

# Loss Prevention Safety Tip



Loss Prevention  
Program

By Red River Mutual

## APARTMENT & CONDOMINIUM FIRE SAFETY

Apartments and condominiums present special fire safety concerns. When adhered to, local fire and construction codes can ensure that high-rises are designed to minimize the likelihood of a major fire.

High-rise fires often result from the same causes as fires in single dwelling homes - cooking and heating equipment, smoking, children playing with matches and lighters, electrical systems and arson.

The following lists some of the basic fire regulations governing the operation of high-rise apartment and condominium occupancies.

**If you answer 'No' to any of the questions below, maintenance, servicing or inspection is required to ensure your building meets current safety standards.**



Means of Egress/Exiting			
Are the access to exits and exit doors clear of obstructions?	Yes	No	
Snow or ice has not accumulated to block exit doors or create a slip hazard?	Yes	No	
Have all exit doors been checked for proper operation?	Yes	No	
All exit hardware complies with the building code?	Yes	No	
<ul style="list-style-type: none"> <li>➤ <i>The principal entry door and every exit door shall have latching hardware that permit the door to be readily opened from the inside with not more than one releasing operation and without requiring keys, special devices or specialized knowledge of the door opening mechanism.</i></li> <li>➤ <i>Every door leading to an exit lobby from an exit stair shaft, and every exterior door leading from an exit stair shaft in a building having an occupant load more than 100 persons shall be equipped only with panic hardware.</i></li> </ul>			

Portable Fire Extinguishers			
Are fire extinguishers secured on the wall, easily accessible and charged?	Yes	No	N/A
Are inspection tags and tamper seals attached to extinguisher?	Yes	No	N/A
Has the fire extinguisher been serviced annually by a qualified service technician?	Yes	No	N/A
Are all fire extinguishers at least 2A10BC rated?	Yes	No	N/A

Emergency Lights/Exit Signs			
Are exit signs visible, undamaged and illuminated?	Yes	No	N/A
Have the emergency lights been tested monthly?	Yes	No	N/A
Power disconnected to emergency lighting once annually and they remain lit for 30 minutes?	Yes	No	N/A

Fire Separations			
Do all fire separation doors self-close and positively-latch as required?	Yes	No	N/A
Are all fire separation doors kept closed and not wedged open? (check daily)	Yes	No	N/A
All holes or penetrations in fire separations are repaired to original design?	Yes	No	N/A
<ul style="list-style-type: none"> <li>➤ <i>Fire separations are a construction assembly that acts as a barrier against the spread of fire.</i></li> <li>➤ <i>Examples of fire separation doors:</i> <ul style="list-style-type: none"> <li style="width: 33%;">- Stairwell doors</li> <li style="width: 33%;">- Mechanical and service room doors</li> <li style="width: 33%;">- Storage room doors</li> <li style="width: 33%;">- Suite doors leading to common corridor</li> <li style="width: 33%;">- Laundry room doors</li> </ul> </li> </ul>			

<b>Fire Alarm System</b>			
Is there a fire department lockbox installed and are the keys current?	Yes	No	N/A
Is the fire alarm panel accessible?	Yes	No	N/A
Is the power to the fire alarm panel on?	Yes	No	N/A
Is the fire alarm system clear of trouble signals?	Yes	No	N/A
Is a zone map posted?	Yes	No	N/A
Are the fire alarm pull stations visible and accessible?	Yes	No	N/A
Has the fire alarm system been inspected and serviced within the last 12 months?	Yes	No	N/A
Is a fire safety plan posted?	Yes	No	N/A
<p>➤ Contact your local fire department for assistance in developing a fire safety plan for your building.</p> <p>➤ A Fire Safety Plan shall include:</p> <ul style="list-style-type: none"> <li>a) The emergency procedures to be used in case of a fire, including <ul style="list-style-type: none"> <li>i. Sounding of the fire alarm</li> <li>ii. Notifying of the fire department</li> <li>iii. Instructing occupants on procedures to be followed when the fire alarm sounds</li> <li>iv. Evacuating occupants, including special provisions for persons requiring assistance</li> <li>v. Confining, controlling and extinguishing the fire</li> </ul> </li> <li>b) The appointment and organization of designated supervisory staff to carry out fire safety duties</li> <li>c) The training of supervisory staff and other occupants in their responsibilities for fire safety</li> <li>d) Documents, including diagrams, showing the type, location and operation of the building fire emergency systems</li> <li>e) The holding of fire drills</li> <li>f) The control of fire hazards in the building</li> <li>g) The inspection and maintenance of building facilities provided for the fire safety of occupants</li> </ul>			

<b>Sprinkler Systems</b>			
Distance of storage to sprinkler heads is less than 147mm (18")?	Yes	No	N/A
Has the sprinkler system been inspected and serviced annually?	Yes	No	N/A
There are no large openings that impede the sprinkler heads from activating?	Yes	No	N/A
Is the sprinkler tree accessible?	Yes	No	N/A
Any keys required to access controls in lock box?	Yes	No	N/A

<b>Storage &amp; Service Rooms and Fire Hazards</b>		
There is no combustible storage in means of egress or service rooms?	Yes	No
Are the electrical panels accessible and clear of combustibles?	Yes	No
No compressed gases are stored inside? (i.e. propane)	Yes	No
No internal combustion motors stored inside? (i.e. lawnmower)	Yes	No
No hazardous materials stored in building? (i.e. gasoline)	Yes	No

<b>In-Suite Smoke Alarms</b>		
Checked for proper function with each new tenant and proper paperwork completed and given to tenant?	Yes	No

<b>Retention of Records</b>		
All records for required tests, inspections, maintenance or procedures are kept on site for fire inspector to review?	Yes	No

Source: The City of Red Deer Emergency Services

**See more loss prevention tips at [www.preventingloss.com](http://www.preventingloss.com)**

While the safety recommendations in this report are based on apparent and obvious conditions that were found at the time of inspection, the report does not purport to identify all hazards or guarantee compliance with any standards, codes, ordinances or regulations. It is not legal or expert advice, and should not be used in place of consultation with appropriate professionals. Any person relying on this information does so entirely at their own risk. Red River Mutual denies all responsibility for any liability, loss, injury or risk which is incurred as a direct or indirect result of the use of any of the recommendations in this report.