

SCHOOLS AND EDUCATIONAL OCCUPANCIES

OWNER / OCCUPANT INSPECTION INFORMATION



The 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.

SCHOOLS AND EDUCATIONAL USES INCLUDE:

- Public & private schools
- Universities & Colleges



Winnipeg Fire Department

Fire Prevention Branch
2nd 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.
- Combustible Artwork:** Shall not exceed 20% of the wall or ceiling area.
- Corridors:** Must provide **clear** access to exits.
- Drills & Evacuation:** Fire evacuation plans and procedures are complete, up-to date and prominently posted. Monthly fire drills conducted and recorded.
- Egress:** Corridors, stairs and exits are unobstructed and in good repair.
- Electrical:** Electrical appliances bear the label of a testing laboratory (ULC, CSA). Coffee makers, hot plates, toasters, etc. are unplugged when not in use. Outlets are protected with secure covers.
- 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 labelled annually by a certified technician.
- Exit doors:** Exit doors: Ensure all exits are unobstructed and doors are easily openable. All emergency exits are required to be easily openable and meet MB Fire Code requirements.
- Exit signs:** Exit signs and exit lighting are readily visible and illuminated.
- Extension Cords:** Kept to a minimum and not overloaded.
- Fire Alarm System:** Checked daily for indicator lights, tested, inspected and labelled annually by a certified technician.
- Fire Doors:** Fire doors or stairway doors are **NOT** wedged or blocked open and doors close and latch properly.
- Fire Separations:** must have no holes or openings that compromise their purpose.
- Flammable liquids:** Must be stored in approved containers, cannot be dispensed into metal containers unless grounded, cannot be stored next to exits. Vapours cannot be allowed to accumulate.
- Boiler or heating area:** Must be separated from the school and maintained clear of storage. Fuel-fired heating systems must be inspected and labelled annually by a certified technician.
- Housekeeping:** Trash and debris are contained in non-combustible waste receptacles.
- Locking devices on exit doors:** Shall be readily opened from the inside.
- 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 12months 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 and standpipe connections:** Must be capped, free of debris and accessible.
- 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.