



As of January 1, 2019, the new Regina Fire Bylaw 2018-49 brought in fees for facility inspections. Changes to the Bylaw also brought it in compliance with the Saskatchewan Fire Safety Act and the National Fire Code of Canada 2015 and aimed to mitigate the risks in our changing community.

The new Bylaw brought in a per-visit fee of \$95 for the facility inspections mandated by the Provincial Government, Federal Government or the University of Regina. **Where facilities require a re-inspection, an additional \$95 fee per visit will be charged.**

This checklist may help you prepare for your facility inspection.

Checklist for your use prior to your inspection:

Note: For new alternative family care homes, a signed building permit from the City is required prior to any inspection by RFPS.

✓ Item	Description for Compliance
Gas Fired Appliances	Must be serviced annually by a qualified technician.
Combustible Materials	Not to be stored in furnace or mechanical rooms.
Emergency Lighting	Visible, in working order, tested monthly and logged. Logs must be retained on the premises for two years.
Exit Doors	Clear of obstacles/accessible, operating as designed, with one locking device, lever-action hardware.
Exit Signs	Visible and in working order.
Fire Alarm Systems	Must be operable at all times and serviced annually by a certified technician. Report must be onsite and free of deficiencies.
Fire Escape	Clear and accessible.
Fire Emergency Procedures	Prepared/Posted and practiced.
Fire Separation Doors	Must be operable at all times.
Flammable/Combustible Liquids	Stored in proper location/labeled and stored outside of the dwelling at all times.
Portable Fire Extinguishers	Visible, accessible, wall-mounted and maintained by a certified technician. Checked and logged monthly. Logs must be kept on premises for two years.
Ramps Accessibility	Unobstructed and clear of ice and snow.
Smoke Alarms	Interconnected and hardwired with battery backup, in working condition, tested monthly, and alarm log provided.
Sprinkler Systems	In working order and maintained annually by a certified technician. Report must be onsite and free of deficiencies.
Waste Receptacles	Daycares Only: Metal not plastic waste receptacles.
Windows	Egress bedroom windows must meet the minimum requirements as per Part 9 of The National Building Code of Canada.

This checklist is not all encompassing. Additional items may be identified during the onsite inspection. As the regulatory authority, Regina Fire & Protective Services cannot consult on these matters, however, facility owners/operators may engage the services of a code and design consultant if they wish.