



CITY OF CHILLIWACK FIRE DEPARTMENT

***COMMERCIAL* CHILD CARE FACILITY FIRE & LIFE SAFETY GUIDELINE**

October 2024



Dear Commercial Childcare Facility:

RE: FIRE SAFETY REQUIREMENTS CHECKLIST FOR YOUR CHILD CARE FACILITY

To ensure the continued safety of the staff, clients, and children within your facility, the Chilliwack Fire Department encourages all childcare facilities to maintain good fire safety practices. It is the responsibility of all building owners, or their designate, to ensure compliance with, BC Building Code, BC Fire Code, City of Chilliwack Regulations and Fraser Health Authority regulations. We look forward to visiting your facility for your annual inspection. Below is a list of fire life safety components you should consider in your daycare facility.

Address: must be visible from road/lane, free from foliage, trees, etc; and in contrasting colors

Fire Hydrants: if on-site, must maintain min. of 3' feet of clearance on all sides

Fire Department Access: exterior route to a public road must be clear and safe

Exit Doors: two exits (doors) are required from the child care area to the exterior of the building. Exits must be accessible at all times (not blocked; no locking devices needing keys or special knowledge to open). Use of any child restrictive access gates or devices permitted only with Care Licensing Officer and Fire Inspector approval.

Aisleways: must provide clear access to all exits

Combustible Artwork: must not exceed 20% of the wall or ceiling area

Electrical Outlets: should be protected with secure covers

Extension Cords: must kept to a minimum and not overloaded

Electrical Panel: must be covered, clearly labelled, and no combustible items stored nearby

Evacuation Plan: must be prominently posted

Fire Safety Plan: required by BC Fire Code, recommend they be completed by a Fire Protection Specialist/Engineer, inadequate plans will result in occupancy delays

Fire Alarm System: must be maintained as per BC Fire Code by an ASTTBC technician

Fire Drills: must be documented and performed monthly as per BC Fire Code; records available on site

Furnace Area: must be segregated from the daycare by a proper fire separation

Smoke Alarms: must be interconnected: required for each floor and sleeping area; testing records available on site

Carbon Monoxide Alarm: if any fuel-fired appliances on site, must be installed in the facility

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) on each level of the facility, or as otherwise dictated by NFPA 10

Emergency Lighting/Signs: should be installed and maintained as per BCFC

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

Open Flames: must ensure no smoking, vaping, open flames or lit candles while child care operates

Waste Receptacles: must be made of non-combustible material and self-closing

Utility & Storage Areas: must be inaccessible to children, that there is no combustible storage near furnace or hot water heater and that there is no gasoline or propane stored within the main dwelling unit

Telephone: must ensure there is a reliable phone (landline preferred, but if cellular phone – no calling card or restrictive use contracts and phone must be kept charged), post emergency numbers nearby

Performing renovations? It is important to note that if your daycare is being modified, altered or renovated you must reach out to the planning/building department, before beginning any work, as additional BCBC and BCFC requirements may be required.

As no two facilities are the same, other conditions may apply upon inspection. If you have any questions on the above items, please call the fire prevention office at 604-792-8713 or email fpo@chilliwack.com

-Fire Prevention Division, Chilliwack Fire Department

FIRE

NON-EMERGENCY

9-1-1

604-792-8713

POLICE

NON-EMERGENCY

9-1-1

604-792-4611

AMBULANCE

NON-EMERGENCY

9-1-1

604-872-5151

POISON CONTROL CENTRE

1-800-567-8911

HEALTHLINK BC

8-1-1 (Toll free in BC)

Call the Provincial health line at **8-1-1** any day, any time to speak with a health service navigator, who can connect you with a registered nurse (24/7) for questions and advice, and other service professionals (or for the deaf and hearing impaired, dial **7-1-1**). Translation services available

GAS TROUBLE

1-800-663-9911

ELECTRICAL TROUBLE

1-888-769-3766

MY ADDRESS:

OTHER EMERGENCY NUMBERS:



City of Chilliwack
Fire Department

Fire Hall 1
#2 – 45950 Cheam Avenue
Chilliwack, BC
V2P 1N6
Tel: (604) 792-8713

FIRE INSPECTION REPORT

Address: _____ Postal Code: _____
Business Name: _____ Building Name: _____
Owner/Occupant: _____ Telephone: _____
Email: _____
Contact 2: _____ Telephone: _____
Email: _____

Occupancy Classification: A1 A2 A3 A4 B1 B2 B3 C D E F1 F2 F3 U
Occupancy Use: _____

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:

*** ABLOY (if applicable)**
 Fix/repair
 Provide working keys

01. VISIBLE ADDRESS
 Post building & unit numbers

02. FIRE HYDRANTS
 Maintain minimum of 3 feet access around hydrants
 Paint private hydrants as per City engineering specifications

03. FIRE DEPARTMENT ACCESS
 Remove obstructions from fire access route/lane

04. FIRE DEPARTMENT CONNECTIONS
 Remove obstructions/maintain accessibility
 Replace connection caps
 Install sign to identify location

05. OUTDOOR STORAGE
 Show storage use, size & measures for controlling fire in Fire Safety Plan

06. SMOKING AREAS
 Provide signage where smoking areas are not permitted
 Provide adequate ash trays where permitted

07. REFUSE/RECYCLING CONTAINERS
 Remove combustible containers 10 feet away from buildings or be constructed of non-combustible materials
 Keep lids closed & locked

08. MEANS OF EGRESS
 Remove obstructions to & from exits
 Remove locking devices from exit doors that prevent proper use
 Repair/adjust exit door hardware to open with minimum force
 Repair/replace damaged handrails

09. FIRE ALARM SYSTEMS
 Service system/provide current service reports
 Install "Local Alarm Only – Call 911" signs if system is not monitored
 Install smoke alarms
 Repair/replace damaged heat/smoke detectors
 Repair/replace damaged pull stations

10. FIRE EMERGENCY PROCEDURES
 Post fire emergency procedures

11. FIRE SAFETY PLAN & DOCUMENTATION
 Perform drills, tests & inspections as required; update plan annually
 Maintain/provide log book of drills, tests, inspections & maintenance reports

12. ASSEMBLY OCCUPANCY (over 60)
 Occupancy load must be posted

13. EXIT SIGNS
 Service/repair exit signs
 Ensure exit signs are visible

14. EMERGENCY LIGHTING
 Service/repair emergency lighting

15. FIRE SEPARATIONS
 Repair fire doors/closures
 Remove door stops that prevent proper door closure
 Install "Fire Door – Keep Closed" signs
 Repair/replace fire separation in walls or ceilings

16. FIRE EXTINGUISHERS
 Service/repair extinguishers annually
 Mount extinguishers in a visible & easily accessible location; signage may be required
 Replace missing extinguisher

17. ELECTRICAL SYSTEM/SERVICE
 Maintain panel accessibility at all times
 Remove storage in electrical vaults
 Replace extension cords with fixed wiring

18. FLAMMABLE & COMBUSTIBLE LIQUIDS
 Remove/safely store combustible material
 Provide clear identification signs on storage rooms or cabinets

19. COMPRESSED GASES
 Protect cylinders/tanks from mechanical impact
 Secure cylinders to structural components in upright position
 Remove from exit pathways
 Store spare cylinders outside in a secure area

20. SPRINKLER/STANDPIPE SYSTEM
 Service system/provide annual service reports
 Repair damaged equipment
 Remove obstructions to system
 Remove sprinkler obstruction (18" minimum)
 Provide at least 6 spare sprinkler heads & a wrench
 Label sprinkler valves

21. SPECIAL FIRE SUPPRESSION SYSTEM
 Service system/provide annual service reports
 Provide signage for use & valve identification

22. FIRE PUMP
 Service system/provide annual service reports

23. COMMERCIAL COOKING OPERATIONS
 Service system/provide annual service reports
 Clean hoods, ducts, grease removal devices & fans as required
 Instructions for manual operation must be posted
 Provide Class K extinguisher within 30 feet

24. FUEL DISPENSING STATIONS
 At least two (2) 40B:C extinguishers be provided for every fuel dispensing station
 Post/enforce "No Smoking" signs
 Provide absorbent material to soak up liquid spills

25. SPECIAL PROCESSES & DANGEROUS GOODS
 Ensure compliance with all applicable regulations including WorkSafe BC & BC Fire Code

All other repairs & servicing should be completed by certified technicians & with valid permit as appropriate.

All service technicians conducting work on fire protection equipment must be ASTTBC certified.

REMARKS:

INSPECTED ON: YYMMDD RE-INSPECTION IS REQUIRED YYMMDD Owner/Occupant Signature: _____ SIGNATURE
(If applicable) Please complete all corrective actions, sign & date. _____ SIGNATURE
Return completed form to fpo@chilliwack.com YYMMDD

Inspected by: _____ NAME(S)
Shift: A B C D E1 E4 Fire Prevention Refer to Fire Prevention