



Fire Safety Inspection Checklist

Residential Multi Family Dwelling

Licensed Technicians

Is the contractor conducting work on your life safety system licensed with Regina Fire & Protective Services?	Yes	No	N/A
Licensed for fire alarm system?	Yes	No	N/A
Licensed for addressable fire alarm system?	Yes	No	N/A
Licensed for sprinkler system?	Yes	No	N/A
Licensed for standpipe system?	Yes	No	N/A
Licensed for portable fire extinguishers?	Yes	No	N/A
Licensed for commercial kitchen canopy suppression system?	Yes	No	N/A
Licensed for commercial kitchen ventilation cleaning?	Yes	No	N/A
Licensed for commercial kitchen appliance repair and inspection?	Yes	No	N/A

Fire alarm System

Has the fire alarm system been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
If there were deficiencies, were they corrected?	Yes	No	N/A
Is the fire alarm system monitored?	Yes	No	N/A
If so, is it monitored to CAN/ULC - S561? Is there a certificate?	Yes	No	N/A
If not, are there notifications at each pull station indicating it is a local alarm only and occupants must dial 911?	Yes	No	N/A
Is the fire alarm system breaker locked and marked with red?	Yes	No	N/A

Sprinkler System

Has the sprinkler system been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
If there were deficiencies, were they corrected?	Yes	No	N/A
Are control valves locked open or supervised?	Yes	No	N/A
Is the exterior fire department connection visible and accessible?	Yes	No	N/A

Standpipe System

Has the standpipe system been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
If there were deficiencies, were they corrected?	Yes	No	N/A
Is the exterior fire department connection visible and accessible?	Yes	No	N/A



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Emergency Generator

Has the emergency generator been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
If there were deficiencies, were they corrected?	Yes	No	N/A

Private Hydrants

Has the private hydrant been inspected and serviced by a qualified person within the last 12 months?	Yes	No	N/A
If there were deficiencies, were they corrected?	Yes	No	N/A

Fire Separations

Are all penetrations, conduit, duct work etc. repaired to original design?	Yes	No	N/A
Does the fire stopping meet CAN/ULC-S115?	Yes	No	N/A

Fire Separation Doors

Are all fire separation doors closing and latching?	Yes	No	N/A
Are all fire separation doors kept closed and not wedged open?	Yes	No	N/A
Are all the listings visible?	Yes	No	N/A
Is all the door hardware UL listed for use on a fire separation door? i.e. door	Yes	No	N/A
Are all fire separation doors being tested monthly?	Yes	No	N/A
Are all gaps between the fire separation door and frame less than 1/8"?	Yes	No	N/A

Fire Safety Plans

Does the building have a fire safety plan?	Yes	No	N/A
If so, is it located on the premises?	Yes	No	N/A
Are there emergency procedures posted on each level?	Yes	No	N/A
Are fire drills being held annually and logged in the fire safety plan?	Yes	No	N/A
If your building is considered a high building, are fire drills being held every two months?	Yes	No	N/A

Emergency Lighting and Exit Signs

Are emergency lights and exit signs illuminated at all times?	Yes	No	N/A
Are emergency lights and exit signs with battery back up being tested monthly? Annually for 30 minutes of operation?	Yes	No	N/A



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Portable Fire Extinguishers

Have all portable fire extinguishers been inspected by a qualified person within the last year?	Yes	No	N/A
Are all extinguishers mounted on the wall no higher than 5' and no lower than 4" from the ground?	Yes	No	N/A
Are inspection tags and tamper seals attached to the extinguisher?	Yes	No	N/A

Smoke Alarms

Are smoke alarms being tested every 6 months and at the start of every new tenancy?	Yes	No	N/A
Are the tests being logged including address, date, name of person testing, condition and operation of the alarm and deficiencies with what corrective measure was taken to ensure operation?	Yes	No	N/A
Are all smoke alarms hardwired with battery back up?	Yes	No	N/A
Is the smoke alarm past its expiry date?	Yes	No	N/A

Exit Hardware

Are all exit doors equipped with hardware that allows 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?	Yes	No	N/A
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Means of Egress

Are all hallways and stairwells clear of storage including mats, shoes etc.?	Yes	No	N/A
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Combustible Materials

If your building is unsprinklered, are all suite doors clear of combustible decorations?	Yes	No	N/A
If your building is sprinklered, are you following the seasonal decoration guideline? **See residential inspection guide	Yes	No	N/A

Civic Address

Is your civic address clearly visible from the street?	Yes	No	N/A
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