



Canyon Lake Fire Department



28730 Vacation Drive, Canyon Lake, CA 92587
(951) 335-9414 - <https://www.canyonlakeca.gov/clfd>

Building Owner Maintenance Responsibility Checklist

The Fire Code places the responsibility upon building owners for the maintenance of the fire protection systems. The items noted are to assist building owners to remain in compliance with Codes and Regulations. These items are a select few and this is not intended to be a complete list.

1. Fire Sprinkler Maintenance:
 - a) All fire systems are required to comply with fire code regulations.
 - b) The required test and inspection records shall be available for the Fire Code Official at all times.
2. Fire Alarm Maintenance:
 - a) Ensure that the fire alarm systems are tested and maintained.
 - b) Maintain the fire alarm testing and maintenance reports on-site and be sure that the required test and inspection records are available to the Fire Code Official.
3. Fire Protection Equipment:
 - a) Fire protection equipment (FDC and PIV valves) should be identified as to the areas that they serve.
 - b) Access to fire equipment shall be unimpeded and available at all times.
4. Fire Lanes:
 - a) Fire lanes shall be unobstructed and readily available for first responder use.
 - b) Fire lanes shall be designated in accordance with the fire department standards and shall include Fire Lanes No Parking on the top and face of the curb.
5. Knox Box:
 - a) The keys to such lock shall be secured in a key box. The owner/ occupant shall have the keys stored on site in case the fire department needs to get in.



Canyon Lake Fire Department



28730 Vacation Drive, Canyon Lake, CA 92587
(951) 335-9414 - <https://www.canyonlakeca.gov/clfd>

Business Fire and Life Safety Inspection Checklist

The Canyon Lake Fire Department has created a checklist to assist building and business owners with fire code violations. This is not an all-inclusive list of violations but a brief list of commonly found violations. Fire safety inspections of businesses are required to ensure that reasonable fire safety exists for that business.

1. Fire Extinguishers:
 - a) Fire extinguishers shall be visible and securely mounted in public view between 3' and 5' from the floor. If they are blocked from view signage must be provided.
 - b) Fire extinguishers shall be tagged by a licensed fire protection contractor within the last year or stamped with the current year. Sales receipts are not acceptable.
 - c) Fire extinguishers shall be placed no more than 75' travel distance from any location in the facility.
 - d) Most office and service type businesses require a fire extinguisher rated at 2A10BC.
 - e) For restaurants and cooking facilities, a "K" type fire extinguisher is required for the kitchen. This extinguisher also must be serviced annually.
2. Electrical Hazards:
 - a) Extension cords are not allowed to be used as permanent wiring.
 - a. Surge protectors are permitted for equipment if they are UL rated and used for computer type equipment or equipment that could be damaged by a surge of current.
 - b. Surge protectors shall not be connected in series or "daisy chained."
 - b) Open junction boxes and open-wiring slices are prohibited, and all electrical outlets are required to have a face/cover plate.
 - c) Electrical wiring, devices, appliances, and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.
 - d) Electrical panels must have clear unobstructed access no less than 30" in width and 36" in depth to the side and front of the panel.
 - a. All circuit breakers shall be identified as to their use.
3. Exiting:
 - a) All exit doors shall be unlocked from the interior and only require one operation. Doors that require a key to unlock from the interior of the building shall install a sign with the verbiage "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS."



Canyon Lake Fire Department



- b) No exit doors shall be obstructed from access, and materials shall be removed that may prevent immediate dispersal, and all exit hardware shall be in an operable condition.
 - c) When required, exit signs and access doors must be visible in the direction of travel providing an exit path of the building.
 - d) When required, exit signs shall be illuminated at all times, and have a backup battery supply with no less than 90-minutes of backup power. Exceptions include rooms or areas that require only one exit or exit access.
4. Storage:
- a) No storage shall be located in a boiler, electrical, or mechanical room.
 - b) Storage shall not be placed within 24" of the ceiling or 18" for sprinklered buildings.
5. Address Posting
- a) All commercial buildings shall have their address posted and visible from the street or right of way with numbers at least 6" in height and 1" wide in contrasting color.
 - b) Individual suites shall have the suite number/letter posted and visible from the street or right of way with numbers/letters at least 4" in height and 1" wide in contrasting color.
6. Hazardous Materials:
- a) An operational permit is required for the storage, handling or use of more than 5 gallons of flammable liquid indoor or 10 gallons of flammable liquid outdoor.
 - b) An operational permit is required for the storage, handling or use of more than 25 gallons of combustible liquid indoor or 60 gallons of combustible liquid outdoor.
 - c) Quantities of hazardous materials over 10 gallons must be stored in a certified flammable/combustible liquids locker or cabinet.
7. Knox Box:
- a) The owner or occupant shall provide current keys and notify the Fire Department when the building or suite is re-keyed. The key to such lock shall be secured in the Knox Key Box.
 - b) If there are more than fire businesses or 5 sets of keys, an additional Knox Box may be required due to the capacity of the Knox Box and a master key shall be provided for all suites and utility rooms.
8. Hood Extinguishing System:
- a) Hood suppression systems shall be serviced not less than every six months.
 - b) Hood and ducts shall be maintained free of grease accumulation.
9. City Business License:
- a) All businesses are required to have a valid and current City Business License.