



**City of Calgary – Fire Department  
FIRE AND LIFE SAFETY  
LICENSED PREMISE  
- DAILY CHECKLIST -**

Premises: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
yyyy mm dd

**Room/Area**

**Posted Occupant Load**

*Check to ensure compliance prior to opening for business:*

**Occupant Load**

☐ Maximum Occupant Load card is in “plain view” and is located at/near the principal entrance

**Exits**

☐ Corridors and aisles leading to exits are clear of obstructions

☐ Exit signs are lighted and fully visible

☐ Exit doors have appropriate hardware (panic hardware is required if capacity exceeds 100)

☐ Exit doors and discharge are completely unobstructed

☐ Exit doors open easily

**Fire Alarm System:**

☐ Fire alarm is operational as indicated by “power on” light

**Emergency Access Route**

☐ Is properly signed (fire lane)

☐ Is kept clear of parked vehicles

☐ Unobstructed access is provided to fire hydrants, siamese connection, and main entrance

**Stairwells (Means of Egress):**

☐ Is kept clear of storage or other obstructions

☐ Doors open and close properly

☐ Doors are equipped with only proper latching and release devices

**Emergency Lights**

☐ Are in operating condition

**Comments:**

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Owner/Representative: \_\_\_\_\_  
(Signature) (Print Name)

**NOTE:** The completion of this checklist is voluntary however, it is strongly recommended as a method to assist you in the maintenance of an adequate level of fire and life safety for your patrons and staff. Additional forms are available on the Calgary Fire Department website.