



Office Occupancy Guidelines

Be sure to start with *Ignite Awareness: A Guide to Fire Safety*

Most office occupancies are considered "low risk." These include low- to mid-rise office buildings, professional centers, and government offices, which are often used for purposes such as doctors' offices, banks, insurance companies, and beauty salons.

Buildings that are "high compliance" (meaning they consistently follow fire safety regulations) and "low risk" (the building is used as designed, with minimal fire-starting potential) may only require fire department inspections every three years. This inspection frequency is based on the expectation that these buildings will maintain compliance on an ongoing basis.

Below is a list of key fire safety considerations for office-use buildings:

Property Reference Form: must be updated every time there is a change in the information
Abloy: should include keys/fobs for entrance, roof access if locked, and mechanical rooms
Fire Safety Plan: this plan is for your building and its employees – it contains vital information about each building on a property, such as potential hazards, evacuation procedures, sprinkler system details, equipment shut-down procedures etc. It should be reviewed, updated, and practiced often!

Address including units: must be well-marked, interior signage may be required to help locate units

Fire Doors: must not be blocked or wedged open, including stairwell doors. Must ensure that fire rating on doorway is not painted over

Extension Cords: for temporary use only

Portable Heaters: must be an approved type and kept away from combustibles

Fire Extinguishers: must be located adjacent corridors/aisles that provide access to exits, be mounted and in a visible location, accessible, and annually serviced with tags from a certified professional; min. 5lb (2A-10B:C rating) at no more than 75 feet away -see NFPA 10 for more

Flammable & Combustible Liquids: storage must be in approved containers, there are limitations to indoor storage quantity, minimum distance requirements must be met between storage areas and buildings, property lines, or public ways, rooms/cabinets used for storage must be clearly identified



Compressed Gases: cylinders must be protected from impact, they must be secured in an upright position, not stored in walkways, and extra should be stored outside in a secure area

Elevators: signage indicating that stairs are meant to be used during an emergency, ensure elevators are not being used to store combustible materials, and that the fire separation is maintained. *In BC, Technical Safety BC is the primary regulatory authority responsible for overseeing the safety and compliance of elevators.*

"No Smoking" Signs: must be posted in hazardous areas and an adequate number of ashtrays must be provided

Sprinkler Valves: must be in the open position, either locked and chained or sealed and monitored electronically. Not storage is permitted within 18 inches of the bottom of the sprinkler heads.

No two facilities are ever identical, and each building presents unique safety challenges and considerations. We encourage all building owners to take a proactive approach to safety by regularly reviewing their fire prevention measures, maintaining compliance with regulations, and addressing potential risks specific to their facility. Ensuring the safety of occupants and protecting your property is an ongoing commitment, and we are here to support you.

-Fire Prevention Division



SAMPLE from CFD's annual Fire Inspection Report

The following common compliance issues outlined below do not encompass all aspects of the BC Fire Code, Acts, Regulations, or Local Bylaws. Not all requirements are inspected at each inspection. Building owners must ensure compliance with all applicable regulations specific to their building & its use, including those not explicitly mentioned below. Failure to comply may result in fees, fines, or orders in accordance with local & provincial regulations. The following items were noted at the time of inspection:

<p>* ABLOY (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fix/repair <input type="checkbox"/> Provide working keys <p>01. VISIBLE ADDRESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post building & unit numbers <p>02. FIRE HYDRANTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain minimum of 3 feet access around hydrants <input type="checkbox"/> Paint private hydrants as per City engineering specifications <p>03. FIRE DEPARTMENT ACCESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove obstructions from fire access route/lane <p>04. FIRE DEPARTMENT CONNECTIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove obstructions/maintain accessibility <input type="checkbox"/> Replace connection caps <input type="checkbox"/> Install sign to identify location <p>05. OUTDOOR STORAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show storage use, size & measures for controlling fire in Fire Safety Plan <p>06. SMOKING AREAS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide signage where smoking areas are not permitted <input type="checkbox"/> Provide adequate ash trays where permitted <p>07. REFUSE/RECYCLING CONTAINERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove combustible containers 10 feet away from buildings or be constructed of non-combustible materials <input type="checkbox"/> Keep lids closed & locked <p>20. SPRINKLER/STANDPIPE SYSTEM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service system/provide annual service reports <input type="checkbox"/> Repair damaged equipment <input type="checkbox"/> Remove obstructions to system <input type="checkbox"/> Remove sprinkler obstruction (18" minimum) <input type="checkbox"/> Provide at least 6 spare sprinkler heads & a wrench <input type="checkbox"/> Label sprinkler valves <p>21. SPECIAL FIRE SUPPRESSION SYSTEM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service system/provide annual service reports <input type="checkbox"/> Provide signage for use & valve identification 	<p>08. MEANS OF EGRESS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove obstructions to & from exits <input type="checkbox"/> Remove locking devices from exit doors that prevent proper use <input type="checkbox"/> Repair/adjust exit door hardware to open with minimum force <input type="checkbox"/> Repair/replace damaged handrails <p>09. FIRE ALARM SYSTEMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service system/provide current service reports <input type="checkbox"/> Install "Local Alarm Only – Call 911" signs if system is not monitored <input type="checkbox"/> Install smoke alarms <input type="checkbox"/> Repair/replace damaged heat/smoke detectors <input type="checkbox"/> Repair/replace damaged pull stations <p>10. FIRE EMERGENCY PROCEDURES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post fire emergency procedures <p>11. FIRE SAFETY PLAN & DOCUMENTATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Perform drills, tests & inspections as required; update plan annually <input type="checkbox"/> Maintain/provide log book of drills, tests, inspections & maintenance reports <p>12. ASSEMBLY OCCUPANCY (over 60)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Occupancy load must be posted <p>13. EXIT SIGNS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service/repair exit signs <input type="checkbox"/> Ensure exit signs are visible <p>14. EMERGENCY LIGHTING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service/repair emergency lighting <p>22. FIRE PUMP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service system /provide annual service reports <p>23. COMMERCIAL COOKING OPERATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service system/provide annual service reports <input type="checkbox"/> Clean hoods, ducts, grease removal devices & fans as required <input type="checkbox"/> Instructions for manual operation must be posted <input type="checkbox"/> Provide Class K extinguisher within 30 feet <p><i>All service technicians conducting work on fire protection equipment must be ASTTBC certified.</i></p>	<p>15. FIRE SEPARATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repair fire doors/closures <input type="checkbox"/> Remove door stops that prevent proper door closure <input type="checkbox"/> Install "Fire Door – Keep Closed" signs <input type="checkbox"/> Repair/replace fire separation in walls or ceilings <p>16. FIRE EXTINGUISHERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Service/repair extinguishers annually <input type="checkbox"/> Mount extinguishers in a visible & easily accessible location; signage may be required <input type="checkbox"/> Replace missing extinguisher <p>17. ELECTRICAL SYSTEM/SERVICE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain panel accessibility at all times <input type="checkbox"/> Remove storage in electrical vaults <input type="checkbox"/> Replace extension cords with fixed wiring <p>18. FLAMMABLE & COMBUSTIBLE LIQUIDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove/safely store combustible material <input type="checkbox"/> Provide clear identification signs on storage rooms or cabinets <p>19. COMPRESSED GASES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protect cylinders/tanks from mechanical impact <input type="checkbox"/> Secure cylinders to structural components in upright position <input type="checkbox"/> Remove from exit pathways <input type="checkbox"/> Store spare cylinders outside in a secure area <p>24. FUEL DISPENSING STATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least two (2) 40B:C extinguishers be provided for every fuel dispensing station <input type="checkbox"/> Post/enforce "No Smoking" signs <input type="checkbox"/> Provide absorbent material to soak up liquid spills <p>25. SPECIAL PROCESSES & DANGEROUS GOODS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure compliance with all applicable regulations including WorkSafe BC & BC Fire Code <p><i>All other repairs & servicing should be completed by certified technicians & with valid permit as appropriate.</i></p>
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Property Reference Information Form

This form must be updated every time there is change in the following information, please forward to fpo@chilliwack.com

Date:	
Civic Address:	
Building Name:	
Business:	
Business #:	
Business Email:	
<i>In the event of an emergency, these numbers may be called, in order. These contacts should, generally, be no more than 30 minutes away from the building.</i>	
1 st Contact Name:	
Title:	
Home #:	
Cell/Alt. #:	
Email:	
2 nd Contact Name:	
Title:	
Home #:	
Cell/Alt. #:	
Email:	
Building Owner/Rep	
Mailing Address:	
Email:	
Phone #:	
Additional Property Access Notes:	