CONSUMER PROTECTION BC

P.O. Box 9244
Victoria, B.C. V8W 9J2
Phone: (604) 320-1664
Fax: (250) 920-7181
Toll free 1 888 777-4393
www.consumerprotectionbc.ca

CEMETERY AND FUNERAL SERVICES

CREMATORY TECHNICAL CHECKLIST

The following information is meant to serve as a guide for applicants who are working with a professional engineer in the design, construction and completion of a crematorium. For more information please contact **Consumer Protection BC, PO Box 9244, Victoria, B.C. V8W 9J2, Phone: 604-320-1664 or Toll free: 1 888 777-4393**

PRELIMINARY CHECKLIST

1. Copies of Letters of Assurance, Schedule C, from the Design Professionals of Record.

2. Copies of Electrical Contractor Permit or Authorization, Gas Permit and Special Gas Approval / Certification of Gas Appliance with S.G. number.

3. Copy of Clearance Certificates from the Electrical Safety Branch, Gas Inspector and Plumbing Inspector.

4. Copy of the Fire Alarm System Verification Certificate. (if any)

5. Copy of the Occupancy Permit and copy of Report from the Building Inspector.

6. Copy of the Commissioning Report together with temperature recording and stack emission analysis, as follows:
   - Carbon Dioxide CO_2 %
   - Carbon Monoxide CO %
   - Oxygen O_2 %
   - Nitrogen N_2 %
   - Water H_2O %
   - Particulate emission grains/std. Cu.ft.

7. Copy of the emergency light test certificate.

8. Signed copy of New Installation Start-up Procedures, Check-Lists together with Start-up Values.

9. Signed copy of Authorization and Acceptance of Equipment.

10. Copy of :
    - Burial Permit and Acknowledgement of Registration of Death,
    - Authorization for Cremation and Disposition and
    - Certificate of Cremation.

11. Copy of the letter certifying adequate operator training.

COMPLETION CHECKLIST

A. MUNICIPAL AUTHORITY

1. Copy of Building Permit and Building Permit Notice.

2. Evidence that the site zoning has Municipal approval.

3. Confirmation from the Fire Chief or Department having jurisdiction that the plans have been reviewed for Fire Safety of the Facility and that the design complies in all material respects with the B.C. Fire Code.

4. Clarification of the Building and Occupancy Classification

5. Copies of all Letters of Assurance, Schedules B1 & B2, from all Design Professionals.

B. DRAWING SUBMISSION

1. Complete set of approved Architect's / Engineer's Plans of the Structure, in compliance with the B.C. Building Code.

2. Site plan, showing the location of the proposed structure in relation to all surrounding existing structures, and the prevailing wind direction.

3. Current Arial Photograph showing the location of the proposed facility

4. Approved electrical & mechanical installation drawings, prepared in accordance with relevant Code requirements, showing Building Service Entrance, location of Mains Shut-off Valves and distribution details, as well as Life Safety and Fire Safety Installation details.

5. Electrical Plan showing lighting and power layout, fixture specification and Distribution panel board details.

6. Details of Life Safety emergency lighting and illuminated exit sign layout and device specification.

7. Details of Smoke Stack penetration through the roof, in plan view and section, including fire proofing details.

8. Details and section of Cremator foundation, flooring material and leveling tolerances.

9. Installation drawings approved by the manufacturer, including approval of installation clearances.

C. EQUIPMENT DETAILS

1. Manufacturer's Specification, technical details and shop drawings.

2. Combustion louver details, giving overall sizes, free area and pressure drop. Particular attention is to be paid to noise re-generation on the building exterior.

3. Evidence of CSA or ULC Equipment Approval.

4. If other than Canadian CSA / ULC approved, evidence is required that equipment has been tested and passed by an independent, competent and recognized testing facility.

5. Details of ancillary equipment, such as heat recovery unit for pre-warming of combustion air, combustion air by-pass damper for summer / winter operation, etc.

6. Details of control devices, such as Temperature and Stack emission sensors and Chart recorders, etc

7. Type of automatic safety devices used for fails-safe front loading door operation.

8. Availability of operator safety gear, such as goggles for eye protection, noise protection ear plugs and dust masks.