



DNVFRS - OCCUPANCY FIRE & LIFE SAFETY GUIDELINES

Prior to final occupancy, all applicable Fire and Life Safety systems, documents, and operational requirements shall be completed and approved by District of North Vancouver (DNV) and District North Vancouver Fire Rescue Services (DNVFRS).

ADDRESS

- Approved DNV addressing
- Installed and visible day or night
- At the primary fire department response point

ACCESS

- To meet BCBC 3.2.5.
- Primary response points
- Fire department connection (FDC), located visible upon approach, in an acceptable location, mounted 610 mm (24 in) to 910 mm (36 in) from grade, and the signage shall meet the DNVFRS – Fire Department Connection Signage Requirements and the DNV Fire Bylaw

PAPERWORK

- Mechanical schedule C
- Fire alarm VI (ULC worksheet all devices)
- Fire alarm verification report
- Sprinkler System underground and above ground
- Sprinkler System contractors' material test certificate

LOCKBOX

- Installed in approved fire department location
- Abloy cylinder keyed for DNVFRS
- Shall meet DNVFRS – Fire Department Lockbox and Key Access Requirements and the DNV Fire Bylaw

OPERATIONS BOX

- Installed in approved fire department location (CACF Room) to retain additional FF keys

FIRE SAFETY PLAN

- Reviewed & acceptable by DNVFRS Public Safety division
- Evacuation plan posted on each level
- Alternate solutions if required
- Sequence of operations
- Code analysis (BCBC/BCFC)

KEYS

- Provide copy of building keys/fob for lockbox - shall meet DNVFRS – Fire Department Lockbox and Key Access Requirements and the DNV Fire Bylaw
- Entrance codes

RADIO

- Radio communication within building meets emergency services needs throughout building
- Shall meet DNVFRS – In-Building Ecomm Radio Amplification Systems Guideline Summary and the DNV Radio Amplification Bylaw

CONTACTS

- Contacts have been provided for occupancy

COMMON AREAS

- Fire separations finished, closures installed

FIRE LANE ACCESS

- As per approved DNV plans
- Meets the BCBC
- Signage approved by DNVFRS

EGRESS

- Finished grade
- Unlocked and unobstructed
- Illuminated as per the BCBC

HYDRANT

- Hydrant has 1 m (3.3 ft) clearance and is free of potential obstructions
- 45 m (147.6 ft) is maximum distance from hydrant to standpipe connection
- 45 m (147.6 ft) is maximum unobstructed firefighter travel from truck to building
- 90 m (295.3 ft) total travel from the main entrance to fire hydrant

PRIVATE HYDRANT

- Painted completely red (to be reviewed by DNVFRS and DNV engineering staff)
- Tested to the building design
- Meets DNV Hydrant requirements

FD CONNECTIONS

- Signage to identify (sprinkler/standpipe)
- Low pressure system
- High pressure system
- Placard of building site footprints identify areas of coverage for each fire department connection
- Approved fire department location
- 45 m (147.6 ft) is maximum distance from hydrant to Siamese connection
- Threaded plugs/metal/plastic capped
- Unobstructed and suitable ground cover for the purpose
- Located 610 mm (24 in) to 910 mm (36 in) from grade of adjacent grade or access level
- Meets DNVFRS – Fire Department Connection Signage Requirements and the DNV Fire Bylaw

LADDERING

- Where required 10.1 m (33 ft) max – if not met (review sprinkler code)
- Unobstructed
- Roof/attic required

EXITING

- Finished grade
- Unlocked
- Emergency exiting floor plans installed in all areas

STANDPIPES

- Meets BCBC, BCFC, DNV Fire Bylaws, as well as the DNVFRS – Development Site WATER Supply Requirements
- Metal caps - in place
- Marked PRV for each floor (if designed)
- External standpipes to be insulated/heat traced (to prevent freezing)

SPRINKLERS

- Hydraulic calculation plates information stamped (no pencil or pen because it fades)
- Spare heads & wrench in place
- Copy of trip test (schedule C-B from engineer)
- Copy of forms – installers material & test papers
- Flow zones each level
- Signage at connection indicating areas sprinklered

FIRE PUMPS

- Manufacturers' commissioning records
- Factory trained installer
- Signage and information in Fire Safety Plan & operation manual

FIRE ALARM

- Copy of ULC 3rd party verification certificate
- Copy of ULC certificate of monitoring (copy mounted by the Fire Alarm Panel)
- Zoning, labeling monitoring company label included
- Bells (min 10%)
- Pull stations (min 10%)
- Cross-over floor signage at annunciator panel
- Site graphics approved by DNVFRS
- Electrical permit/electrician's TQ#
- First breaker in the first panel labeled Fire Alarm Panel
- Perform a "loop test" in conjunction with fire dispatch

EMERGENCY LIGHTING AND OR GENERATOR, HEAT TRACE

- Operable and test labeled
- Emergency Generator Commissioning Test
- Fuel supply/level/switching information in the operations manual
- Heat trace is connected to emergency power and supervised by the fire alarm panel
- Turn breaker off to check performance

ELEVATORS

- Auto recall
- Manual recall - Key-operated emergency recall switches shall be provided at each elevator lobby on the recall level and within the Central Alarm and Control Facility (CACF)
- Keys for firefighter use & firefighter phone
- Fire helmets, main floor
- Fire helmets, alternate floor
- Signage “do not use...”
- Elevator recall (homing)
- Alternate floor recall (homing)
- Sequence of operations identified in Fire Safety Plan
- A clear connection/volume that the elevator identification is correct when confirming with the operator

EXTINGUISHERS

- NFPA 10 in place, and test labeled

SIGNAGE

- Signage must meet the most current BCBC
- Indicating stairs/levels (current BCBC)
- Cross-over floor signage at each door in exit stair shaft
- Fire doors “Keep Closed”
- Elevator signage – inside for firefighter use; outside “Do Not Use”
- Sprinkler room signage – hydraulic design information, stamped (no pen/pencil)
- Sprinkler control valve signage – metal or rigid plastic
- FDC connection signage
- Fire Alarm Panel Signage – monitoring company information on remote panel
- CAFC room signage
- Electrical room signage
- Service room signage
- Janitor and amenity room signage
- Storage room signage
- Bike storage room signage
- All signage must be metal or rigid plastic – permanent, legible, DNVFRS approved

Important Note: All requirements in this guideline must be met in full and must also comply with the District of North Vancouver Fire Bylaw.

Contact Information:

DNVFRS Public Safety Division – 604-980-7575 or firecom@dnv.org

Building Department – 604-990-2480



District of North Vancouver Fire Rescue Services