



**1 Lee Valley Drive  
 Port Carling ON P0B 1J0  
 Phone 705.765.3156  
 Fax 705.765.3183**

**SAFE AT WORK  
 Inspection Checklist**

This checklist has been designed to provide you with the information you need to inspect your building for common fire safety violations. Please complete the checklist and ensure all applicable requirements are met.

The purpose of the Safe at Work program is:

1. To identify and correct violations of the Ontario Fire Code, and
2. To educate Muskoka Lakes residents, businesses and property owners about fire and community safety.

Please contact the Fire Prevention Bureau directly with any questions.

<b>Fire Department Access</b>	<b>OFC</b>	<b>✓</b>
Street, yards and roadways provided for fire department access shall be maintained so as to be ready for use at all times by fire department vehicles.	2.5.1.3	
Fire department vehicles shall have direct access to at least one face of every building by means of a street, yard or roadway.	2.5.1.3	
<b>Hydrant</b>		<b>✓</b>
A 1 metre clear space shall be maintained around the circumference of fire hydrants and ready for use at all times.	6.6.4.3	
Hydrants shall be inspected annually and after each use.	6.6.5.1	
Hydrants shall be free of snow and ice accumulations.	6.6.4.2	
<b>Fire Department Connection</b>		<b>✓</b>
Fire Department Connections shall be inspected to ensure that they are accessible, not damaged and plugs or caps are in place.	6.4.1.3	
<b>Fire Alarm</b>		<b>✓</b>
Fire alarm systems shall be maintained in operable condition at all times.	6.3.2.2	
Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises for inspection by a Fire Inspector.	6.3.2.2 1.1.2.1	
If a fire alarm system in a building is not monitored, then a permanent sign, with directions to call 9-1-1 in case of an emergency, is required above each manual pull station.	2.8.2.5 (3)	

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316



**1 Lee Valley Drive  
 Port Carling ON P0B 1J0  
 Phone 705.765.3156  
 Fax 705.765.3183**

**SAFE AT WORK  
 Inspection Checklist**

<b>Sprinkler Systems</b>		✓
Sprinkler systems shall be maintained, inspected and tested annually by a qualified sprinkler company. Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Inspector.	6.5.1.1.(2)	
Sprinkler heads shall be free of corrosion, foreign materials (including dust), paint, and physical damage	6.5.3.5	
Each sprinkler control valve shall have a sign indicating the system or portion of the system it controls.	6.5.1.1.(2)	
<b>Special Fire Suppression Systems</b>		✓
Special fire suppression systems shall be tested, inspected and maintained by a certified company annually, in conformance with the applicable NFPA standard.	6.8.2.1.(1)	
Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Inspector	6.8.2.2	
<b>Fire Safety Planning</b>		✓
Required for buildings containing 4 storeys or more including storeys below grade.	2.8.1.1.(2)	
Supervisory staff shall be trained in the fire emergency procedures.	2.8.2.1.(1)(c)	
At least one copy of fire emergency procedures shall be prominently posted on each floor area	2.8.2.5.(1)	
Fire drills shall be held at intervals not greater than 12 months for supervisory staff. Documentation should include the date of the drill, the evacuation time and any comments or recommendations.	2.8.3.2.(1)	
<b>Fire Extinguishers</b>		✓
At least one 2A:10BC or larger fire extinguisher must be provided in the business.	6.2.4.1	
Fire extinguishers shall be listed, labelled and tagged by a fire extinguisher company.	6.2.7.1	
Travel distance to at least one fire extinguisher shall be within 25 metres.	6.2.6.4	
Existing fire extinguishers are to be serviced and tagged by a certified technician within the past 12 months.	6.2.7.1	
Fire extinguishers shall be inspected monthly to ensure that they are not obstructed, pins are in place and pressure gauges are within operable range. Monthly checks must be documented on the extinguisher tag.	6.2.7.1 6.2.7.2	
All fire extinguishers are to be visible and accessible.	6.2.1.3	

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316



**1 Lee Valley Drive  
 Port Carling ON P0B 1J0  
 Phone 705.765.3156  
 Fax 705.765.3183**

**SAFE AT WORK  
 Inspection Checklist**

All fire extinguishers should be properly mounted: <ul style="list-style-type: none"> <li>• Less than 18 kg (40 lbs) total weight – maximum 1.5 m (5 ft) high</li> <li>• Greater 18 kg (40 lbs) – maximum 1.1 m (3.5 ft) high</li> <li>• No less than 4 inches off the floor</li> </ul>	6.2.4.2 6.2.4.3	
When fire extinguishers cannot be easily found, additional signage shall be provided	6.2.1.5	
<b>Fire/Smoke Control</b>		✓
Any damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating.	2.2.1.1. 2.2.2.1	
Fire doors that are damaged shall be repaired or replaced and meet or exceed the fire protection rating required.	2.2.3.1	
Fire doors shall remain closed at all times.	2.2.3.5	
Remove all door stops on fire rated doors.	2.2.3.5	
All suspended ceiling panels shall be in place.		
<b>Exit Doors</b>		✓
Exit doors shall be clearly identifiable and not obscured by curtains or other hangings.	2.2.3.8 2.7.3.1	
All locking, latching and other fastening devices on exit doors shall permit the door to be readily opened from the inside with not more than one releasing operation and requiring no keys, special devices or specialized knowledge of the door opening mechanism	2.7.2.2	
Door release hardware, latches and locks shall be maintained in good working condition at all times.	2.2.3.2 2.7.2.1	
An exit door shall not be bolted, barred or locked while occupied.	2.2.3.3	
Buildings in which more than 100 people gather at a time shall have panic hardware installed on exit doors.	2.7.2.2.(2)	
<b>Exit Lights</b>		✓
Exit lighting and exit signs shall be illuminated when the building is occupied.	2.7.3.2	
<b>Emergency Lights</b>		✓
Self-contained emergency lighting unit equipment shall be tested monthly to ensure that emergency lights will function upon failure of the primary power supply.	2.7.3.3.(3)	
Battery powered emergency lighting shall be tested yearly to ensure the lights remain fully operational for a minimum of 30 minutes.	2.7.3.3.(3)	
<b>Housekeeping</b>		✓

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316



**1 Lee Valley Drive  
 Port Carling ON P0B 1J0  
 Phone 705.765.3156  
 Fax 705.765.3183**

**SAFE AT WORK  
 Inspection Checklist**

Combustible waste materials in and around buildings shall be removed daily	2.4.1.1.(1)	
Dumpsters shall not be located within 3 m (10 ft) of combustible walls, openings, or combustible roof eave lines.	2.4.1.1.(6)	
Materials subject to spontaneous ignition such as oily rags shall be deposited in a listed and labelled non-combustible container with a self-closing metal cover.	2.4.1.3.(1)	
<b>Laundry Equipment</b>		✓
Lint traps and piping in laundry equipment shall be cleaned to prevent accumulation of lint that creates and undue fire hazard.	2.4.1.5	
<b>Heating Appliances</b>		✓
Chimney, flue and flue pipes shall be inspected at intervals not greater than 12 months and shall be cleaned as often as necessary to prevent dangerous accumulations of combustible deposits.	2.6.1.5 2.6.1.4.(1)	
All heating equipment and hot water tank safety shields and covers shall be properly mounted on the appliance.	2.6.1.7	
<b>Electrical</b>		✓
All electrical wiring shall be in good repair. If in doubt contact a licensed electrician.	2.4.6.1	
Extension cords shall not be used as substitutes for permanent wiring.	2.4.6.1	
All panel board and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.	2.4.6.1	
A clearance of one metre shall be maintained in front of electrical panels.	2.4.1.1.(1)	
Clearance from combustibles shall be maintained to lights or light fixtures to prevent ignition.	2.4.1.1.(1)	
Multi-plug adapters shall not be used as a substitute for permanent wiring or receptacles.	2.4.6.1	
<b>General Storage</b>		✓
Access aisles of one metre to Fire Department access panels and fire protection equipment shall be provided.	3.3.2.6.(2)	
A clearance of 457 mm (18 inches) shall be maintained between the top of storage and ceiling sprinkler deflectors in sprinkler buildings.	3.3.2.3	
Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage.	2.4.1.1.(2)	

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316



1 Lee Valley Drive  
 Port Carling ON P0B 1J0  
 Phone 705.765.3156  
 Fax 705.765.3183

**SAFE AT WORK  
 Inspection Checklist**

Crawl spaces and ceiling spaces shall not be used for storage.	2.4.1.1.(3)	
Remove combustible materials from egress paths.	2.4.1.1.(2)	
<b>Storage of Compressed Gas Cylinders</b>		✓
Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly.	5.6.1.2	
Compressed gas cylinders shall be protected against mechanical and valve damage.	5.6.1.4	
Except for portable fire extinguishers, compressed gas cylinders shall not be stored in: ☐ Any exit or corridor that provides access to exits. ☐ Under any outside exit stair, passage or ramp. ☐ Within one metre of any exit.	TSSA	
<b>Commercial Cooking Systems</b>		✓
Any kitchen producing grease-laden vapours shall have a commercial exhaust and fire protection system installed.	2.6.1.12(1)	
Fire suppression systems shall be inspected, serviced and maintained every six months.	2.6.1.13 & NFPA 96 11.2.1	
Records of inspection and testing shall be maintained on the premises for inspection by a Fire Inspector.	1.1.2.1	
Instructions for manually operating fire suppression systems shall be prominently posted in the kitchen as part of the fire safety plan.	2.6.1.13 & NFPA 96	
A “K” class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually.	2.6.1.13 & NFPA 96 10.10	
Deep fat cooking or charbroiling require grease removal systems to be cleaned every three months as a minimum.	2.6.1.13 & NFPA 96 11.4	
Grease removal systems not used for charbroiling or deep fat cooking requires cleaning quarterly of high volume cooking, semi-annually for moderate volume cooking and yearly for low volume.	2.6.1.13 & NFPA 96	

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316



**1 Lee Valley Drive  
Port Carling ON P0B 1J0  
Phone 705.765.3156  
Fax 705.765.3183**

**SAFE AT WORK  
Inspection Checklist**

Pre-Inspection Checklist Review (Fire Prevention Division Use Only)	
Reviewed by:	
Date:	
Inspection Scheduled:	
Comments:	

Collection and use of personal information Personal information is being collected under the authority of the Municipal Act and the Freedom of Information of Privacy Act (FOIP) and is managed in accordance with the provisions of FOIP. This information is used to ensure safety issues are resolved and may be used to provide other Municipal services such as emergency response planning, fire inspections or other consistent services. If you have any questions about the collection and use of your personal information, contact the Muskoka Lakes Fire & Emergency Services, Fire Prevention Division at 705-644-2316