

**FIRE STATION DESIGN CHECKLIST:**

The purpose of this document is to provide a checklist in considering design requirements for a new fire station or to evaluate the infrastructure of an existing station. It is not intended to determine what the facility should look like, inside or out, nor specifically where it should be located. But rather, to give consideration to the various space requirements, mechanical and safety features, property and communication need uses of the facility, site selection and other pertinent factors. (Note: Apparatus space requirements should be confirmed by comparing with required apparatus dimensions.)

Cost is obviously important, but should not be a part of an initial planning or review process. After determining the optimum specifications of the station, then the cost factor should be applied to decide which of those specifications can be afforded and which may not. As an example to the municipality, fire stations should have "state of the art" automatic fire detection, alarm, and safety systems, where required.

What follows will present questions to answer, suggestions to follow and an outline of functions to consider. The categories listed are not in any special order, nor do they imply priority. It is also recognized that each municipality has its own goals, objectives, fire suppression problems, special equipment and policies for providing fire services.

**Fire Department: Township of Wainfleet Fire & Emergency Services  
 Fire Station # 1/2 Head Quarters/ Emergency Operations Centre  
 Location: 42134 Highway 3, Wainfleet ON (Chambers Corners)**

FIRE STATION PROPERTY – IDEAL DESIGN OBJECTIVES	Y	N
1. Is the fire station properly identified (i.e. fire department name, station number, location, etc.)? <b>Road side frontage will include signage and address</b>	<b>Y</b>	

2. Function and use considerations:		
<ul style="list-style-type: none"> <li>• Is the fire station designed for quick and safe response by personnel and apparatus? (Desired characteristics - minimum internal travel distances; doors swinging in the direction of travel to the apparatus floor without encroaching on walkways; minimum conflict in cross circulation; good proximity of all spaces to apparatus floor and other rooms) <b>“Adjacency” to be considered in final plan, intent is to ensure minimum distances and provide for flow.</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>• Is the department or fire station administration area optimally designed? (Desired characteristics - space for line, administrative and fire prevention officers; close proximity of space to public access.) <b>Concept plan provides for open and efficient work spaces</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>• Is the fire station fire prevention/public education area optimally designed? (Desired characteristics - sufficient space for inspectors, public information officers, audio-visual storage and bulletin boards; close public access.) <b>Workspace included for Training Officer &amp; Fire Prevention/Public Education personnel. Sufficient storage to be included.</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>• Is the fire station training area optimally designed? (Desired characteristics - sufficient classroom space for station personnel; space for training (inside and outside); storage space for files and audio-visual equipment and training aids) <b>Training room designed with partition to allow for smaller class sizes, and provides for facilities for AV equipment and space for hands on evolutions.</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>• Are the fire station building and station grounds designed as “low maintenance”? (Desired characteristics - the use of such low maintenance building materials as brick, block, metal and interior tile; natural grounds, rather than a lawn with formal landscaping) <b>Intent, is to have materials and finishes, long lasting and low maintenance (ex. Hard surface floors (NO carpet))</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Is the fire station designed to include public use of the building? (Desired characteristics - public use of specific areas without conflict with normal fire department operations, sufficient parking.) <b>Public use should be limited, as to not interfere with operations. Facilities will be provided for public events (Ex. Open houses, Municipal Events)</b></li> </ul>	<b>Y</b>	

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<ul style="list-style-type: none"> <li>Does the fire station design allow for flexibility for the future? (Desired characteristics - designed to allow for future growth in size, methodology and equipment; internal design of office space to allow for future changes in systems and methods.) <b>Intent is to address current operational gaps and provide for forecasted future needs. (Ex. Workspaces are modular not fixed furnishings)</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Are the fire station's building materials and systems cost effective? (Desired characteristics - zone heating; easy clean wall materials; fewer windows, and double glazed window assemblies; insulated walls and large insulated doors; materials conducive to insurance savings.) <b>Energy efficient design in conjunction is efficient utilities will be provided for</b> <b>Ex. Dual chamber boiler for domestic use and radiant in-floor heating.</b> <b>High performance doors and windows</b> <b>Increased insulation and sealed building envelope.</b> <b>Redundant systems for heating (Primary Radiant, alternate forced air/AC handler)</b></li> </ul>		
<ul style="list-style-type: none"> <li>Is the exterior configuration of the fire station acceptable? (Desired characteristics - minimum impact on single-family neighbourhood; fit in with surrounding buildings; minimal noise factor; objectionable lighting controlled.) <b>Commercial/Retail operation across the highway</b> <b>1 residential neighbour to the East separated by a row of trees.</b> <b>Design to be inconspicuous and fit with Community needs</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is the fire station designed for multiple uses? (Desired characteristics - combined uses of sections of building with other government agencies - e.g. police, emergency medical services, municipal government.) <b>Shared facility with EMS, and Municipal Emergency Operations Centre</b></li> </ul>	Y	
<p>3. Rooms and types of room considerations: (Could be combined, depending on priorities, philosophy)</p>		
<ul style="list-style-type: none"> <li>Is there an office for the fire/station chief? (Space for desk, chair, worktable or conference table, filing cabinet and at least two side chairs; optional workstation and conference space.) <b>Current office is 16'x16' – Proposed office is 12'x16'</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there an office for the fire/station deputy chief; platoon officers? (Space for desk, chair, worktable, filing cabinet and two side chairs.) <b>Concept plan includes a 10'x16' office for the DFC</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there an office for fire prevention/training personnel? (Space for desks, chairs, side chairs, work stations, filing cabinets, lockers, plans review table, interview room.) <b>Modular workspaces have been included in the administration portion of the building</b> <b>Training Officer- 7'x7'</b> <b>FPO/Pub.Ed.- 7'x7'</b> <b>Station Officer – 7'x7'</b> <b>Break out room or Station Officers space can be utilized for larger needs</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there a general or secretarial office? (Space for clerks, filing cabinets and public waiting area; work stations; duplicating machines; storage requirements; consider noise factor.) <b>Space has been allocated for potential Admin./Reception</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Does the fire station have sufficient storage room? (Fire prevention, training and administration space for audiovisual equipment and supplies; training aids and printed materials; public education materials; evidence lockers.) <b>1 closet has been provided for Administration needs</b> <b>Filing Cabinets will be used in central admin areas.</b> <b>Large cabinet space to be included in Training Room/EOC</b></li> </ul>	Y	

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<ul style="list-style-type: none"> <li>Is there a meeting/lecture room? <i>(Space large enough for at least 50 students for training purposes; give consideration to storage space for chairs, tables; projection/storage room)</i> <b>Proposed training room/EOC sized to accommodate 50-70 students</b> <b>Storage for chairs &amp; tables not provided</b> <b>AV equipment will be required for space</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there a kitchen? <i>(Space for cooking and food preparation; enough space should be provided so several people can work in the area at the same time; appliances sized to accommodate social events if conducted; sufficient electrical service capacity; ventilation and exhaust systems.)</i> <b>Kitchen has been designed to accommodate full working load during large events and long duration incidents</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there an eating area? <i>(Space large enough to seat anticipated maximum number of staff; could be combined with kitchen, lounge and multipurpose room.)</i> <b>Wainfleet Volunteer Firefighter's Association/Standby room can be used as a lunch/break room</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there a conference room? <i>(Although this room can be combined with another room, it is recommended that it be separate which allows its use without interfering with the routine of others.)</i> <b>One Breakout/Boardroom has been included to provide enough seating for 12-20 people</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Is there a lounge? <i>(Space for fire fighters away from the public - may be combined with meeting/lecture room.)</i> <b>WVFFA room and used as a lounge</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Does the fire station contain a dispatch/communications room? <i>(Space for radio equipment, emergency telephones, computers, maps, bulletin boards, etc.)</i> <b>Station Officers workspace will include radio and communications areas</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Are there male and female washrooms? <i>(Toilet facilities to be used by department personnel and/or public; in close proximity to multipurpose room; public rest rooms should be accessible to the handicapped, and have insulated walls for privacy.)</i> <b>Male &amp; female washrooms, showers and change rooms have been designed to floor with locker room and rest areas.</b></li> </ul>	Y	
<ul style="list-style-type: none"> <li>Are there separate washrooms, showers and lockers for firefighters? <i>(Close to dormitories. Should not be combined with public bathrooms. Separate facilities for males and females. Provision for decontamination showers with retention tanks.)</i> <b>One accessible washroom will be provided</b> <b>Male &amp; Female washrooms/showers are separated from locker/change/rest areas</b></li> </ul>	Y	

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<ul style="list-style-type: none"> <li>Is the apparatus area appropriate (see “Apparatus Space Requirements” chart below)? (Indoor parking for all apparatus and vehicles including reserve apparatus; space for limited hands on training with vehicles as well as routine maintenance work. Additional space, if required, for mechanical functions including tool and parts storage.)</li> </ul>		
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**APPARATUS SPACE REQUIREMENTS (Estimated): Station Clearances:**

Clearance	Item	Recommended Spacing	Actual Spacing
Front	All vehicles	1.5 m (5 ft.) min	<b>5'</b>
Between Each Vehicle	All vehicles	1.8 m (6 ft.) min.	<b>6'</b>
Side	All vehicles	1.8 m (6 ft.) min.	<b>6'</b>
Rear*	Pumper (appx. 30' long)	6 m (20 ft.) min.	<b>10'</b>
Rear*	Rescue (appx. 24' long)	3 m (10 ft.) min.	<b>5'</b>
Rear*	Car (appx. 20' long)	1.5 m (5 ft.) min.	<b>5'</b>
Rear*	Tanker (appx. 30' long)	6 m (20 ft.) min.	<b>10'</b>
Rear*	Aerial (appx. 55' long)	6 m (20 ft.) min.	<b>NA</b>
*NOTE: Drive through bays permit 1.5 m (5 ft.) rear clearance			
	Bay Doors	4.3 m (14') x 4.3 m min. 3.7 m (12') x 12' can be used but remember, that an 2.4 m (8') wide vehicle with 14" mirrors on ea. side will leave only 6" clearance!	<b>14' Wide x 14' Tall</b>

<ul style="list-style-type: none"> <li>Is there sufficient storage room for firefighters? (Space for fire fighters for protective clothing, equipment such as breathing apparatus parts etc., hose, other tools and equipment. Room for general supplies such as cleaning/ maintenance supplies and materials.) <b>One large room will provide UV protected &amp; ventilated bunker gear storage space for 20-30 firefighters</b> <b>One room will be vented and separated for SCBA filling and maintenance</b> <b>One room will be provided for maintenance and tool storage area</b> <b>One room will be vented and separated for hazardous materials (oil, fuel, etc.) and contaminated equipment</b> <b>Open storage mezzanine to be provided above SCBA, Maintenance, Storage rooms for spare equipment (hose, ladders, etc.)</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>Is there a dormitory? (Can be either a one room general sleeping area, or a series of rooms. May be combined with other rooms (e.g. classroom). <b>Rest &amp; Rehabilitation space has been provided for in the locker/change room separated from the washroom/showers.</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>Is there an exercise room? (A separate room is recommended because of the emphasis on a requirement for physical fitness for both fulltime and volunteer personnel.) <b>Firefighter health and wellness room has been provided for above the Bunker gear storage room.</b> <b>This room will be separated to mitigate diesel/CO exposure</b></li> </ul>	<b>Y</b>	
<ul style="list-style-type: none"> <li>Is there a social room? (Usually for volunteer departments, which can be combined with other rooms above such as the meeting/lecture room.) <b>WVFFA/Standby/lounge/Lunch Room</b></li> </ul>	<b>Y</b>	

Notes:

**FIRE STATION DESIGN CHECKLIST:**

<b>HEALTH AND SAFETY CONSIDERATIONS</b>		<b>Y</b>	<b>N</b>
1. Is there a conspicuous "Safety Alert" message board? <b>Required H&amp;S and HR boards to be posted in training areas</b>		<b>Y</b>	
2. Has a WHMIS program been implemented in the fire station? <b>Globally Harmonized System has been adopted for all facilities</b>			
3. Building/Fire Code considerations, including:			
• Are there smoke alarms installed in appropriate areas?		<b>Y</b>	
• Are there CO detectors installed in appropriate areas?		<b>Y</b>	
• Is commercial style cooking equipment and exhaust protected with an automatic system?		<b>Y</b>	
• Is emergency lighting installed, where required?		<b>Y</b>	
• Are illuminated exit signs installed, where required?		<b>Y</b>	
• Do exit doors swing in the direction of exit travel, where required?		<b>Y</b>	
• Is there <u>not</u> indoor storage of propane (e.g. BBQ tanks, including attached)? <b>Hazardous storage area provided off the apparatus bays</b>			
• Is there proper indoor storage of gasoline (i.e. in listed safety containers)? <b>Hazardous storage area provided off the apparatus bays</b>		<b>Y</b>	
• Are containers of fuel on apparatus listed?			
• Does the fire station have a "listed" storage cabinet for larger quantities of combustibles/flammables? <b>Hazardous storage area provided off the apparatus bays</b>		<b>Y</b>	
• Does the fire station appear to comply with other Fire Code requirements? <i>If not, explain deficiencies:</i>		<b>Y</b>	
4. Are measures being taken to reduce diesel fumes ( <i>As per Section 21 Committee Guidance Note</i> )? <i>Explain:</i> <b>Capture at Point of Source, as well as CO/H2S monitors in apparatus areas that activate overhead air scrubbers</b>		<b>Y</b>	
5. Is the apparatus floor <u>not</u> too smooth or slippery when wet? <b>Floor coatings to be anti-slip, anti-static and stain &amp; chemical resistant</b>		<b>Y</b>	
6. Do doors <u>not</u> swing into paths of travel?			
7. Are pathways between furniture in the office area open and straight?		<b>Y</b>	
8. Are driveways for apparatus separate from driveways for business travel? <b>Entrance and apron sized large enough to permit bi-directional flow of traffic</b>			
9. Is there effective pathway lighting inside and outside of the building? <b>All perimeter lighting to be down light and reduce light pollution</b>		<b>Y</b>	
10. Is there proper ventilation for all areas of the building?		<b>Y</b>	
11. Do stairway steps have nonskid treads?		<b>Y</b>	
12. Do shower areas have nonskid floors?		<b>Y</b>	
13. Does the fire station have an eyewash station(s)?		<b>Y</b>	
14. Does the fire station have a security key system or coded locks? <b>Twp. currently utilizes a Fob System</b>		<b>Y</b>	
15. If there is a hose tower, is the area signed as a hard-hat, eye protection area? • Is there "fall-arrest equipment" installed in the tower			<b>N</b>
16. Apparatus considerations, including:			
• Are larger vehicles receiving at least one O.L. & F. and brake inspection annually?		<b>Y</b>	
• Are there proper maintenance records available?		<b>Y</b>	
• Do maintenance records show consistent preventative maintenance for station apparatus?		<b>Y</b>	
• Are annual safety inspections being done for larger vehicles ( <i>should have MTO "yellow sticker" on driver's side window or windshield</i> )?		<b>Y</b>	
Notes:			

**FIRE STATION DESIGN CHECKLIST:**

<b>BUILDING MATERIALS</b>		<b>Y</b>	<b>N</b>
1. Is the fire station constructed of building materials that will give long life, reduce maintenance, conserve energy and foster safety for the occupants? <i>Explain:</i> <b>Proposed Insulated Concrete Form (ICF) construction, Dual use LNG Boiler for domestic hot water &amp; heat Hydronic in-floor radiant heating with redundant radiant &amp; forced air HVAC. Low-e Argon Double glazed windows High performance doors with speed openers &amp; closures to reduce exchange time Lower Exterior cladding to be brick/stone Upper exterior cladding to be vertical steel, or horizontal composite Roof cladding to be coated long life steel panels</b>	<b>Y</b>		
2. Is the exterior of the building constructed using stable, low maintenance materials (e.g. pre-finished metal or brick)? <b>Mixed Long life materials</b>	<b>Y</b>		
3. Are the exterior walls and roof insulated? <b>ICF Walls – (R30+) High load engineered trusses (R50+)</b>	<b>Y</b>		
4. Are the windows double or triple glazed? <b>(Double Low E/Argon)</b>	<b>Y</b>		
5. Have the number of windows been minimized to conserve energy?	<b>Y</b>		
6. Are the fire station doors insulated?	<b>Y</b>		
7. Have the number of windows in fire station doors been minimized to conserve energy?	<b>Y</b>		
8. Are the exterior doors metal insulated?	<b>Y</b>		
9. Is the fire station roof pitched for more effective run off?	<b>Y</b>		
10. Is the apparatus floor a hard (e.g. concrete) surface? <b>(Hermetic Epoxy coated, non slip chemical resistant)</b>	<b>Y</b>		
Notes:			

<b>LIGHTING AND POWER</b>		<b>Y</b>	<b>N</b>
1. Emergency generator considerations:			
• Does the fire station have an emergency generator?	<b>Y</b>		
• Does the generator have sufficient capacity to supply power for all essential functions? <i>(e.g. interior pathway lighting, apparatus area doors, radios, telephones, fuel pumps, heating systems, fire alarm systems, some defined room lighting, some wall outlets for required equipment)</i>	<b>Y</b>		
• Does the generator have an automatic starting capacity?	<b>Y</b>		
• Is the generator located inside the building in a separate room? <b>External Pad mounted</b>	<b>Y</b>		
• Are there contingencies in place to provide generator fuel during extended emergencies? <i>Explain: <b>Dual Fuel, Natural Gas-LPG Propane- Fixed line NG with backup LPG Tank</b></i>	<b>Y</b>		
2. Is there a multipurpose room with area or stage lighting for audiovisual presentations and speakers <i>(Area lighting with intensity control may be more effective)?</i> <b>Training room to include blinds on windows and multiple zone dimmable lighting</b>	<b>Y</b>		
3. Is extra high intensity lighting provided for maintenance and repair areas? <b>LED high bay lighting positioned between apparatus to avoid shadow areas</b>	<b>Y</b>		
4. Is there exterior pathway lighting installed outside the fire station <i>(preferably on a timing or light sensitive switch)?</i>	<b>Y</b>		
5. Is there sufficient lighting for exterior training areas and the parking lot?	<b>Y</b>		
6. Are 3-way light switches installed in rooms with more than one door? <b>3 way switching with motion detection on timing devices to reduce non critical energy consumption</b>	<b>Y</b>		
7. Is some interior lighting interlocked to come on when an alarm is activated? <b>(Apparatus, PPE, Hallways)</b>	<b>Y</b>		
Notes:			

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<b>HEATING/COOLING</b>		<b>Y</b>	<b>N</b>
1. Does the fire station have zone heating, so those areas not being used can have temperatures reduced? <b>Apparatus area to include hydronic in-floor heating with redundant overhead LNG radiant tubes</b> <b>Administration and Operational areas will be controlled by separate zones- hydronic in-floor heating with redundant LNG forced air furnace will double as air handler for AC unit.</b>	Y		
2. Does the fire station have timed temperature controls?	Y		
3. Have ceiling fans been installed, particularly in the apparatus area?	Y		
3. Is the number and size of hot water tank(s) adequate for the fire station ( <i>more than one may be necessary to reduce the lengthy piping necessary to move hot water where it is required</i> )? <b>Design places mechanical room in the centre of the facility to ensure short runs and even distrubtuion</b>	Y		
4. Does the fire station have air conditioning ( <i>comfortable employees work more effectively</i> )? <b>Administration and Operational areas will be controlled by separate zones- hydronic in-floor heating with redundant LNG forced air furnace will double as air handler for AC unit.</b>	Y		
Notes: <b>Centralized mechanical room to avoid full length of building runs, Dual purpose central boiler for domestic hot water and hydronic heating system</b>			

<b>COMMUNICATIONS (Full Time Departments)</b>		<b>Y</b>	<b>N</b>
1. Does the fire station have a separate public address or paging system?	Y		
2. Has a relay been installed to turn off kitchen stoves, ovens and appliances when an alarm is received ( <i>can be connected to a radio toning system or any other system used in responding to an alarm</i> )?	Y		
3. Does the fire station have radio controlled apparatus door closers? ( <i>Timing devices are not recommended</i> )	Y		
4. Does the fire station have outside speakers (with an on/off switch) for an outside training area?	Y		
5. Are paging and alarm speakers installed in all areas of the fire station?	Y		
Notes:			

<b>SIZE AND CONFIGURATION OF PROPERTY</b>		<b>Y</b>	<b>N</b>
1. Property width considerations:			
• Does the width allow for adequate drive around or drive through operations and parking?	Y		
• Does the width allow enough space for a buffer of landscaping that is pleasing to neighbours and the department?	Y		
• Does the width allow adequate side yard parking?	Y		
• Does the width permit the infusion of effective anti-noise and anti-bright light buffers?	Y		
2. Property depth considerations:			
• Does the depth afford enough space to hold the longest apparatus to be used at the station without projecting onto a sidewalk or street?	Y		
• Does the depth allow for sufficient visitor and employee parking?	Y		
• Does the depth allow for a rear training area, if needed and planned?	Y		
• Does the depth have enough space for landscaping, including a rear buffer area?	Y		
• Does the depth allow rear access to drive through bay(s)?	Y		
3. Other property considerations:			
• Is there enough vehicle circulation and parking space for staff and spare fire department vehicle parking?	Y		
• Are there enough parking spaces for training classes?	Y		
• Are there enough parking spaces for public use?	Y		
• Is there a sufficient amount of exterior training space?	Y		

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• Is there enough space to allow for a proper entrance to a public meeting room?	Y	
• Are there adequate public walkways on the property?	Y	
• If applicable, is there sufficient space for gasoline and/or diesel fuel storage?	Y	
• If a dumpster is used, is there sufficient space for garbage trucks?	Y	
• If there is a training area, does it properly blend with parking and /or recreation uses of the property?	Y	
• If applicable, is there a public or training hydrant with a return pit on the property?	Y	
• Is there adequate lighting for the property, including the parking area?	Y	
• Is there adequate signage on the property (e.g. no parking – fire route, etc.)?	Y	
• Is the property landscaping considered adequate?	Y	
• Is there an alarm box for alerting firefighters? <b>A phone may be placed in a weather resistance box for direct connection to Emergency Operator on the outside of the building</b>		N
• Has provision been made for the drainage of storm water? <b>Existing pond on site will provide reservoir for storm water, excess flow to be drained in to existing drainage network along the rear property line. Pond will also operate as a source for fire water for community responses and training</b>	Y	
• Are there exterior electrical outlets?	Y	
• Is the property located more than 150 feet from a traffic signal (i.e. that would back up traffic in front of the driveway)?	Y	
Notes:		

SPECIAL CONSIDERATIONS	Y	N
1. Office considerations:		
• Is there adequate furniture for required administration work?	Y	
• Is there a radio, remote (so that administrative staff may monitor emergency operations)?	Y	
• Is there a drinking fountain (or water cooler)?	Y	
• Are there sufficient telephone outlets?	Y	
• If applicable, are there cable TV or Satellite connections?	Y	
• Are there adequate bulletin boards (i.e. in addition to the Safety Alert board)?	Y	
• Is there a fire station trophy case?	Y	
• Are there sufficient storage cabinets and closets?	Y	
• Are there sufficient computer workstations?	Y	
2. Dispatch/Communications considerations (where applicable):		
• Is there sufficient wall space for maps and bulletin boards?	Y	
• Do the dispatchers have traffic light control?		N
• Are there fire alarm controls?	Y	
• Are there sufficient telephones?	Y	
• Are there sufficient radios?	Y	
• Is there adequate writing space (including drawers for holding forms)?	Y	
• Does dispatch use a computer aided dispatch (CAD) system?	Y	
• Are there sufficient chalkboards?		N
• Is there proper antenna cable conduit to the roof area?	Y	
• If applicable are there appropriate three way switches?	Y	
• If applicable are there appropriate fuel pump switches?		N
• Is the dispatch area flooring low maintenance?	Y	
• Are the interior finishes of the dispatch/communications of appropriate acoustical materials?	Y	



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3. Kitchen considerations:		
• Is the stove of adequate size for its use?	Y	
• Are there sufficient tables and chairs?	Y	
• Is there an adequate refrigerator?	Y	
• Is there a double/Triple sink ( <i>health and safety</i> )?	Y	
• Are there adequate cabinets?	Y	
• Does the kitchen have effective ventilation?	Y	
• Does the kitchen have low maintenance flooring?	Y	
• Are there adequate food lockers?	Y	
• Is there a broom closet?	Y	
4. Multipurpose Room considerations:		
• Is there a screen for training, films, slides, etc.?	Y	
• Does the room have special lighting ( <i>e.g. variable intensity lighting</i> )?	Y	
• Does the room have good acoustics?	Y	
• Is the room separated by doors from the rest of the facility?	Y	
• Does the room have blackout capability for films, etc.?	Y	
• Is there a ventilation fan?	Y	
• Where applicable, is there a cable TV or Satellite connection?	Y	
• Is there a chalkboard/whiteboard?	Y	
• Is there a tack board or tack strips for displays?	Y	
• Is there adequate space for furniture storage?	Y	
• Is there a coat rack?	Y	
5. Station Officer's Room (where applicable) considerations:		
• Does this room have appropriate lockers?		N
• Does the room have a telephone?	Y	
• Does the room have appropriate furniture?	Y	
• Does the room have a computer work station?	Y	
6. Apparatus area considerations:		
• Is there proper water drainage ( <i>e.g. floor sloped, drain under each vehicle, drains emptying into separator</i> )?	Y	
• Is the floor smooth enough to clean, but rough enough to prevent slipping?	Y	
• Are the apparatus doors of sufficient size ( <i>ideal is 14' X 14'</i> )?	Y	
• Is there a separate heating system for the apparatus area?	Y	
• Are there radio controlled door controls next to the doors ( <i>ideal</i> )?	Y	
• Is there a mop sink in the apparatus area?	Y	
• Is there an emergency shower and eyewash in the apparatus area?	Y	
• Are there electrical connections for vehicle battery chargers?	Y	
• If applicable, is there an electrical connection for a hose dryer?	Y	
• Is there a dryer room for protective clothing, salvage covers, etc.?	Y	
• If applicable, is there adequate space for the sliding pole?		N
• Is there a high scoff board for ladder training?	Y	
• Is there a drinking fountain or water cooler?	Y	
• Are the apparatus doors motor operated, with a manual override?	Y	
• Is there a duct system for vehicle exhaust?	Y	
• Are there large, slow moving ceilings fans?	Y	
• If yes, do the ceiling fans have protective screens?		N
• If required, is there an airline for apparatus brakes?	Y	

**FIRE STATION DESIGN CHECKLIST:**

7. Workroom considerations:		
• Is there a workbench ( <i>should be at least 8 feet long</i> )?	Y	
• Are there adequate storage cabinets?	Y	
• Is there a washer/dryer?	Y	
• Does the workroom have large capacity duplex outlets?	Y	
• Is there a floor drain?	Y	
• Is there an exhaust fan?	Y	
8. Hose/Training Tower considerations:		
• Are there sufficient drying racks?	Y	
• Is there a power or manual hose-raising machine? Power _____ Manual _____		N
• Are there floor drains?	Y	
• Are there waterproof lights, outlets and switches?	Y	
• Is there a standpipe ( <i>training tower</i> )?		N
• Are there sprinklers on one floor ( <i>for training</i> )?		N
• Are there wood surfaces where ladders are used?	Y	
• Is there adequate ventilation (gravity and power)?	Y	
• Are there adequate stairways (or ship's ladder w/ safety cage and oversized door in hose tower)?		N
• Are there safety rails in the hose hanging area?		N
• Is the roof designed for walking ( <i>training</i> )?		N
• Is there a safety rope ladder on the roof ("O" ring) ( <i>training</i> )?		N
• Are there drains on each floor?		N
• Are there minimum window openings of 3.5' X 5.5' ( <i>training</i> )?		N
• If attached to fire station, are there two doors at ground level – one leading inside, one leading outside?		N
9. Dormitory considerations:		
• Are there adequate separations (4 feet) between beds?	Y	
• Is there a ventilation fan with a timing switch?	Y	
• Is there an area for cleaning supplies?	Y	
• Is the dormitory located away from public areas?	Y	
• Is there a linen storage area?		N
• Are there large lockers for the firefighters?	Y	
10. Showers and Washroom considerations:		
• Are there adequate floor drains?	Y	
• Are there separate male/female facilities?	Y	
• Are the walls and ceilings covered with low maintenance materials?	Y	
• Are there ventilation fans on timers?	Y	
• Are there benches in the locker area?	Y	
• Is there a drinking fountain or water cooler?		N
• Are there water restrictors on the showerheads?	Y	
• Are there wall hung water closets for easy maintenance?	Y	
11. Lounge considerations:		
• Is there a cable TV or Satellite connection?	Y	
• Is there a television and VCR/DVD?	Y	
• Is there adequate lounge furniture?	Y	
• Are there bulletin boards?	Y	

**FIRE STATION DESIGN CHECKLIST:**

12 Repair Garage/Area considerations:		
• Is there a large storage area for tires, etc.?	Y	
• Is there a vehicle lift?		N
• Is there a workbench?	Y	
• Is there appropriate tool storage?	Y	
• Is there space for any special equipment?	Y	
• Is there a compressor?	Y	
13. Outside considerations:		
• Are there adequate curbs?	Y	
• Is there a cement pad by the fuel pumps?		N
• Are there adequate electrical outlets?	Y	
• Are there cement pads in training areas where ladders will be used?	Y	
• Are there adequate drains and catch basins?	Y	
14. Miscellaneous considerations:		
• Does the fire station have a key system or coded locks?	Y	
• Does the fire station have doorbells?	Y	
• Are there electrical outlets high on walls for clocks?	Y	
• Are there water faucets inside the apparatus area?	Y	
• Are there water faucets outside the building?	Y	
• Is there a separate exercise room ( <i>ideally near a shower/locker area</i> )?	Y	
Notes:		