

# OFFICE OCCUPANCIES

## OWNER / OCCUPANT INSPECTION INFORMATION



Manitoba Fire Code requires building owners or occupants to comply with the requirements on this checklist.

These requirements are not a complete list; there may be additional requirements for your occupancy.

#### OFFICE USES INCLUDE:

- Low-rise & high-rise office buildings
- Professional Centres
- Government Office buildings



Winnipeg Fire Department

Fire Prevention Branch  
2<sup>nd</sup> Floor - 185 King St.  
Winnipeg, MB, R3B 1J1  
Call 311

[Email](#)

### Checklist: Common Fire Safety Requirements

- Address:** Must be visible from road and lane, free from foliage, trees, etc.
- Compressed gases:** Must be held in a secure storage area (outside).
- Emergency lighting:** May be provided by battery packs with remote and attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational, no visible damage, with heads aimed in proper direction, and serviced and tagged annually by a certified technician.
- Exit doors:** Must not be locked or blocked from either the inside or outside. Must be unlocked from the inside when the building is occupied. Must have panic hardware that releases when a force of 20 pounds or less is applied.
- Extension cords:** Kept to a minimum and not overloaded.
- Exit signs:** Must be visible and remain illuminated at all times the building is occupied.
- Fire alarm systems:** Must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service label (within the last 12 months).
- Fire Doors:** Must not be blocked or wedged open, including stairwell doors. Must have closures and no wedges to hold open fire-rated doors.
- Fire Department Access:** Fire lanes are NOT obstructed by vehicles. Exterior fire department connections are readily visible and unobstructed.
- Fire hose cabinets:** There must be clear access to cabinets, hose must be in good repair and complete with nozzles. Must have required testing label or tags.
- Fire Safety Plan:** Must be reviewed and updated annually.
- Fire Separations:** Must have no holes or openings that compromise their purpose.
- Garbage disposal:** Commercial containers must be located three meters from combustible buildings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- 'No smoking' signs:** Must be posted in hazardous areas.
- Portable Fire Extinguishers must:**
  - Be located adjacent to corridors or aisles that provide access to exits.
  - Be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician.
  - Be full and functioning (no damage, corrosion, leaks malfunctioning parts or clogged nozzles).
  - Have a minimum rating of 2A-10BC
- Portable heaters:** Must be an approved type and kept away from combustibles.
- Sprinkler valves:** Must be in the open position, either locked and chained or sealed and monitored electronically. No storage permitted within 18 in. of bottom of sprinkler heads.