

DAYCARE 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 in addition to those listed in the Fire Safety & You Brochure.

DAYCARE USES INCLUDE:

- Daycares
- Preschools



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.
- ☐ **Aisle ways:** Must provide **clear** access to exits.
- ☐ **Combustible Artwork:** Shall not exceed 20% of the wall or ceiling area.
- ☐ **Drills & Evacuation:** Fire evacuation plans and procedures are complete, up-to date and prominently posted in each room of the Child Care Centre. Monthly fire drills conducted and recorded.
- ☐ **Egress:** Corridors, stairs and exits are unobstructed and in good repair. Exit signs and exit lighting are readily visible and illuminated.
- ☐ **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:** Tested monthly for functioning, inspected annually and labelled by a certified technician.
- ☐ **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 Department Access:** Fire lanes are NOT obstructed by vehicles. Exterior fire department connections are readily visible and unobstructed.
- ☐ **Fire Separations:** must have no holes or openings that compromise their purpose.
- ☐ **Furnace Area:** Must be separated from the daycare 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.
- ☐ **Laundry facilities:** Dryer lint trap must be cleaned after every use and dryer vent must be cleaned as required or annually.
- ☐ **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 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
- ☐ **Portable Heaters:** Must be an approved type and kept away from combustibles.
- ☐ **Smoke Alarms:** Smoke alarms are installed on each floor area and/or in every room to be used for sleeping purposes. A written record of monthly smoke alarm tests is maintained.