



BFES

This package contains checklists to ensure that all fire and life safety equipment are properly inspected. There are also logs on which to record the inspections' completions.

Depending on your facility and the equipment contained within, all or part of the checklists/logs can be printed for use.

If you have any questions regarding the content, please contact the Fire Prevention Division of Brandon Fire & Emergency Services at:

Mailing Address:

120 – 19th Street North
Brandon, MB
R7B 3X6

204-729-2400 (non-emergency phone)

204-729-8970 (fax)

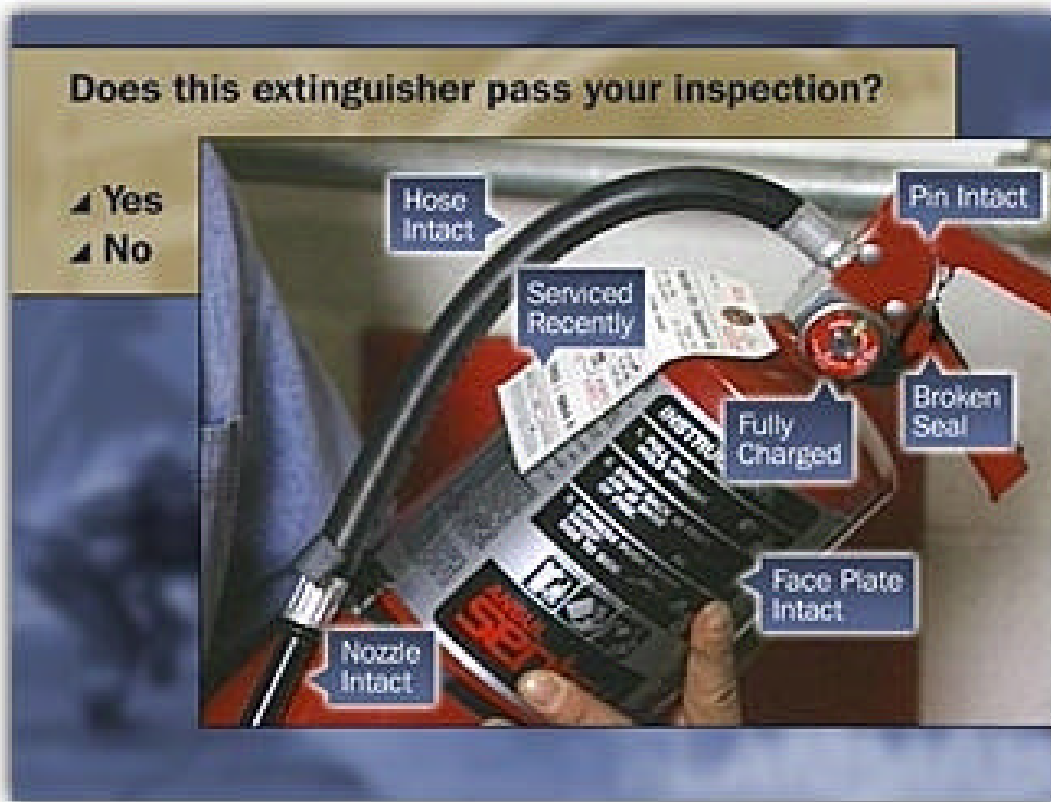
fire@brandon.ca

Large Facility Fire Safety

Checklists and Logs

Monthly Fire Extinguisher Inspection

- Is the fire extinguisher properly wall mounted and unobstructed?
- Is the hose intact?
- Is the nozzle intact?
- Is the pin intact?
- Is the anti tamper seal intact?



- Is a service tag showing the fire extinguisher has been serviced by a certified fire extinguisher testing agency in the last year, affixed to the extinguisher?
 - Does the gauge show in the green, fully charged?
 - Is the face plate intact?
 - Have you initialled the tag or in some other way maintained a record that you have conducted the inspection and there are no observed deficiencies?
-

Fire Safety Checklist Instructions and Details Á

Fire Alarm System – Check panel to ensure power light (green light) is on and not showing alarm (red light) or in trouble (amber light). Check panel that it is locked and secure.

Means of Egress – Check for obstructions in the path of travel as well as ensure doors are not obstructed or blocked from being opened.

Fire Fighters Elevator – Check that key setting is on automatic and ready for use.

Fire Extinguishers – Check that extinguisher are charged, in place and not missing.

Fire Separations – Check that doors can properly close and latch. Ensure doors in fire separations are not propped open. Ensure wired glass is not damaged or broken. Fusible links should be free of obstruction and other causes that may affect their ability to function or integrity (e.g. painted, releasing affected).

Sprinkler System – Check pressure on gauge to ensure there is water in the system or the system is pressurized if it is a dry system. Check for obstructions being placed too close to sprinklers.

Standpipe Pressure – Record daily pressure on gauges at the highest point of standpipe system. This pressure could vary daily. Ensure hoses / nozzles are in cabinet and properly racked.

Fire Department Connection – Check for connection plugs or caps are in place. Ensure connection is accessible and free of obstructions.

Emergency Lighting – Check that bulbs are in place and not damaged. Ensure lights are working by activating test switch.

Emergency Generator – Check that block heater is operational. Check if generator has been in use since last inspection. Check hour meter and log book. Record changes to hour gauge. Check fuel gauge.

Exit Signs – Check signs for damage. Ensure that all bulbs operate.

Garbage Chute/Rooms/Vestibules – Check garbage chute and vestibules for garbage that has not been properly disposed of down the chute. Ensure chute and vestibule doors can properly close and latch. Check chute for back up of garbage. Ensure garbage chute is not blocked. Ensure garbage collection bin not overflowing. Ensure fusible link is in place and chute base closure is operational.

Exterior Building Check – Check for accumulation of combustibles against and around building. Ensure exterior doors are not blocked. Ensure accessibility to all exterior areas of building. Ensure garbage not placed in bins is placed in bins. Ensure garbage too large for bins is promptly removed.

****Please note** – Laundry rooms are not on the checklist but please check for accumulation of lint and dust behind appliances. Ensure dryer vent pipes are connected. Remove garbage. Garbage containers to be non-combustible. No cardboard boxes to be used as garbage container.



Inspection Forms – To be Completed **Monthly** by Maintenance Personnel

Month/Year _____

Completed by:

_____ (print name) _____ (signature) _____ ID Badge # _____ Date

Every month the following checks/tests shall be conducted and if any deficiencies/faults are discovered, the appropriate corrective measures shall be taken.

	Date Completed	ID Badge #	Signature
Electrically driven fire pumps shall be tested for auto starting by reducing pressure in fire pump controller sensing line.			

Monthly Fire Alarm Test Log

Building Address: _____

Year: _____

<u>1. Post tenant notices 24 hours prior to test</u>	6. Check all zone indicators at fire alarm panel and remote panels.
2. Telephone the fire alarm panel monitoring company (If panel is monitored) prior to test.	7. Rest manual fire alarm pull station, fire alarm control panel and ancillary equipment (as applicable).
3. Operate a random fire alarm pull station.	8. Telephone the fire alarm panel monitoring company (if panel is monitored) to verify that signal was received.
4. Check operation of ancillary functions (fans, doors, elevators, etc.)	9. Document all deficiencies noted during the test.
5. Check audibility of fire alarm signals.	10. Periodically do test with fire alarm AC power off.

Month	Day	Zone	Device	Ancillary	Signals	Deficiency	Corrective Action
Jan							
Feb							
Mar							
Apr							
May							
Jun							
Jul							
Aug							
Sept							
Oct							
Nov							
Dec							

Note: This log sheet should also be used during a scheduled fire drill in the building.



Monthly Portable Fire Extinguisher Log

Building Address: _____

Date: Day _____ Month _____ Year _____

? Check mounting hardware	? Weigh or heft CO2 extinguishers to verify content
? Check cylinder for damage or corrosion	? Check service collar for damage or tampering
? Check discharge head and nozzle	? Check operating instructions – must be legible & facing outward
? Check safety pin and tamper seal	? Check WHMIS label – must be legible
? Check pressure gauge (within the green section)	? Record any deficiencies

NO.	Location	Type	Serial #	OK	Deficiency	Corrective Action

Monthly Unit Emergency Lighting Log

Building Address: _____

Year: _____

? Check Power On Light	? Check terminal clamps for tightness
? Check battery terminals to ensure they are clean & free of corrosion	? Check battery surface to ensure it is clean and dry
? Test all lamps to ensure they illuminate on power failure	? Check charging system (LED light comes on) after lamp tests
? Check all exit lights, illuminate on power failure	

Location of Battery Units	Watts	Location/Number of Lamps (Inc Exit Lights)	J	F	M	A	M	J	J	A	S	O	N	D

Monthly Exit Doors Log

Building Address: _____

Year: _____

? All doors in fire separations are kept closed.	? Ensure that all fire doors release, operate freely, self-close and latch properly.
--	--

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Date of Inspection												
Deficiency												
Corrective Action												



Bi-Monthly Fire Department Connection Log

Building Address: _____

Year: _____

? Inspect FDC Plug To Ensure Cap is in Place	? Ensure FDC Has Properly Labeled Signage
? Inspect To Ensure FDC Is Free Of Any Obstruction	? Ensure supply and discharge valves are open

FDC Location: _____

ITEM	Feb	Apr	Jun	Aug	Oct	Dec
Discharge (psi) Pressure						
Controller Lights – “Automatic						
Supply Valve Are Open						
Discharge Valve Are Open						
Date (Day/Year)						
Person Conducting Test Initials						

Date	Comment

Note: For buildings with more than one Fire Department Connection Log, use separate log sheets for each location.

**Inspection Forms – To be Completed Annually
(before and during freezing weather as necessary)**

Month/Year _____

Completed by:

_____ (print name) _____ (signature) _____ ID Badge # _____ Date

Every year the following checks/tests shall be conducted and if any deficiencies/faults are discovered, the appropriate corrective measures shall be taken.

Annual Test by Maintenance Personnel:

	Date of Inspection	ID Badge #	Signature
Fire Pump - Check Fire Pump Room to ensure that temperature does not fall below 4 degrees C. This is to be done before freezing temperature occurs in the fall and As required in the winter months.			

Inspection Forms – To be Completed Annually

Month/Year _____

Completed by:

_____ (print name) _____ (signature) _____ ID Badge # _____ Date

Every year the following checks/tests shall be conducted and if any deficiencies/faults are discovered, the appropriate corrective measures shall be taken.

Annual Tests by Qualified Technician:	Date Inspection Due	Date Inspection Completed	Certified Agency Name	Report Received Yes / No
Fire Alarm System – Inspect and service all components connected to system. Inspect and test wet sprinkler system water flow devices, pressure and supervisory switches. Inspect and service Monitoring Company’s transmitting devices.				
Smoke Alarms – Hardwired & 10 yr Lithium ones to be cleaned and tested as per manufacturers instructions.				
Emergency Lighting – Test light and exit signs to ensure emergency lighting for proper duration under simulated power failure conditions.				
Portable Fire Extinguishers – Service all.				
Emergency Generator – Full load test for 2 hours. Test emergency light and exit signs to ensure emergency lighting for proper duration under simulated power failure conditions. Liquid fuel storage tanks shall be drained and refilled with fresh				

fuel at least once per year.				
Standpipe System – Required standpipe and hose test. Inspect fire hose nozzles to ensure clear waterway and no tip damage. Re-rack and visually inspect fire hose for cuts, rot, etc.				
Fire Department Connections - Inspect Fire Department connections to ensure proper operation and proper identification.				
Fire Pumps – Test at full rated capacity.				
Wet Sprinkler System – all annual tests to be completed including main drain test, sprinkler transmitter and water flow activated devices (system connected to monitoring company), gate valve supervisory switches and other switches (system connected to monitoring company), test water flow alarms, and testing of water flow devices and pressure and supervisory switches (when connected to building fire alarm systems). All annual inspections to be completed including sprinkler piping and hangers, and all sprinklers for damage, corrosion, obstructions, etc.				

NOTE:

- Standpipe System to be tested 5 years after purchase and every 3 years thereafter (service test fire hose).
- Standpipe System to be tested every 5 years (flow test).
- Fire Extinguishers – stored pressure type - empty and service every 6 years.
- Fire Extinguishers – dry chemical and vaporizing liquid type – hydrostatically test every 12 years.
- Means of Egress / Fire Department Connections– an area of 8’ needs to be maintained from all areas of exit and access to the Fire Department Connection also needs to be maintained. This is important for areas with regular snow fall.