



WEYBURN FIRE DEPARTMENT

Assembly Occupancies

Includes places used for gatherings of people, e.g.: • places of worship • nightclubs/pubs • community halls • libraries

CHECKLIST: COMMON FIRE SERVICE REQUIREMENTS

- Address: must be visible from the road and lane, free from foliage, trees, etc. and in a contrasting colour.
- Aisleways: must provide clear access to exits.
- Decorations: must be non-combustible or treated.
- Drapes: must be treated.
- Emergency lighting: may be provided by battery packs with remote and attached heads or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational, with no visible damage, and serviced and tagged annually by a certified technician.
- Exit doors: must not be locked or blocked from the inside or outside. It must be unlocked from the inside when the building is occupied. Must have panic hardware that releases when a force of 20 pounds or less is applied.
- Exit signs: must be visible and always remain illuminated the building is occupied.
- Extension cords: kept to a minimum and not overloaded.
- Fire alarm systems: must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service tag (within the last 12 months) and an up-to-date logbook.
- Fire doors, including stairwell doors, must not be blocked or wedged open. Must have closures and no wedges to hold open fire-rated doors.
- Fire Safety Plan: Must be reviewed and revised yearly.
- Fire hydrants: must be accessible, free of damage and serviced within the specified date. Private hydrants require annual service, with records kept on-site.
- Fire separations: must have no holes or openings that compromise their purpose.
- Garbage disposal: commercial containers must be located three meters from combustible buildings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- Occupant load: load calculation per NFC Fire Code requirements.

Portable fire extinguishers: must:

be located adjacent to corridors or aisles that provide access to exits.

be mounted in a visible location, accessible, serviced, and tagged at least once every 12 months by a certified technician.

be full and functioning (no damage, corrosion, leaks, malfunctioning parts, or clogged nozzles).

have a minimum rating of 2A-10BC.

Sprinkler systems: must be inspected and tested by qualified personnel at least once yearly. Must have a current service tag (within the last 12 months) and an up-to-date logbook. A visual inspection is to be performed monthly.