

Fire Safety Plan

(Single - Stage Fire Alarm System)

for

Building Name

Address

PREPARED BY:

DATE PREPARED:

SIGNATURE OF CHIEF FIRE OFFICIAL:



**The Corporation of the
City of North Bay**

200 McIntyre St., East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: (705) 474-0400



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Part 1 Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines "OWNER" as "any person, firm or corporation controlling the property under consideration". Consequently, owners may be managers, maintenance staff and tenant groups.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan approved location is: _____

SUBMISSION PROCEDURES

At least two (2) **typed** copies of the Plan (8 1/2 X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

The Fire Safety Plan shall be reviewed as often as is necessary, but at intervals not greater than 12 months, to ensure that it takes into account changes in the use and other characteristics of the building.

Part 2(a) Resources Audit

BUILDING PROFILE AND FIRE SAFETY SYSTEMS

Building Information		
Common Name of Bldg.:		Building Type Construction:
Address:		
City: North Bay	Postal Code:	
Number of Stories:	Number of Units:	Building Area: meters square
Indicate the primary use of your building: <input type="checkbox"/> Public assembly, residential, business, mercantile, industry		
Building Facilities		
Do you have a parking garage? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have an elevator? Yes <input type="checkbox"/> No <input type="checkbox"/> Automatic Recall Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Manual Recall Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	Is there a firefighter elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have smoke control devices? * Only buildings over 6 storeys Yes <input type="checkbox"/> No <input type="checkbox"/> Magnetic hold open devices on doors? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have pressurized stairwells? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there interior roof access? Yes <input type="checkbox"/> No <input type="checkbox"/> Where?
Do all stairwells exit to the exterior? Yes <input type="checkbox"/> No <input type="checkbox"/> If no explain?		
Do you have hazardous materials stored on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list the materials below:		
Building Access		
<input type="checkbox"/> Lock Box	<input type="checkbox"/> CHUBB	Location:
<input type="checkbox"/> Entry Code	<input type="checkbox"/> Other Type	
Onsite Building Information		
<input type="checkbox"/> Fire Safety Plan	Revised Date:	Location:
<input type="checkbox"/> WHMIS Information		Location:
<input type="checkbox"/> Other		Location:
Occupant Load		
Residents/Tenants:	Total Number:	Daytime approx. Number:
		Evenings approx. Number:

ALARMS & EVACUATION SYSTEMS

Alarm Systems	
<input type="checkbox"/> Main Fire Alarm Control Panel	Location:
<input type="checkbox"/> Annunciator Panel Location	Location(s):
Type of Alarm (Check the appropriate box below.)	
<input type="checkbox"/> Single Stage Fire Alarm System Make: Model:	<input type="checkbox"/> Interconnected Smoke Alarms
<input type="checkbox"/> Security/Intrusion <input type="checkbox"/> Partial System	<input type="checkbox"/> Sprinkler System used as Fire Alarm

Fire Protection Devices (Check any that are present in your building)	
<input type="checkbox"/> Smoke Alarms (Battery or hardwired units)	<input type="checkbox"/> Emergency Lighting (Battery powered)
<input type="checkbox"/> Smoke Detectors (Alarm System)	<input type="checkbox"/> Carbon Monoxide Detectors
<input type="checkbox"/> Heat Detectors	<input type="checkbox"/> Fire Extinguishers
<input type="checkbox"/> Evacuation Communications System (PA)	<input type="checkbox"/> Voice Communication System
<input type="checkbox"/> Commercial Kitchen Hood Suppression System	<input type="checkbox"/> Other

Evacuation Information	
<input type="checkbox"/> Meeting Place (Location occupants assemble immediately after leaving building during evacuation.) Location:	
<input type="checkbox"/> Areas of Refuge: (Shelter if necessary)	
Re-Entry Procedures: (Wait for approval from Fire Official)	

FIRE PROTECTION

Water Supply
Is there a fire hydrant within 90 meters of your buildings front door? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no, is there another year round source of water on your property (swimming pool, reservoir, pond, etc...)? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no to both questions, immediately contact Fire Prevention at 474-0400

Sprinkler System
Do you have a sprinkler system in your building? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, what areas are sprinklered?
If you have a sprinkler system in your building, the following devices <u>must be indicated</u> on the diagram of your building: Fire Department Connection (Siamese) Connection, Sprinkler Control Room, Fire Pump(s), Main Control Valve, Isolation Control Valve(s), and Post Indicator Valve(s).
Is your sprinkler connected to the Fire Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, is there a water gong or other alerting device to indicate water flow? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, immediately contact Fire Prevention at 474-5662

Standpipe System	
Do you have a standpipe system in your building? (Fire hose cabinets) Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to next entry.)	
If yes, does it cover your whole building? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, what areas are covered?	
Do your fire hose cabinets have fire extinguishers? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How are the hose cabinet doors opened if they are locked or fastened?	
If you have a standpipe system in your building, the following devices <u>must be indicated</u> on the diagram of your building: Fire Department Connection (Siamese) Connection, Hose Cabinets, and Main Shut Off Valve.	

Fixed Extinguishing Systems		
Area Protected	Type	Specify Details
<input type="checkbox"/> Kitchen/Commercial (NFPA 96)		
<input type="checkbox"/> Spray Booth		
<input type="checkbox"/> Other		
Extinguishing System connected to Fire Alarm		Yes <input type="checkbox"/> : No <input type="checkbox"/>

UTILITY PROVISIONS

Electrical, Utility & Fuel Supplies	
<input type="checkbox"/> Water Main Shut off	<input type="checkbox"/> Main Electrical Shut off
<input type="checkbox"/> Natural Gas Shut off	<input type="checkbox"/> Fuel Oil/Diesel Shut off
<input type="checkbox"/> Emergency Generator	Location:
All the above items <u>must be indicated</u> on your building diagram.	

Refuse		Sprinkler Coverage
<input type="checkbox"/> Garbage Room	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Chute	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Compactor	Location:	<input type="checkbox"/> Yes
<input type="checkbox"/> Garbage Exterior Storage	Location:	
All the above items <u>must be indicated</u> on your building diagram.		

Part 2(b)
HUMAN RESOURCES AUDIT

Ownership				
Building Owner:		Phone:	Res: ()	Cell: ()
Address:		Bus:()		Ext:
City:	Postal Code:	Fax:()	Pager:()	
		Email:		
Keyholders (Enter keyholder information in the order of priority for contacting.)				
1. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)				
Name:		Phone:	Res: ()	Cell:()
Position:		Bus:()		Ext:
Address:		Fax:()		Pager:()
2. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)				
Name:		Phone:	Res: ()	Cell:()
Position:		Bus:()		Ext:
Address:		Fax:()		Pager:()
3. Same as 1 <input type="checkbox"/> or 2 <input type="checkbox"/> listed above. (If the same, check the appropriate box.)				
Name:		Phone:	Res: ()	Cell:()
Position:		Bus: ()		Ext:
Address:		Fax: ()		Pager:()
FIRE ALARM MONITORING Co.				Phone No.
SPRINKER MONITORING Co.				Phone No.

Part 3

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES SIGNAGE SHALL BE POSTED AT ALL FIRE ALARM SYSTEM PULL STATIONS AND EXITS. THE INSTRUCTIONS SHALL READ AS FOLLOWS:

IN CASE OF FIRE

UPON DISCOVERY OF FIRE:

- LEAVE FIRE AREA IMMEDIATELY
- CLOSE DOORS
- SOUND FIRE ALARM
- CALL 911
- LEAVE BUILDING VIA NEAREST EXIT

UPON HEARING FIRE ALARM

- LEAVE BUILDING VIA NEAREST EXIT
- CLOSE DOOR BEHIND YOU
- DO NOT USE ELEVATOR

CAUTION

IF YOU ENCOUNTER SMOKE – USE AN ALTERNATE EXIT

IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND ATTEMPT TO SEAL OFF ANY CRACKS.

Decals with this information can be purchased from the 'Fire Marshal's Public Fire Safety Council's Distribution Centre.' toll free: 866-379 6668

Part 4 Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify North Bay Fire and Emergency Services of the emergency condition. Dial 9-1-1 and ask for North Bay Fire and Emergency Services.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the Fire Officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, names and room numbers of occupants who are unable to use stairs to evacuate, master keys for this occupancy and service rooms, etc.

Related Duties

In General

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.

- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify North Bay Fire and Emergency Services and initiate alternative measures.
- Only those persons who are 'trained' may re-set or silence the fire alarm system.
- **Firefighters are prohibited from silencing or re-setting fire alarm systems.**

Emergency Procedures

Additional Information/Comments

I.e. Are there people on site with disabilities which may hinder their evacuation? Are there operations in the building which could pose a fire hazard such as spray booths, dip tanks, welding and cutting, dust collection systems, use or storage of flammable/combustible liquids/gases. What are the procedures in these areas in the event of a fire?

Part 5

Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety, including the procedures for use of elevators.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures on each level.
- **Where a Fire Alarm System has been installed with no provisions to transmit a signal to the fire Department, a legible notice that is not easily removed, shall be affixed to the wall near each manual pull station with the wording that the Fire Department is to be notified in the event of a fire emergency and including the emergency number, 911.**
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan and review annually.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

Part 6(a) Fire Hazards

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices: deep fat frying, too much heat, unattended stoves, loosely hanging sleeves.
- Avoid careless smoking. Never smoke in bed.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Always clean out clothes dryer lint collector before and after use. Ensure dryer hose is an **approved** metal hose.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or extension cords as a permanent source of wiring.

In general, occupants should:

- Know how to alarm occupants of building, know where all exits are located.
- Call North Bay Fire and Emergency Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.

Part 6(b) Fire Hazards

Commercial, Retail and Industrial Properties:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented. Dryer hose is an approved metal hose.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call North Bay Fire & Emergency Services immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.

Part 7

Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area must be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that North Bay Fire and Emergency Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the (PASS)

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side aiming at base of fire (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Mount extinguishers in a visible area without obstructions around them.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system.

Part 8 Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from North Bay Fire & Emergency Services.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify North Bay Fire & Emergency Services, dial (705) 474-5662 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. North Bay Fire & Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify North Bay Fire & Emergency Services and the building occupants when repairs have been completed and systems are operational

Note: All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Part 9 Fire Drills

Fire drills will be held at least once every ____ months to ensure efficient execution of the Emergency Procedures. Refer to the Ontario Fire Code (Subsection 2.8.3) for the required number of fire drills. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD (Sample)

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present: _____

Deficiencies Noted:

General Comments:

Part 10

Maintenance Requirements of Building Fire & Life Safety Systems

Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for your convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

Check	means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
Inspect	means physical examination to determine that the device or system will apparently perform in accordance with its intended function
Test	means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General

Responsibility of:

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed. _____

Exit signs shall be clearly visible and maintained in clean and legible condition. _____

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied. _____

Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard. _____

Monthly

Doors in fire separations shall be **inspected** monthly for proper operation. _____

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official. _____

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits. _____

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down. _____

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced. _____

Portable Fire Extinguishers

General

Responsibility of:

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service. _____

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher. _____

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed. _____

Monthly

Portable extinguishers shall be **inspected** monthly. _____

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. _____

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: _____

- a) mechanical parts _____
- b) extinguishing agent _____
- c) expelling means _____

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable _____

Responsibility of:

5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**. _____

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures. _____

Fire Alarm

General

Responsibility of:

Fire alarm and voice communication system components shall be kept unobstructed. _____

Fire alarm shall be kept unobstructed. _____

Fire alarm system power supply disconnect switches shall be locked on in an approved manner. _____

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication; _____
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. _____

Monthly

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition _____
- b) function of all signal devices shall be ensured _____
- c) the annunciator panel shall be checked to ensure correct annunciation _____
- d) intended function of the audible and visual trouble signals shall be ensured _____
- e) fire alarm batteries shall be checked to ensure that: _____
 - i) terminals are clean and lubricated where necessary; _____
 - ii) terminal clamps are clean and tight; _____
 - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications _____

Responsibility of:

Monthly (continued)

Voice paging capability to one zone shall be **tested** monthly on a rotational basis. _____

One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit. _____

Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended. _____

At least one firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year. _____

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3.

Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". _____

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices. _____

Smoke Alarms

General

Responsibility of:

Ensure dwelling unit smoke alarms are maintained in operating condition. _____

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided. _____

Maintain records (logbook) of tenant's signatures and date that smoke alarms are in working condition. Update at least twice a year. _____

Standpipe Systems

Monthly

Responsibility of:

Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable. _____

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight. _____

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps. _____

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose. _____

Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced. _____

Sprinkler Systems (Wet)

General

Responsibility of:

Auxiliary drains shall be **inspected** as required to prevent freezing.

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.

Two Months

All transmitters and water flow devices shall be **tested** at two month intervals.

Six Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.

Yearly

Responsibility of:

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair. _____

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair. _____

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions. _____

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually. _____

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. _____

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps. _____

Sprinkler Systems (Dry)

General

Responsibility of:

Auxiliary drains shall be **inspected** as required to prevent freezing. _____

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze. _____

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position. _____

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure. _____

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure. _____

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly. _____

2 Months

All transmitters and water flow devices shall be **tested** at two month intervals. _____

Responsibility of:

3 Months

The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained. _____

6 Months

Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals. _____

Yearly

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair. _____

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions. _____

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. _____

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps. _____

Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years. _____

15 Years

Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material. _____

Water Supplies for Firefighting (Fire Pumps)

Daily

Responsibility of:

The temperature of pump rooms shall be **checked** daily during freezing weather. _____

Weekly

Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position. _____

Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected**. _____

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**. _____

Yearly

Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow. _____

Private Fire Hydrants

General

Responsibility of:

Hydrants shall be readily available and unobstructed for use at all times.

Yearly

Hydrants shall be **inspected** annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

Water Supplies for Firefighting (Water Tanks)

Daily

Responsibility of:

Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather. _____

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly. _____

Monthly

Water level in gravity tanks shall be **inspected** monthly. _____

Yearly

An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition. _____

Cathodic protection equipment in water tanks shall be **inspected** annually. _____

2 Years

Water tanks shall be **checked** every two years for corrosion. _____

5 Years

Water tanks shall be **inspected** every five years and scraped and repainted as required. _____

Water Supplies for Firefighting (Private Hydrants)

General

Responsibility of:

Hydrants shall be readily available and unobstructed for use at all times.

Yearly

Hydrants shall be **inspected** annually after each use.

Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.

The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.

The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.

Hydrant waterflow shall be **inspected** annually and a record shall be kept.

Smoke Shafts and Venting Equipment

General

Responsibility of:

Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions, openable without keys and operable at times.

6 Months

All elevators in an elevator shaft, that is intended for use as a smoke shaft, be **inspected** semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.

Yearly

A closure in an opening to the outdoors at the top of a smoke shaft, shall be **inspected** annually to ensure that it will open:

- a) manually, outside from the building
- b) on a signal from the smoke/heat actuated device

in the smoke shaft, and;

- c) when a closure in an opening between a floor area and the smoke shaft opens

Controls for air-handling systems for venting in the event of a fire, shall be **inspected** annually to ensure that air is exhausted from each floor area to the outdoors.

5 Years

Closures in vent openings into smoke shafts from each floor shall be **inspected** sequentially over a period not to exceed 5 years.

Smoke Control Measures

General

Responsibility of:

Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, “Measures for Fire Safety in High Buildings” are used, the **inspections** and **tests** shall be as outlined in Section 7.3 of the National Fire Code of Canada.

Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the **inspections** and **tests** shall be in accordance with procedures established by the designer of the system.

Commercial Cooking Equipment

General

Responsibility of:

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations". _____

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency. _____

Weekly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge. _____

6 Months

Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1. _____

Emergency Lighting System

Responsibility of:

Daily

Check pilot lights for indication of proper operation. _____

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications. _____

Ensure that battery surface is clean and dry. _____

Ensure that terminal connections are clean, free of corrosion and lubricated. _____

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications. _____

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply. _____

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. _____

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications. _____

Elevators (High Buildings over 6 storeys)

General

Responsibility of:

Ensure keys required to recall elevators and to permit independent operations are in their approved location. _____

Maintain correct signage for firefighters' elevator. _____

3 Months

Every three months the elevator door opening devices operated by means of photo-electric cells shall be **tested** to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered. _____

The key operated switch located outside an elevator shaft shall be **tested** to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop. _____

Key operated switches in each elevator car shall be **tested** to ensure that the actuation of the switch will:

- a) enable the elevators to be operable independently of other elevators _____
- b) allow operation of the elevator without interference from floor call buttons _____
- c) render door re-opening devices inoperative _____
- d) control the opening of power operated doors only by the continuous pressure on the "door open" button to ensure that if the button is released while the door is opening, the doors will automatically close _____

Emergency Power System (High buildings over 6 storeys)

General

Responsibility of:

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions.

At least two copies of the instruction manual shall be maintained.

Monthly

The emergency electrical power shall be completely **tested** monthly as follows:

- a) Simulate a failure of the normal power supply.
- b) Arrange so that:
 - i) an engine generator set operates under at least 30% of the rated load for 60 minutes and;
 - ii) all automatic transfer switches are operated under load.
- c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
- d) Record all instrument readings associated with the prime mover and generator and a verification that they are normal.
- e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings".











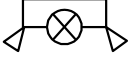








Maintenance
Additional Comments

For example, if applicable, include information on spray booths, dip tanks, welding and cutting operations, dust collections systems, use and storage of flammable/combustible liquids/gases, etc...

Part 11- Building Schematics

Please take the time to review this page.

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General)
	Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

Please attach Site Plan to email or send via postal mail or drop off to Fire Station 1, 119 Princess St. W.

Map and legend must include the location of all fire protection systems and devices, main utility shut-offs, hydrants, furnace and electrical rooms. Clearly indicate main entrance and all exits as well as the location of potentially hazardous areas i.e. spray booths, dip tanks, welding and cutting operations, dust collection systems, use and storage of flammable/combustible liquids/gases.