



# FIRE & RESCUE SERVICES

## NOTICE OF VIOLATION *Firehall*

|   |                                   |
|---|-----------------------------------|
| Firehall Office Use only                    |                                   |
| <input type="checkbox"/> Routine Inspection | <input type="checkbox"/> Incident |
| <input type="checkbox"/> Entered into FDM   | Date: _____                       |

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Address of Violation: \_\_\_\_\_

Name of Business/Premises \_\_\_\_\_ Business/Premises Owner Name: \_\_\_\_\_

Business/Premises Owner Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Person Notice Given To: \_\_\_\_\_ Title: \_\_\_\_\_ Phone#: \_\_\_\_\_

Receipt of Notice (signature): \_\_\_\_\_

**THIS IS A NOTICE OF VIOLATION OF THE FIRE BY-LAW.** A MEMBER OF VANCOUVER FIRE RESCUE SERVICES HAS OBSERVED THE VIOLATION, OR VIOLATIONS, INDICATED BELOW. YOU MUST IMMEDIATELY TAKE ALL NECESSARY STEPS TO CORRECT THE VIOLATION AND BRING THE PREMISES INTO COMPLIANCE WITH THE FIRE BY-LAW.

| ITEM | CODE              | Vancouver Fire By-law Violations – FOR IMMEDIATE COMPLIANCE  |
|------|-------------------|--|
|      | 6.1.1.5.(2) DIV B | <input type="checkbox"/> <b>PORTABLE FIRE EXTINGUISHERS</b> must be serviced by ASTTBC qualified technician, and service tag securely affixed to serviced equipment        |
|      | 6.1.1.5.(1) DIV B | <input type="checkbox"/> <b>FIRE ALARM SYSTEM</b> must be serviced by ASTTBC qualified technician, and service tag securely affixed to serviced equipment                  |
|      | 6.1.1.5.(1) DIV B | <input type="checkbox"/> <b>EMERGENCY LIGHTING SYSTEM</b> must be serviced by ASTTBC qualified technician, and service tag securely affixed to serviced equipment          |
|      | 6.1.1.5.(1) DIV B | <input type="checkbox"/> <b>EXIT SIGNS</b> must be illuminated at all times the building is occupied and must be clearly visible with no obstructions.                     |
|      | 6.1.1.5.(1) DIV B | <input type="checkbox"/> <b>SPRINKLER SYSTEM, STANDPIPE SYSTEM</b> must be serviced by ASTTBC qualified technician, and service tag securely affixed to serviced equipment |
|      | 2.7.1.6.(1) DIV B | <input type="checkbox"/> All <b>means of egress and access to exits</b> must be clear and free of any obstructions at all times  |
|      | 2.1.5.1.(2) DIV B | <input type="checkbox"/> <b>Portable Fire Extinguishers</b> , minimum 5 lb ABC class, must be installed  |
|      |                   |  |
|      |                   |  |
|      |                   |  |
|      |                   |  |
|      |                   |  |

Delivery of Notice of Violation:  
This notice of Violation may be delivered by:  
a) hand to an owner or representative of the owner, or occupant of the premises,  
b) registered mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia.  
c) regular mail to the address of the owner as it appears on the records of the Assessment Authority of British Columbia, and by posting a copy of it on the building, structure, facility or premises,  
d) electronic mail to the electronic mail address of the owner or a representative of the owner, or  
e) posting a copy of it on the building, structure, facility or premises.

**Failure to comply with the Fire By-law may result in you being found legally responsible for any consequences and may result in further enforcement action. A re-inspection service charge as per the Fire By-law fee schedule for each hour or part thereof (plus G.S.T.) will be assessed for each re-inspection, until the violations have been corrected.**

**IMPORTANT INFORMATION**  
Please have this translated

**RENSEIGNEMENTS IMPORTANTS**  
Prière de les faire traduire

**重要資訊**

請找人為您翻譯

**THÔNG TIN QUAN TRỌNG**  
Xin hãy dịch sang tiếng Việt

**ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ**  
ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਦਾ ਅਨੁਵਾਦ ਕਰਵਾਓ

**INFORMACIÓN IMPORTANTE**

Busque a alguien que se la traduzca

Hall #: \_\_\_\_\_ Shift: \_\_\_\_\_

**FOR RE-INSPECTION APPOINTMENT CALL 3-1-1**

# **FIRE COMPANY INSPECTIONS**

## **ANNUAL CHECK AND TAG MUST BE DONE IN THE 12 MONTHS PRIOR TO THE INSPECTION**

All service technicians must be certified by ASTTBC.

### **FIRE ALARM SYSTEMS:**

1. Must be checked and tagged annually by an ASTTBC approved technician
2. Must be tested and recorded monthly, including proper panel annunciator light on, all bells working and audible throughout the building. This can be done by the building manager.
3. The annunciator panel must be unobstructed and in good repair, with the AC power light on and no trouble signals indicated.
4. All devices, including manual pull stations and smoke or heat detectors must be secure, unobstructed and free of paint.

### **FIRE EXTINGUISHERS:**

1. Required in every building or occupancy we inspect, with a minimum of one (1) per floor.
2. Maximum travel distance to a fire extinguisher in ordinary occupancies is 75 feet, except inside residential suites.
3. The type of extinguisher must be appropriate to the area covered.
4. Must be ULC approved, minimum "2A" rating, securely mounted on the wall, with the top of the extinguisher maximum five (5) feet from the floor.
5. Must be visible and easily accessed, preferably near an exit.

### **EXIT SIGNS, EXIT LIGHTS AND EMERGENCY LIGHTS:**

1. Exit signs must be illuminated at all times the building is occupied and must be clearly visible with no obstructions
2. Emergency lights must have no physical damage and aimed to cover the appropriate area.
3. Emergency lights must be inspected and tagged annually by an ASTTBC approved technician.
4. Generators must have monthly test records on site and be tagged by an ASTTBC approved technician.

### **EXIT DOORS:**

1. Must function as designed, have clear aisles and visibility, and be free of any obstructions, including vegetation and snow and ice build up outside the doors. A white light should be located outside the exit.
2. Require approved self-closing devices and must freely self-close and latch, including stairwell doors.
3. Must be readily opened without a key or special knowledge of the door opening device.
4. Must have a clearly visible exit light above door.
5. Require "Fire Door Keep Closed" signs, visible when the door is open, unless the door has an approved hold-open device with automatic release.
6. No wedges, blocks or other devices to hold the doors open are permitted.
7. Must not have any overriding locking/security devices in place while the business is open to the public.

### **CORRIDORS, EXIT STAIRS AND PASSAGEWAYS:**

1. Must be maintained in good repair and kept clear of all storage or obstructions.
2. Exterior passageways must be kept free of snow or ice.
3. Stair treads and handrails must be solid, not slippery or rotted, and maintained in good condition.
4. Adequate artificial lighting for good visibility must be provided at all times, including during daylight hours.
5. No timer controlled lights.

### **SPRINKLER SYSTEMS:**

1. Fire Department connections (Siamese) must be clearly visible, with directional signs as needed.
2. Fire Department connections must have unobstructed clear access, labels/signs indicating area covered and protective caps in place.
3. Main shutoff valve must be in the open position with access to it locked against tampering.
4. Sprinkler valves must have clear labelling indicating their function and building coverage area.
5. A sprinkler wrench and a minimum of 6 spare heads for small systems must be on site with main shutoff valves.
6. Sprinkler heads must be kept free of any paint or coating
7. Sprinkler systems must be checked and tagged annually by an ASTTBC approved technician.

### **STANDPIPE AND HOSE SYSTEMS:**

1. Fire Department connections (Siamese) must be clearly visible, with directional signs as needed.
2. Fire Department connections must have unobstructed clear access, signs indicating area covered and protective caps in place.
3. Main shutoff valve must be in the open position with access to it locked against tampering.
4. Fire hose cabinet valves must be checked and tagged annually by ASTTBC approved technician.
5. Fire hose in cabinets must be re-racked annually.

### **GENERAL:**

1. Building addresses must be easily readable from the street, even at night.
2. No propane fuelled vehicles in underground parking.
3. No general storage in underground parking, electrical rooms, or furnace rooms.
4. Assembly occupancies, e.g., restaurants or meeting rooms/halls holding over 60 people require Occupant Load Certificates from VFRS, which must be mounted visibly, near the main entrance.
5. The building's fire safety plan must be reviewed to ensure it is up-to-date with supervisory personnel information.
6. If a lock box is installed outside the main entrance, the keys to the building must be tested.



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