg. Furnace, boilers, electrical equipment etc.) shall not be used for storage. (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-AE3.4.6.12)
- Exit doors must be clearly visible at all times and be free of storage accumulation.
- Egress doorways must be provided with 1.1m aisles.
- The exterior of all exit doors shall also be free of storage and accumulation of snow in the winter months.
- Exit doors that may be obstructed by vehicles or other objects shall be identified by a sign – Fire Exit. No parking within 3 m.
- Travel distance to at least one exit:
 - 25 m high hazard occupancy
 - 40 m business and personal services occupancy
 - 60 m storage garage (NBC-AE 3.4.2.5)
- Exit doors must have one releasing mechanism and require no keys, special devices or specialized knowledge. (NBC-AE 3.4.6.16)
- Panic hardware is required for exit doors in:
 - Assembly occupancies with occupancy >100.
 - Doors leading to an exit lobby from an exit stairway,
 - Exterior door from an exit stairway in a building with occupancy >100.
 - Exit doors from a high-hazard industrial occupancy. (NBC-AE 3.4.6.16)

COMMERCIAL COOKING SYSTEMS

- Any kitchen activities producing grease-laden vapors shall have an exhaust and fire protection system installed. (NBC-AE 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 96)
- Filters on commercial cooking exhaust systems must be installed in the vertical position and cleaned at regular intervals (weekly). (NFC-AE 2.6.1.9)
- A class “K” fire extinguisher shall be mounted in all kitchens, in addition to fixed kitchen fire suppression systems, and be inspected annually by a certified company.

HEATING / VENTILATION / AC

- All appliances must be installed in conformance with NBC with required clearances maintained.
- Wood bins shall be located at least 1.2 m from the appliance.

STORAGE OF COMPRESSED GAS CYLINDERS

- Compressed gas cylinders shall be firmly secured in an upright position. (NFC-AE 3.1.2.5 (2))
- Compressed gas cylinders shall not be stored in:
 - Any exit or corridor that provides access to exits.
 - Under any outside exit stair, passage or ramp.
 - Within one meter of any exit. (NFC-AE 3.1.2.5 (4))