

# Fire Safety Plan

(Single-Stage Fire Alarm System)

**Fire Safety Plan - Single Stage Fire Alarm System for:**

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(Business Name)

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(Business Address)

The reproduction or use of this fire safety plan for non-commercial purposes is permitted.  
Permission to reproduce the plan for commercial purposes must be obtained from  
Leamington Fire Services.

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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 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 \$50, 000 and an individual is liable to a fine of not more than \$25, 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) copies of the Plan (8 ½ 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.

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**Part 2(a)**  
**Audit of Building Resources Checklist**

Occupancy Type \_\_\_\_\_

Occupant Load

Occupant Load: (if applicable) \_\_\_\_\_

Access

Designated Fire Route:  No  Yes

Nearest Municipal Hydrant Location: \_\_\_\_\_

Private Hydrants:  No  Yes (Location(s)): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Heating  Natural Gas  Electric  Other \_\_\_\_\_

Main Gas Shut-off:  No  Yes (Location(s)): \_\_\_\_\_

Main Electrical Shut-Off Location: \_\_\_\_\_

Single Stage Fire Alarm System: Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Main Panel Location: \_\_\_\_\_  
Annunciator Panel Location: \_\_\_\_\_  
Fire Alarm Description: \_\_\_\_\_

Sprinkler System:  No  Yes Type:  Wet  Dry  Other \_\_\_\_\_

Connected to the Fire Alarm System:  No  Yes

Location of Sprinkler Room / Shut Off Valves: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standpipe System:  No  Yes

Location of Shutoff / Isolation Valves: \_\_\_\_\_  
\_\_\_\_\_

Fire Department  
Connection:

No

Yes (Location(s)): \_\_\_\_\_  
\_\_\_\_\_

Fire Pump:

No

Yes (Location(s)): \_\_\_\_\_

Fire Pump Description: \_\_\_\_\_

Fixed Extinguishing System for Commercial Cooking Equipment

NO

Yes

Type: \_\_\_\_\_

(i.e. Wet Chemical, Dry Chemical, CO2)

Connected to F/A System:  No

Yes

Ecology Unit:  No

Yes

Protected by Fixed System:  No

Yes

Fuel Source:  Natural Gas

Electric

Other \_\_\_\_\_

Fuel Shut Off for Appliances:

Location: \_\_\_\_\_

40 BC Extinguisher:

Location: \_\_\_\_\_

K Type (wet) Extinguisher (if applicable):

Location: \_\_\_\_\_

Other Extinguishing Systems:

Type (i.e. pre-cation, sprinkler, halon, inergen, dry chemical):

Area/Location Protection:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Portable Fire Extinguishers: (Refer to schematic drawings)

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Emergency Lighting:

No       Yes      Location: \_\_\_\_\_

Emergency Power:

No       Yes       Battery       Generator

Generator:

Diesel       Natural Gas

Fuel Supply Location: \_\_\_\_\_

Transfer Switch Location: \_\_\_\_\_

Equipment Powered by Generator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electromagnetic Locking Devices:

No       Yes (manual release switch location) \_\_\_\_\_

Proper Signage

No       Yes

Location (s) throughout building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra Hazardous Area:

Is there hazardous materials on site:  No  Yes

If YES, please list the material and quantity:

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Exits: Refer to schematics for location of exits.

Elevators:

Firefighter (FF) Elevator (Red Helmet Designation)  Firefighter Service (Yellow Helmet Designation)

Automatic Recall  No  Yes

Manual Recall  No  Yes

Manual Recall Switch(es)  No  Yes Location: \_\_\_\_\_

Total Number of Elevators: \_\_\_\_\_

Total Number of FF Elevators: \_\_\_\_\_

FF Elevator Location: \_\_\_\_\_

Floors Served by FF Elevator: \_\_\_\_\_

Location of recall / operating keys: \_\_\_\_\_

Operating Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Part 2(b)**  
**Additional Information**

For any additional information not already covered:



**Part 2(b)**  
**Audit of Human Resources**

Business / Building Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Business Phone No.: \_\_\_\_\_

Business Owner: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

After Hour Contacts (24 hour telephone numbers)

Manager / Supervisor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Employee / Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Employee / Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Building Owner: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Fire Alarm Monitoring Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Sprinkler Monitoring Company: \_\_\_\_\_ Phone No.: \_\_\_\_\_

## Part 3

### Emergency Procedures for Occupants

Please take the time to review this section (1 page)

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in elevator lobbies.

#### IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound fire alarm
- Call Leamington Fire Services 9-1-1
- Leave building via nearest EXIT

Upon Hearing Fire Alarm:

- Leave building via nearest EXIT
- Close doors behind you
- Do not use elevator

#### CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

## Part 4

### Emergency Procedures for Supervisory Staff

Please take the time to review this section (2 pages)

#### 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 the fire department at the main entrance.

#### Upon Hearing of a Fire Condition

- Ensure the other occupants have been notified of the emergency conditions.
- Notify the Leamington Fire Services of the emergency condition. Dial 9-1-1 and ask for Leamington Fire 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 coordinate 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, 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 the Leamington Fire Services and initiate alternative measures.
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## Emergency Procedures

Additional Information / Comments

Specific duties of Supervisory Staff

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## **Emergency Procedures**

Additional Information / Comments (pg. 2)

## Part 5

### Responsibilities of the Owner / Occupant

Please take the time to review this section (1 page)

The building owner / occupant have numerous responsibilities related to fire safety and must ensure 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 they are aware of their responsibilities for fire safety.
  - 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 records are retained for a minimum period of two (2) years.
  - Post and maintain at least one (1) copy of the fire emergency procedures.
  - Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
  - Notification to the Chief Fire Official regarding changes in the Fire Safety Plan.
  - Ensure the information in the Fire Safety Plan is current.
  - Designate and train sufficient alternates to replace supervisory staff during any absence.
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## Part 6 (a) Fire Hazards

Please take the time to review this section (2 pages)

### Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes in 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.
- Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general, occupant should:

- Know how to alarm occupants of building, know where exits are located.
  - Call Leamington Fire 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.
  - Know the stairwell designation and the crossover floors (if any).
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## 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.
- 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 Leamington Fire 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 evacuation.
  - Know the supervisory staff in you building.
  - Report any fire hazard to supervisory staff.
  - Know stairwell designation and the crossover floors (if any).
-

## Part 7

### Fire Extinguishment, Control or Confinement

Please take the time to review this section (1 page)

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 should be closed to confine and contain the fire. Leave the fire area. Ensure the fire alarm system has been activated and that Leamington Fire 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 (watch for fire restarting)

Never re-hang extinguisher 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.

Keep extinguishers in a visible area without obstructions around them.

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

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## Part 8

### Alternative Measures for Occupant Fire Safety

Please take the time to review this section (1 page).

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 Leamington Fire Services.

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

1. Notify Leamington Fire Services, dial (519) 326-6291 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Leamington Fire 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 of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify Leamington Fire 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.

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## Part 8

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## Part 9 Fire Drills

Please take the time to review this section

Fire drills will be held at least once every \_\_\_\_\_ months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

### FIRE DRILL RECORD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager / Supervisor On-Duty: \_\_\_\_\_

Staff Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Drill: \_\_\_\_\_

Table Talk  \_\_\_\_\_

Silent  \_\_\_\_\_

Comprehensive  \_\_\_\_\_

How Was The Fire Discovered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How Was The Alarm Activated: \_\_\_\_\_

\_\_\_\_\_

Use of Voice Communications  Yes  No  N/A

And Appropriate Coded Signals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provisions For Access for Firefighters:  Yes  No  N/A

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Proper Responses For Fire Alarm Signals And Coded Messages:  Yes  No  N/A

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Time to Evacuate Residents/Patients From Room of Origin: \_\_\_\_\_ Time  N/A

Time to Evacuate Residents/Patients In Zone or Floor or Fire Origin: \_\_\_\_\_ Time  N/A

Confined, Controlled Or Extinguished Fire:  Yes  No  N/A

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Activation Of Smoke Control, Exhaust, Fixed Fire Extinguisher System:  Yes  No  N/A

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Shut Down Designated Equipment Or Machinery:  Yes  No  N/A

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Operation of Electromagnetic Door Locking:  Yes  No  N/A

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Release of Hold Open Devices:  Yes  No  N/A

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Resetting/Silencing Of Alarm System

Yes

No

N/A

And Other Equipment:

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Assessment of Alternative Measures:

Yes

No

N/A

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General Comments/Deficiencies:

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Corrective Actions:

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## Part 10

### Requirements of the Ontario Fire Code

Please take the time to review this section (1 page)

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 the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

Definitions for key words are as follows:

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

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# General Fire Protection Systems/Equipment

**GENERAL**

**RESPONSIBILITY**

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

\_\_\_\_\_

Exit signs shall be clearly visible and maintained in a 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 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

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.

\_\_\_\_\_

### 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

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

## RESPONSIBILITY

\_\_\_\_\_

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
- d) intended function of the audible and visual trouble signals shall be ensured
- e) fire alarm batteries shall be checked to ensure that:
  - a. terminals are clean and lubricated where necessary.
  - b. terminal clamps are clean and tight
  - c. electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Voice paging capabilities 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.

\_\_\_\_\_

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**Monthly (continued)**

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 1.2.5.3. 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.

\_\_\_\_\_

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# Smoke Alarms

## GENERAL

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.

## RESPONSIBILITY

\_\_\_\_\_

\_\_\_\_\_

# Standpipe Systems

## Monthly

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

## RESPONSIBILITY

\_\_\_\_\_

## 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 they are tight and 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

Auxilliary 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 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 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.

\_\_\_\_\_

## 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

Exposed sprinkler piping hangers shall be checked year to year to ensure they are kept in good repair.

\_\_\_\_\_

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

\_\_\_\_\_

Sprinkler heads shall be checked at least once per year to ensure 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 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

Auxilliary 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 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 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 the system is maintained at the required operating pressure.

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

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## Monthly

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

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## Two Months

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

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## Three Months

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

## Six Months

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

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**Yearly**

**Responsibility**

Exposed sprinkler piping hangers shall be checked year to year to ensure they are kept in good repair.

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

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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 there are no obstructions or deterioration of the main water supply.

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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.

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Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure they operate satisfactorily and 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.

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**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.

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## Water Supplies for Firefighting (Fire Pumps)

### Daily

### RESPONSIBILITY

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

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### Weekly

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

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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.

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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.

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### Yearly

Fire pumps shall be tested annually at full rated capacity to Ensure they are capable of delivering the rated flow.

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# Private Fire Hydrants

## General

## RESPONSIBILITY

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

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## Yearly

Hydrants shall be inspected annually after each use.

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

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

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

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Hydrant waterflow shall be inspected annually and a Record shall be kept.

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# Water Supplies for Firefighting (Water Tanks)

## Daily

## RESPONSIBILITY

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

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## 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.

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Water level in gravity tanks shall be inspected monthly.

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## 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 they are in operating condition.

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Cathodic protection equipment in water tanks shall be inspected annually.

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## 2 Years

Water tanks shall be checked every two years for corrosion.

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## 5 Years

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

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# Smoke Shafts and Venting Equipment

## General

## RESPONSIBILITY

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.

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## 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.

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## 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:

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- 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.

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## 5 Years

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

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# Smoke Control Measures

## General

## RESPONSIBILITY

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.

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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.

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# Commercial Cooking Equipment

## General

## RESPONSIBILITY

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".

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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.

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## 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.

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## 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.

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# Emergency Lighting System

## General

## RESPONSIBILITY

Check pilot lights for indication of proper operation

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## Monthly

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

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Ensure that battery surface is clean and dry.

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

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

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

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## Yearly

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

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

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# Emergency Lighting System

## General

## RESPONSIBILITY

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

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Maintain correct signage for firefighters' elevator.

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## 3 Months

Every three months the elevator door opening devices Operated by means of photo-electric cells shall be tested to Ensure the devices become inoperative after the door has Been held open for more than 20 seconds with the photo-Electric cell covered.

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The key operated switch located outside an elevator shaft shall be tested to ensure 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.

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Key operated switches in each elevator car shall be tested to ensure 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.

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# Emergency Power Systems

## General

## RESPONSIBILITY

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

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

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At least two copies of the instruction manual shall be maintained

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## Monthly

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

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- a) Simulate a failure of the normal power supply
- b) Arrange so that:
  - a. An engine generator set operates under at least 30% of the rated load for 60 minutes and;
  - b. 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 they are normal.
- e) Check fuel supply for sufficient quantity.
- f) Log and report as further prescribed in the manual of instruction for operation and maintenance.

## Annually

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

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**Maintenance  
Additional Comments**

Empty rectangular box for additional comments.

