



WINDSOR FIRE & RESCUE SERVICES BUSINESS LICENSE CHECKLIST

ANNUALLY

- Fire safety plan review (over 30 seats) update contact and building information and send updated pages as PDF to fpinspectors@citywindsor.ca
- Emergency lighting annual inspection
- Portable fire extinguishers annual inspection
- Fire alarm system annual inspection
- Sprinkler system annual inspection
- Generator annual inspection
- Private hydrant annual inspection

6 MONTHS

- Commercial cooking suppression system inspection
- Commercial cooking hood professionally inspected and cleaned if required (frequency of cleaning based on volume of cooking and accumulation of combustibles)

MONTHLY

- Fire extinguisher check
- Test emergency lighting
- Check closures and doors in fire separations

AT ALL TIMES

- Emergency exits maintained (not blocked, closures maintained, easily opened, no keyed locks, only one locking mechanism)
- No combustibles stored in mechanical room, near electrical panel or around building
- Instruction for manually operating fire suppression system posted
- Exit signage illuminated
- Weekly check of hoods, ducts and filters and cleaned as required
- Fire department connection maintained
- Two years of documents on site (records of checks, test and inspections)
- Service room doors kept closed
- Fire alarm system fully functional
- Commercial cooking suppression system nozzles properly pointed

WWW.WINDSORFIRE.COM

You must be in compliance with the fire code at all times. Upon inspection, if you are not compliant, your business license will not be issued and your file will be sent to the Windsor Licensing Commission.

Windsor Fire & Rescue Services supports a harassment-free environment.