

RETAIL & SERVICE 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.

RETAIL & SERVICE USES INCLUDE:

- Retail stores
- Hair salons
- Malls



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.
- Aisles:** Aisles must be kept clear and free of obstructions. Aisles must be a minimum of 1 clear metre wide.
- Electrical Panel:** Are accessible and clear of obstructions.
- Electrical:** Panels, outlets, switches, fixtures and wiring are in good repair.
- Emergency lighting - may or may not be required:** 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:** Ensure all exits are unobstructed and doors are easily openable. No double keyed locks are permitted on entrance doors to retail or service occupancy. No keys or special knowledge should be required to exit from occupancy.
- Extension cords:** Kept to a minimum and not overloaded.
- Exit signs may or may not be required:** Must be visible and remain illuminated at all times the building is occupied and provided at emergency exits or windows.
- 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 Separations:** Must have no holes or openings that compromise their purpose.
- Flammable & combustible liquids:** Stored in an approved manner and in approved containers.
- Garbage disposal:** Commercial containers must be located three meters from combustible buildings and away from windows or building openings. If inside, commercial containers should have tight-fitting lids and be in fire-separated rooms.
- Heating systems:** Storage of combustibles around heating units is not permitted; gas-fired heating systems must be inspected and labeled annually by a certified technician.
- 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
- Propane:** Stored in an approved manner outdoors only.
- 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.
- Storage areas:** No storage of propane or flammable or combustible liquids. Storage should be fire separated from the remainder of the building.