



Maple Ridge Fire Department Fire Prevention

22708 Brown Avenue
Maple Ridge, BC, V2X 9A2
604-463-5880
fireprevention@mapleridge.ca
604-476-3053

Basic Retail Business Fire Safety Measures

This lists some of the basic regulations governing the operation of **Basic Retail Business**. It is not possible to cover all regulations. If you have a question of concern, please telephone or Email the Maple Ridge Fire Department.

Annual inspection is required.

Address

Must be visible from the street or access road
Letters must be a minimum of 4 inches (100mm) in height.

Exit Ways

Doors must be unlocked and unblocked. Required width of an exit way must be unobstructed. Signs must be illuminated. Electronic locking devices must unlock automatically in the event of a fire alarm or power failure. Stairwell doors must automatically close and latch. Locks on stairwell doors to access floors may only be installed by authority of the Fire Department and conditions will apply.

Fire Extinguishers

5lb ABC Commercial type. One located at each entrance and each of the exits. Must be mounted on the wall with approved bracket. Must be visible and accessible. Must have a current certification tag in place, valid within current 12 month period.



Mounted in conspicuous accessible locations.

Inspected for proper maintenance annually by licensed individuals.

Must be recharged following use.

Fire Sprinkler

If your area has fire sprinklers ensure a minimum 18" clearance to all storage.

Fire Alarm/Detection Systems

Installed in accordance with the BC Fire Code.
Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Maple Ridge Fire Department at 604-463-5880 if fire alarm system becomes non-operational.

Written operating instructions provided and maintained at an approved location.



If your building is equipped with a fire alarm pull station, ensure it is visible and accessible at all times.

Manual alarms and smoke alarms should be tested at least annually, and/or after modification.

**Fire Department
must be contacted
to conduct and approve
Fire Inspection
prior to occupancy.**

Exit lights

Required above entrance door and every exit door. Illuminated at all times

Exit doors:

No overriding locks such as slide deadbolts or padlocks etc. Opens easily with minimum force (20lbs)

Emergency lights

Required over each exit door
Must have a current certification tag in place, valid within current 12 month period.
Breaker panel labeled for emergency lights

Smoke Alarms

If your building is only equipped with smoke alarms, these must be tested monthly as well. Records of all tests must be maintained, including the date the batteries were changed in these types of devices.



Safety Checklist

- Are sprinkler heads free from obstruction?
- Are fire doors properly working & free from obstruction?
- Are all exit doors unlocked and free from obstruction?
- Are all electrical plates and outlets free from exposed wiring?
- Are electrical panels kept clear at least 36 inches from storage?
- Are hallways and storage spaces free of accumulated rubbish?
- Is storage kept 18 inches from the ceiling?
- Are combustibles kept a safe distance from any heat source? (min 36 inches)
- Are flammable liquids and hazardous materials properly used, labeled and stored?
- Are employees trained in fire safety and able to use a fire extinguisher?
- Are fire drills conducted frequently?
- Are employees aware of the location of fire extinguishers and exit doors?
- Are safety issues enforced at all times? (Do you have a written policy)
- Do you have a Fire Safety Plan?
- Are employees trained in this plan?