



## Brandon Fire & Emergency Services

120 19th St N  
Brandon, MB  
R7B 3X6

Phone: 204-729-2400  
Fax: 204-729-8970  
Email: fire@brandon.ca

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### Property Profile Report

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Property Information:

File Number:

Building Name:

Building Phone:

Fax:

Property Class:

Email:

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#### System Type

#### Known Location:

Fire Alarm:

Sprinklered:

Standpipes:

Emergency Generator:

Fire Dept Connection:

Fire Pump:

Private Fire Hydrant:

Boiler:

Hazardous Materials:

Lockbox:

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#### Contact Information

**\*Important** It is the responsibility of the property/ business owner to notify BFES of any changes needed to contact information.  
Contacts are to be in order of who would be available in the event BFES responds to this property and needs to gain access.

Contact Type:

Name:

Mailing Address:

City:

Province

Postal Code

Email:

Phone Type:

Number:

Phone Type:

Number:

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Contact Type:

Name:

Mailing Address:

City:

Province

Postal Code

Email:

Phone Type:

Number:

Phone Type:

Number:

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Contact Type:

Name:

Mailing Address:

City:

Province

Postal Code

Email:

Phone Type:

Number:

Phone Type:

Number:

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## **BRANDON FIRE AND EMERGENCY SERVICES**

**120 19<sup>th</sup> Street North  
Brandon, Manitoba R7B 3X6  
Phone (204) 729-2409  
Fax (204) 729-8970  
fire@brandon.ca  
[www.brandon.ca](http://www.brandon.ca)**

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### **THIS REFERENCE PAGE IS TO BE KEPT IN YOUR FIRE BINDER**

Please find below related information towards the inspection of your property or properties:

Brandon Fire and Emergency Services must be notified in writing if the property profile report is not correct. If there are any changes to be made please let us know so your contact information can be made current.

Within thirty days of the inspection, Brandon Fire and Emergency Services require an email stating that all outstanding items have been taken care of. If the information is not received from you within the time given, a follow up inspection will be done at a cost of \$105.00. If a third inspection is required, the cost will be \$400.00 (and for every follow up inspection as needed.)

Remember to start a binder with your property profile report, monthly check sheet and the last inspection report. Anything that has to do with inspection orders should be kept in this binder. An example being receipts from fire extinguisher yearly checks completed by a certified person. BFES should be notified if there is a change to the business occupying the space or if contacts need to be updated.

Always ask for identification from the individual completing the service that they are certified. They should be able to produce a wallet card which you can copy and put in your binder. If the person cannot produce that information, Brandon and Fire Emergency Services will not accept that inspection and it will then have to be completed by a different company at your cost.

Safety is very important and we thank you for ensuring this for you and your employees. Brandon Fire and Emergency Services can be contacted with the above contact information if there are any questions.

**Address:** The main entrance door to the business shall have a unit letter, or if residential a unit number, permanently affixed in a visible location as per the National Fire Code.

**Smoke Alarm Inspection:** All smoke alarms in your building must be tested every year regardless of having a Property Fire Inspection completed. Inspection forms confirming the testing are required to be retained in your fire binder. Verification forms that are not retained will be considered not completed and the building will be considered in violation.

**Owners Responsibility:** All Fire Protection/ Life Safety Systems in your building must be inspected as per the National Fire Code (2.6.4.1 (MFCA)). All Inspections shall be completed by qualified personnel and copies of the Inspection Certificate retained at the premises for examination by the Brandon Fire and Emergency Services. Any property that is unable to produce current Certificates will be considered in Violation and may be subject to fines/ fees.

**Fire Alarm Inspections:** All Fire Protection/ Life Safety Systems in your building must be inspected as per the National Fire Code. All Inspections shall be completed by qualified personnel and copies of the Inspection Certificate retained at the premises for examination by the Brandon Fire and Emergency Services. Any property that is unable to produce current Certificates will be considered in Violation and may be subject to fines/ fees. The fire alarm system in your building must be serviced every year regardless of having a Property Fire Inspection completed. Verification of the servicing is required to be retained in your fire binder and available upon request.

**Sprinkler System Inspection:** The sprinkler system in your building must be serviced every year regardless of having a Property Fire Inspection completed. Inspection forms confirming the servicing, are required to be retained in your fire binder.

**Exit Signs:** Exit signs shall be illuminated whenever a building is occupied as per the National Fire Code. Exit signs shall be visible at all times per the National Fire Code.

**Fire Extinguisher Inspection:** Fire extinguishers in your building must be serviced every year regardless of having a Property Fire Inspection completed. Verification of the servicing is required to be kept your fire binder with other fire inspection documents to be available upon request by BFES.

**Egress:** A Means of Egress (path of exit) and corridors shall be maintained free of obstructions as per the National Fire Code.

**Exit Doors:** Exit doors must be kept clear at all times.

**Electrical Panel:** The electrical panel is to remain clear and accessible at all times as per the National Fire Code. Minimum clearance of 762mm (30 in) is required in front of all electrical control panels as per the Canadian Electrical Code.

**Electrical Cover Plates:** Electrical cover plates shall be installed on all electrical outlets as per 2-200 of the Canadian Electrical Code.

**Extension Cord Use:** Extension cords are for temporary use only and shall not be a substitute for fixed wiring in conformance with 4-010(3) of the Canadian Electrical Code. Extension cords shall not be permanently secured to any structural member. Extension cords shall not be run through holes in walls, ceilings, floors, doorways, windows, or similar openings. CSA approved powerbars may be used in lieu of extension cords (Extension cords cannot be plugged into a power bar. A power bar cannot be plugged into a power bar). Major appliances must be plugged directly into the receptacle.

**Indoor Storage:** Combustible materials in buildings shall not be permitted to accumulate in quantities or locations that will constitute an undue fire hazard as per the National Fire Code. Combustible materials shall not be stored in exit stairwells as per the National Fire Code.

**Service Rooms:** Signage is required on the entrance door to Service rooms (Electrical, Mechanical and Sprinkler rooms). Furnace rooms shall not be used for storage of any combustible material as per the National Fire Code.

**Carbon Monoxide Alarm:** A carbon monoxide detector is required in all buildings. Refer to manufacturer instructions for installations. Carbon monoxide detectors shall be inspected, tested and maintained in operable condition as per the National Fire Code.

**Fire Separation Doors:** Doors in fire separations shall not be obstructed, blocked, wedged open as per the National Fire Code.

**Clothes Dryer Venting:** Rigid metal ductwork, 4 inches (100 mm) in diameter, is required on the clothes dryer for exhausting to the outdoors. Lint behind dryers is to be cleaned.

**Lock Box Installation:** As per BFES Bylaw 7200/17 Policy '22', it is recommended to install a lockbox outside the main entrance to ensure a secure means of providing Fire Department access. Seniors for Seniors can be contacted for more information.

**Fuel Fired Appliances:** Fuel fired heating system must be inspected annually by a person acceptable to the AHJ. All fuel fired appliances must be accompanied by a CO monitor.

# SAFETY EQUIPMENT MONTHLY INSPECTION RECORD

Please be advised that the National and Manitoba Fire Code as well as Brandon Fire and Emergency Services Policies require that all emergency systems and equipment must be serviced and tested monthly. It is the responsibility of the owner or representative to arrange for the necessary annual maintenance and testing of your building emergency systems by certified technicians.

For your convenience we have included the following monthly maintenance and test log for your records. Please complete as required and store in a safe location. YEAR: \_\_\_\_\_

### Main Fire Alarm Main Panel. Inspect monthly

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Smoke/ Carbon Monoxide Detectors/ Alarms

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Fire Extinguishers

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Emergency Lights

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Exit Lights

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Exit Doors

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Sprinkler Standpipe

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

### Kitchen Hoods

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

## How to Check Your Items on the Monthly Check List

YOU ARE ONLY REQUIRED TO CHECK THE SYSTEMS THAT  
YOU HAVE AT YOUR PROPERTY

### **Fire Alarm Panel**

Ensure that the green power light is the only light that is on.

### **Smoke Alarms**

Ensure power light is on. Push test button for audible signal. Do not push test button if units are tied to the alarm system.

### **Carbon Monoxide Detector**

Ensure the light is on. Push test button for audible signal.

### **Fire Extinguishers**

Ensure the gauge is in the green. Make sure the pin is in place held by the tamper seal.

### **Emergency Lights**

Turn off power to unit for 20 minutes and make sure bulbs are illuminated. Replace bulbs that are burnt out. If batteries do not last 20 minutes, replace them.

### **Exit Lights**

Ensure bulbs are illuminated. Replace bulbs when necessary.

### **Exit doors**

Maintain a clear path to the exit and ensure the door closes properly.

### **Sprinkler/Standpipe**

Ensure pressure in the gauge.

### **Kitchen Hoods**

This item is for restaurants. Clean filters regularly. System must be cleaned every six months and serviced every six months by a qualified technician.

*The Safety Equipment Monthly Inspection Record can be found here:*

[S:\Fire Prevention\Fire Inspection Checklists\Safety Equipment Monthly Inspection Record \(Including exit lights and alarm\).pdf](S:\Fire Prevention\Fire Inspection Checklists\Safety Equipment Monthly Inspection Record (Including exit lights and alarm).pdf)



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### Inspection & Testing—Smoke Alarms

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I, owner \_\_\_\_\_, caretaker \_\_\_\_\_, supervisor \_\_\_\_\_, have inspected and tested the smoke alarms in each unit located at:

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and found the alarms to be working as designed.

The owner or person(s) responsible for the maintenance of the building may test the smoke alarms.

Smoke Alarms are: 120 Volt \_\_\_\_\_ battery powered \_\_\_\_\_

#### HOW TO TEST YOUR SMOKE ALARMS

Test an alarm by waving a stick of incense or smouldering piece of cotton string under it. It should sound within 60 seconds. To silence the alarm after an alarm test, fan a newspaper directly underneath for 60 seconds. Pressing the “TEST” button may not tell you that the unit is working.

#### **Landlords:**

According to the Residential Tenancies Branch, a Tenant can be evicted for tampering with a smoke alarm.

#### **Daycare & Residential Care:**

Smoke alarms are required to be interconnected.

***REMINDER:** As per the Manitoba Fire Code, maintenance inspections are required annually. Battery operated smoke alarms should have the battery replaced semi-annually.*

Brandon Fire and Emergency Services requires that a copy be available upon request as well as kept for your records in your fire binder.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Inspection, Maintenance & Testing - Fire Extinguishers

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I, (Name of) Employee Performing Work, \_\_\_\_\_, with  
Fire Extinguisher Company, \_\_\_\_\_, have inspected or tested  
or performed maintenance on the fire extinguishers in each building located at:

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Annual Inspection:    Yes     No

6 Year Maintenance:    Yes     No

Hydrostatic Test:    Yes     No

*REMINDER: As per the Manitoba Fire Code, maintenance inspections of Fire Extinguishers are required annually. All Fire Extinguishers that do not pass the inspection must be taken out of service.*

Brandon Fire and Emergency Services requires that a copy be available upon request as well as kept for your records in your fire binder.

Printed Name: \_\_\_\_\_ Valid ID Certification Card from BFES: Y\_\_N\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Brandon Fire and Emergency Services



## Lockbox Installation Regulation Schedule “P22”

*The following Regulation is in accordance with the City of Brandon’s Fire Prevention By-Law #7200*

The following will be the regulation of the Brandon Fire and Emergency Services for the installation of ALL Lockboxes purchased for use within the City of Brandon.

If you are looking to purchase a lockbox for the City of Brandon in order for Brandon Fire & Emergency Services to have access to the property; all lockboxes must be purchased through Seniors for Seniors Co-op Inc. (Park Ave Activity Centre). They are located at 311 Park Ave. E. and can be contacted at 571-2050. Two sizes of lockboxes are available.

### Lockbox Installation

- ❑ The lockbox shall be installed in accordance with the manufacturer’s installation instructions in close proximity to the entrance to the building that faces the street (within 5 ft. on either side of the door).
- ❑ The lockbox shall be mounted not less than 5 ft. and no more than 7 ft. in height. (a variation may be granted, by this office, due to building configuration or other circumstances prohibiting standard installation).
- ❑ The accompanying Red Sticker shall be installed on the upper right or left side of the main entrance door, signifying which side of the entrance the lockbox is installed.
- ❑ The Brandon Fire and Emergency Services must be notified following the installation of the lockbox to arrange a time to secure your building keys in the lockbox. They are located at 120 – 19<sup>th</sup> Street N. and can be contacted at 729-2400.







## **Brandon Fire and Emergency Services**

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**e-mail: [fire@brandon.ca](mailto:fire@brandon.ca)**

### **RE: REQUIREMENTS FOR INSPECTIONS**

**(Document should be retained in fire binder for future reference)**

It is the responsibility of the owner(s) or occupant to complete steps required in a timely manner to obtain a satisfactory inspection.

Items to be aware of:

- Services providers must have a valid ID card as issued by Brandon Fire and Emergency Services.
  - ID must be able to be shown on request.
- It is the responsibility of the owner to read and understand reports submitted to them; and ask for clarification if they have any questions.
- Related paperwork must be collected in the fire binder. (This includes items such as the property profile report, previous inspection reports, cooking suppression systems maintenance and cleaning records, monthly inspection records, fire and smoke alarm testing forms, etc.) The fire binder must be kept at the location and available upon request.
- Any updates to contact information must be forwarded to BFES promptly for up to date records.
  - Contacts should be listed in order of who would be available in the event BFES responds and needs to gain access.
- Within thirty days of the inspection, the owner(s) is required to email BFES confirming all outstanding items have been taken care of.
- Properties are encouraged to have lockboxes. Lockboxes must be purchased through Seniors for Seniors Co-op located at 311 Park Ave. E.