



## SHORT-TERM ACCOMMODATION (STA) FIRE INSPECTION CHECKLIST

### General Requirements

- Address and suite numbers are visible from the road.
- Combustible storage is not allowed in boiler, electrical and mechanical rooms.
- Combustible storage is to be kept a sufficient distance from heating appliances.
- Fire doors need to be kept closed and not propped open unless approved.
- All compressed gas cylinders need to be secured.
- Garbage dumpsters need to be outside and a minimum of 5' from openings such as doors and windows, combustible walls and not under overhangs or canopies.

### Exits

- Exit passageways are clear and free of obstruction.
- Stairways and fire escapes are not used for storage.
- Exit doors remain unlocked while the building is occupied.
- Exit doors open easily without much force.
- Exit lights are illuminated and visible.

### Electrical

- Extension cords are not used as permanent wiring.
- Power bars and surge protectors are plugged directly into the wall outlet.
- Circuits are not overloaded.
- All electrical outlets, junction boxes and switches have covers.
- Access to electrical panel is not blocked and circuits are labeled.
- Space heaters have clearance to combustible materials.

### Inspection Schedule of Commercial Cooking Systems

- Systems serving solid fuel cooking operations – Monthly.
- Systems serving high volume cooking operations such as 24hr cooking, charbroiling, or wok cooking – Quarterly.
- Systems serving moderate volume cooking operations – Semi - annually.
- Systems serving low volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers - Annually.

### **Fire Extinguishers**

- At least one extinguisher for every 3,000 square feet and not further than 75 feet walking distance rated at 2 -A:10 -BC minimum.
- Extinguishers are properly installed and mounted, visible and accessible.
- Extinguishers are inspected monthly, Serviced annually and have a service tag affixed.

### **Fire Alarm and Fire Sprinkler Systems**

- Fire alarm system does not have trouble, supervisory or alarm lights on.
- Fire alarm pull stations are not blocked and are accessible at all times.
- Fire alarm and sprinkler systems are serviced annually and a copy of the service report is available on site.
- Sprinkler heads shall not be obstructed.
- Access to the sprinkler control valve and fire department connections must not be obstructed.

**Note: This checklist is intended to provide general guidance. Your business may be required to comply with additional safety measures as per the Ontario Fire Code.**