FC FIRE PREVENTION / OWNER WORKSHEET

Fire Safety Plan project inputs

Gather information for a scope discussion and track project milestones.

01 Property and project

Property / use / municipality

Owner or authorized contact / project reference

New plan, update or review request / known deadline

02 Information to discuss

Existing plan, drawings and authority correspondence available

Known changes to use, layout, systems or responsibilities

Information still needed / person responsible

03 Keep milestones separate

Draft/version, submission date and response received

Revisions, approval where required, and implementation tasks

This is a preparation worksheet, not a Fire Safety Plan or municipal application. The municipality determines submission requirements. Do not put access codes or sensitive security details here.