FIRE SAFETY PLAN

FOR

NAME OF BUSINESS (IF APPLICABLE)

STREET ADDRESS

CITY, PROVINCE

POSTAL CODE

BUILDING USE – # OF UNIT

Photo of the front face of the building

This official document is to be kept on site and is readily available in the building at all times for use by Fire Department Officials in the event of an emergency

COMPOSING A FIRE SAFETY PLAN FOR YOUR RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL PROPERTY

The importance of a Fire Safety Plan cannot be emphasized enough. Recent civil court decisions resulting from fire losses have placed financial responsibility on building owners for not having or not following existing Fire Safety Plans. These awards far exceed the cost of producing, implementing, and maintaining a Fire Safety Plan. In addition, amendments to ***Criminal Code of Canada arson legislation*** have placed criminal liability on building owners who do not act with due diligence.

Section 436. (1)

Every person who owns in whole or in part or controls property is guilty of an indictable offence for a term not exceeding five years where, as a result of a marked departure from the standard of care that a reasonably prudent person would use to prevent or control the spread of fires or to prevent explosions, that person is a cause of a fire or explosion in that property that causes bodily harm to another person or damage to property.

Section 436. (2)

Where a person is charged with an offence under subsection (1), the fact that the person has failed to comply with any law respecting the prevention or control of fires or explosions in the property is a fact from which a marked departure from the standard of care referred to in that subsection may be inferred by the court.

Purpose of the Fire Safety Plan

A fire Safety Plan is designed by the building owner to identify the actions that should be taken by the occupants and building management it the event of fire or similar emergency. In addition, actions are identified which must be implemented and documented, where required, to maintain fire protection systems and assist in the prevention of a fire on the premises. The Fire Safety Plan therefore covers for **fire prevention, evacuation,** and **emergency response.**

A copy of this plan is to be made available to all current employees, as well as to all newly hired employees. All recipients of this plan are required to study the procedures outlined and be prepared to follow these procedures in case of fire or any other emergency.

As a building owner, it makes good business sense to mitigate risks to your tenants, your building and yourself. While the above reflects potential punitive actions, everyone’s main goal should be to ensure the voluntary and effective adoption of a Fire Safety Plan to minimize potential damage to property or loss of life.

This Fire Safety Plan Guideline has been created to assist building owners and supervisory staff in preparing a Fire Safety Plan, to achieve compliance with the Ontario Fire Code. Please use the enclosed information as a guide only and customize the information to reflect your property and existing fire protection systems installed and existing fire hazards.

The document must be customized to fit the requirements of your building. Plans that are not customized will not be approved.

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What Types of Buildings require a Fire Safety Plan?

2.8.1.1. (1) This section applies to buildings containing:

a) Group" A" An assembly occupancy or Group "B" (Healthcare) occupancy,
b) Group "C" A residential occupancy where the occupant load exceeds 10.
c) Group "D" (Offices) where the occupant load exceeds 300 persons,
d) Group "E" (Stores/Mercantile) where the occupant load exceeds 300 persons,
e) Group "F" Division 1 (high hazard Industrial) where the occupant load exceeds 25 persons
f) Group "F" Division 2 (Medium hazard industrial) where the occupant load exceeds 100 persons
g) Group "F" Division 3 (Low Hazard Industrial) where the occupant load exceeds 300 persons.

The requirements for a Fire Safety Plan also apply to buildings or premises

a) Containing four-story or more, including stories below grade
b) Outdoor Tire Storage Yards
c) Buildings and open areas where the quantities of flammable and combustible liquids exceed 500 L in total or exceeds 205 L of Class I liquids,
d) Laboratories
e) Boarding, lodging and rooming houses,
f) Subject to the provisions of Sentence 9.5.3.1.(3) Ontario Fire Code
g) Used as a convalescent home or children's custodial home providing sleeping accommodation for more than 3 persons
h) Restaurants containing an occupant load greater than 30 shall conform to Sentences 2.6.1.14.(1) and 2.6.1.14 (2) Ontario Fire Code.

Objectives of the Fire Safety Plan

Fire Prevention
To prevent the occurrence of fire through the control of fire hazards and the proper maintenance of the building
safety systems and facilities.

Occupant Safety
To establish a systematic method for safe and orderly evacuation of the building in the case of fire or other
emergency.

Fire Control
To establish procedures that will maximize the probability of controlling and extinguishing a fire in the safest and
most efficient manner.

Responsibility for the Fire Safety Plan

The building **owner** is ultimately responsible for ensuring that the plan is correct and complete and that it is implemented and maintained to achieve the above purpose and objectives.

The **owner** is responsible to appoint Supervisory Staff as referenced in the Ontario Fire Code, and to ensure that adequate fire safety information and guidance is provided to all tenants and visitors including alternative measures if system(s) shutdown(s) are required and to ensure fire protection system(s) are maintained in working order.

The Ontario Fire Code 1.2.1.2. defines the **"Owner"** as:
Any person, firm, or corporation having control over any portion of the building or property under consideration

and includes the persons in the building or property.

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RESPONSIBILITIES OF OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for the safety of the occupants.
- Provisions of alternative measures for safety of occupants during shutdown of fire protection equipment.
- Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and that records are retained and maintained.
- Posting and maintaining a copy of the Fire Safety Plan and ensuring that floor diagrams and instructions are posted on each floor area.
- Notification of the Chief Fire Official regarding changes to

the Fire Safety Plan. **Can I compose my own Fire Safety Plan?**

Yes, simply follow the steps outlined below to tailor a Fire Safety Plan to suit your building. Use the enclosed checklist, (see page vi) to ensure that your plan is complete.

*The Ontario Fire Code (O. Reg. 213/07, as amended) is a provincial regulation made under the Fire Protection and Prevention Act 1997. The Fire Code requires the owner to be responsible for carrying out the provisions of the Code and defines "**owner**" as "any person, firm or corporation controlling the property under consideration" (see sample page9).*

It is advisable that you obtain your own copy of the Fire Code and the Fire Protection and Prevention Act 1997.

The **Fire Code** O.REG. 213/07can be viewed on the Government of Ontario e-Laws website. *https://www.ontario.ca/laws/regulation/070213*

The Fire Safety Plan is required to be approved by the Chief Fire Official of the City of Greater Sudbury Fire Services and is required to be in 8 1/2 -inch by 11-inch format, typed. To ensure legibility, the Floor Plans submitted may be on 11" x 17" sheets.

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Steps to Producing a Fire Safety Plan

Step 1 **Summary Page/ Building Profile – Audit of Human Resources and Building Resources.** The summary page indicates that this is a Fire Safety Plan for a specific address in the City of Greater Sudbury, Ontario, and indicates emergency contact information and building information, (see example on page 1).

- Lists the owner, manager, supervisory staff, building security, key-holders, etc. Including name, complete address including postal code, and telephone numbers including afterhours contacts.
- Lists the fire safety systems in the building. This section also includes a supplement for hazardous materials information.
- This information can also be included in the body of the Fire Safety Plan if additional space is required.
- This portion of the document must be updated every time personnel changes occur, and a copy of the changes supplied to the City of Greater Sudbury Fire Services, Fire Prevention Section.
  By email to fireinquiries@greatersudbury.ca

  By fax: 705-674-8351

Step 2 **Index Page/Table of Contents**
The index page allows for quick reference to specific portions of the Fire Safety Plan. Each part of
the document should be page numbered for easy reference.

Step 3 **Responsibilities of Supervisory Staff**
The effectiveness of the Fire safety plan depends largely upon the ability, energy, and experience of the supervisory staff. The supervisory staff should be given clearly defined authority so that the building and occupants may be safeguarded against fire. The staff must be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety, (see sample page 4). The sample page is only a sample; you must customize these actions to fit your building and resources.

Step 4 **Training of Staff**
Indicates the procedure for training of staff with regards to their responsibilities as outlined in the Fire Safety Plan, (see example page 5). The sample page is only a sample; you must customize these actions to fit your building and resources.

Step 5 **Emergency Procedures / Instructions to Occupants on Fire Procedures**
These are specific directions for the occupants of the building to ensure that in the event of fie or other similar emergency all occupants are informed as to correct procedures, (see sample page 2). These directions shall be posted on each floor level. The sample page is only a sample, you must customize these actions to fit your building and resources.

Step 6 **Fire Extinguishment – Control or Confinement**
Information for all building occupants to extinguish a small fire using a portable fire extinguisher, or containing a fire that cannot be extinguished, (see sample page 5). The sample page is only a sample, you must customize these actions to fit your building and resources. Any actions

that are detailed in this section must be combined with training for staff or persons that are made responsible for performing them.

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Step 7 **General Practices / Control of Fire Hazards**

This section would include general information for the control of fire hazards in the building, (see sample page 6). The sample page is only a sample, you must customize these actions to fit your building resources.

Step 8 **Alternative Measures**

Procedures must be in place to deal with a failure of the alarm system. How will occupants be safeguarded against fire and how will they be notified in the event of a fire, (see sample page 7)

Step 9 **Fire Drills**

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, (see sample page 8). The owner is responsible for following the requirements of Section 2.8 of the Ontario Fire Code. The plan must include the duties and responsibilities on individuals involved. Records of the fire drills must be kept for at least 12 months after the date the drill is conducted. Must customize.

Step 10 **Maintenance Procedures**

The Ontario Fire Code stipulates that fire emergency systems and equipment be maintained on a regular schedule. Records of checks, inspections and tests must be kept and be made available upon request, (see additional information on page 9). It is the responsibility of the building owner to ensure that all these requirements are complied with.

Step 11 **Fire Protection Measures**

A brief description of a few fire protection measures, which are present in existing buildings. (See sample page 10). These definitions should be customized to describe how these features are to be used in your building.

Step 12 **Floor Plans and Evacuation Diagrams**

Floor plans and Evacuation Diagrams must be prepared and submitted as part of the Fire Safety Plan for **approval**. Evacuation Diagrams are required to be posted on each floor level near exits & elevators within the building. Use the sample drawings to assist in creating your own drawings and the suggested symbol to indicate important building features. (See additional information on page 12).

Overall

- **Copies of the Fire Safety Plan must be provided for the building supervisory staff and all new employees must be instructed in the requirements of the Fire Safety Plan.**
- **Copies of the Emergency Procedures must also be posted on every floor level.**

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Fire Safety Plan Development Checklist

SUMMARY PAGE
This sheet is provided by CGS Fire Services.
Names of Supervisory Staff at the building
how they may be contacted (if applicable)
Duties designated in the fire safety plan
Who will instruct supervisory staff and occupants so they will be aware of their duties and responsibilities?

TABLE OF CONTENTS

EMERGENCY PROCEDURES
The emergency procedures to be used in case of fire including
i. Sounding the alarm
ii. Notifying the fire department
iii. Instructing occupants on procedures to be followed when the fire alarm sounds
iv. Evacuating occupants, including special provisions for persons requiring assistance
v. The procedures for use of elevators
vi. Confining, controlling, and extinguishing the fire
Emergency procedures for occupants and diagrams are posted on each floor

RESPONSIBILITIES OF SUPERVISORY STAFF
Appointment of Supervisory staff to carry out fire safety duties
Supervisory staff to be given a copy of the fire safety plan

TRAINING OF STAFF
Staff responsibilities are as outlined in the Fire Safety Plan

EMERGENCY PROCEDURES / INSTRUCTIONS TO OCCUPANTS ON FIRE PROCEDURES
Emergency procedures for staff
Emergency procedures for occupants
Emergency procedures upon discovering fire
Emergency procedures upon hearing the alarm
Notification of the fire department

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT
Identifies hazards that may exist
Control of fire hazards in the building
Designate responsibility for periodic inspections

GENERAL PRACTICES / CONTROL OF FIRE HAZARDS

ALTERNATIVE MEASURES
Include alternative measures for fire safety of occupants during shut down of fire protection equipment
and systems or part thereof?

FIRE DRILLS
Frequency of fire drills

MAINTENANCE PROCEDURES
Make provisions for notification of the fire department and building occupants in the event of tests, repairs
or alterations of fire protection installations

FIRE PROTECTION MEASURES

FLOOR PLANS & EVACUATION DIAGRAMS
Are schematic drawings included in the plan? Do they show: a site plan, floor plans, exits, electrical and mechanical rooms, fire alarm pull stations, fire alarm bells, fire alarm control panel annunciator, locations of fire extinguishers, emergency lights, sprinkler valves, standpipe valves, hose cabinets, Siamese

connections, locations of hydrants, water shut-off, gas shut-off, hydro shut-off, fire access route, street names and north arrow?

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FIRE PROTECTION SYSTEM MAINTENANCE

TORONTO NOVEMBER 2000

The proper operation of fire protection systems is a vital component in ensuring fire safety for persons and property in the community. It is the responsibility of the owner to conduct tests and maintenance on these systems on a regular basis. In employing service personnel to carry out this work, there must be some assurance that the work is done in a competent and professional manner.

It was this in mind that the Ontario Fire Marshal developed the Qualifications for Service Company Personnel Guideline. This guideline sets out certain criteria to use in assessing the qualifications of service company personnel and delegates the roles of the municipal fire department, owner, and service company personnel to help achieve these goals.
For the copy of this guideline please go to:
http://www.mcscs.jus.gov.on.ca/english/FireMarshal/Legislation/TechnicalGuidelinesandReports/TG-2000-03.html

Ontario Fire Code – Subsection 1.1.5. (Must meet CAN/ULC-2536-M97)
Qualification and Responsibilities of Persons Performing Tests, Inspections and Maintenance of Fire Protection Equipment

1.1.5.1. The Requirements of this Subsection come into force on the 21st day of November 1999.

1.1.5.2. Any person performing tests, inspections, and maintenance of fire alarm systems, with or without voice communication capability, shall be responsible for complying with the requirements of Articles 1.1.5.3 and 1.1.5.4

1.1.5.3. (1) Any person who performs the annual tests or annual inspections of a fire alarm system required under Article 6.3.2.2. and any person who repairs, replaces, or alters components of a fire alarm system shall:
(a) have successfully completed a program or course acceptable to the Fire Marshal,
(b) produce for inspection, upon request by the owner of the Chief Fire Official, a copy of a certificate or document attesting to the successful completion of a program or course referenced in Clause (a), and
(c) perform the inspection, test, repair, replacement, or alteration in accordance with Article 6.3.1.8. and subsection 6.3.2.

(2) Despite Sentence (1), a person who has not successfully completed the required program or course may perform the work described in Clause 1(c) provided that:
(a) The work is done under the supervision of a person who has successfully completed a program or required by Clause (1)(a).
(b) no more than two persons work under the supervision of the person referred to in Clause (a) and
(c) the supervision is provided at the work site

(3) Any person supervising another as permitted in Sentence (2) shall:
(a) advise the owner in writing that the work has been completed in accordance with Article 6.3.1.8. and Subsection 6.3.2., and
(b) be deemed to be the person referred to in Article 1.1.5.4.

1.1.5.4 Despite Article 1.1.1.1., any person who performs the annual tests or annual inspections of a fire alarm system required by Article 6.3.2.2. and any person who repairs, replaces, or alters component of a fire alarm system shall be responsible for carrying out the provisions of Article 1.1.5.3.

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FIRE SAFETY PLAN SUMMARY SHEET

Fire Safety plans are required by the Ontario Fire Code (Section 2.8).

Greater Sudbury Fire Services must be notified of any changes to your Fire Safety Plan
CONTACT NAMES AND PHONE NUMBERS MUST REMAIN CURRENT!

Updates to the Summary Sheet of the Fire Safety Plan, including new emergency contacts or altered procedures must be submitted to the City of Greater Sudbury Fire Services by mail:
193 VanHorne Street, Sudbury, Ontario P3E 1E6 or by Fax to 705.674.8351

Building address:
Name of Building:
Building Phone No. **Building Class:**
Plan Presented by: **Phone No.**
Owner: **Phone No.**
Owner's address: **City:**
Supervisory Staff: On Site Off Site
Emergency Contact:
NameAddress:
Phone No.:

Teaching of staff by: **Annual pan review by:**

Fire drills conducted by: **Frequency of drills:**

Fire Protection Equipment Provided:

Portable Fire Extinguisers Sprinklers Fixed Extinguishers Standpipes Fire Alarm Other (note below)

Maintenance of Building per Ontario Fire Code Logbook to be kept on Site.

Notification of Fire Services and Occupants before and after repairs, tests and alterations of fire protection equipment by:Alternative Measures: ie Fire Watch, Service Contractor or additional extinguishers):

Access for Firefighting provided?	Yes	No	
Are Special Hazards Noted in the Fire Safety Plan?	Yes	No	N/A
Procedures Posted?	Yes	No	
Procedures for Hazardous Liquid Spills included?	Yes	No	N/A
Floor Plans Provided?	Yes	No	
Hazardous Liquid Spill Contact Name & Phone Number:			
Security Box Present?	Yes	No	

Date: Signature:

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EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

THE ACTIONS TO BE TAKEN BY OCCUPANTS IN EMERGENCY SITUATIONS WILL BE POSTED ON EACH FLOOR AND WILL READ AS FOLLOWS

In a Building with a Fire Alarm System, System

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY

CLOSE ALL DOORS BEHIND YOU

ACTIVATE THE FIRE ALARM – CLOSEST PULL STATION

EVACUATE USING THE NEAREST EXIT

CALL GREATER SUDBURY FIRE SERVICES 9-1-1-

GIVE BUILDING ADDRESS

UPON HEARING THE FIRE ALARM

LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT

CLOSE ALL DOORS BEHIND YOU

DO NOT USE THE ELEVATOR – IF PRESENT

In a Building Without a Fire Alarm

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY

CLOSE ALL DOORS BEHIND YOU

NOTIFY STAFF AND OCCUPANTS – VERBAL ALARM

EVACUATE USING THE NEAREST EXIT

CALL GREATER SUDBURY FIRE SERVICES 9-1-1

GIVE BUILDING ADDRESS

UPON HEARING THE FIRE ALARM

LEAVE THE BUILDING VIA THE NEAREST EXIT

CLOSE ALL DOORS BEHIND YOU

DO NOT USE THE ELEVATOR – IF PRESENT

The above instructions could be printed on fluorescent yellow or red paper to attract attention.

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In a Building with a 2-Stage Fire Alarm System

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

LEAVE THE FIRE AREA IMMEDIATELY
CLOSE ALL DOORS BEHIND YOU
ACTIVATE THE FIRE ALARM – CLOSEST PULL STATION
EVACUATE USING THE NEAREST EXIT
CALL GREATER SUDBURY FIRE SERVICES 9-1-1
GIVE BUILDING ADDRESS

UPON HEARING THE FIRE ALARM

CONTINUOUS SIGNAL:

LEAVE THE BUIDING VIA THE NEAREST FIRE EXIT
CLOSE ALL DOORS BEHIND YOU
DO NOT USE THE ELEVATOR – IF PRESENT

INTERMITTENT SIGNAL:

STANDBY AND PREPARE TO LEAVE BUILDING

ADDITIONAL INSTRUCTIONS THAT COULD BE ADDED

CAUTION

- The fire alarm system to be activated to alert the other occupants of an emergency and put into operation the approved Fire Safety Plan. City of Greater Sudbury Fire Services is to be notified by telephoning 9-1-1, giving the correct address and the exact location of the fire, (if known), and the floor number and apartment number.
- Follow the emergency procedures posted on each floor. Tae the fire routes and evacuate in an orderly way without panicking.

REMAIN CALM

- If smoke is heavy in the corridor, it may be safe to stay in your area – close the door and place a wet towel at the base of the door.
- Crouch low to the floor if smoke enters the room.
- Move to the most protected room and partially open the window for air. Close the window if smoke comes in.
- Call the City of Greater Sudbury Fire Services, using 9-1-1, and tell the communications operator where you are located. Wait to be rescued – remain calm – do not panic or jump.
- If you encounter smoke in the stairway, use alternative exit.

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RESPONSIBILITIES OF THE SUPERVISORY STAFF

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly defined authority, so that the building and occupants may be safeguarded against fire. The staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibility for fire safety.

RESPONSIBILITIES OF THE OWNER

The owner of a building is responsible for preparing a Fire Safety Plan and must ensure that the building and facilities comply with the provisions of the Fire Code.

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring that checks, tests, and inspections as required by the Fire Code are completed on schedule and those records are retained and maintained.
5. Notification of the Chief Fire Official regarding changes to the Fire Safety Plan.

THE SUPERVISORY STAFF SHOULD

1. Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
2. Educate and train all building personnel and occupants in the use of the existing fire safety equipment and in the actions to be taken under the approved Fire Safety Plan.
3. Survey the building to determine the number of exits (primary and secondary) available for use by the occupants in the case of evacuation.
4. Prepare and post on each floor area a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation and note 9-1-1 as the emergency number.
5. Ensure that a schematic diagram, showing type, location, and operation of all building fire emergency systems (eg. Location of Fire Alarm Control Panel, Fire Hose Cabinets, Water Control Valves), is maintained.
6. Control of fire hazards in the building.
7. Maintenance of building facilities provided for the safety of the occupants.
8. Provisions of alternative measure for safety of occupants during shutdown of fire protection equipment.
9. Ensure that fire drills are carried out regularly, as required.

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IN THE EVENT OF FIRE

- Ensure the fire alarm system has been activated.
- Notify the Fire Department immediately of the emergency condition using 9-1-1.
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used wherever applicable.
- Upon arrival of Firefighters, inform the Fire Officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the CGS Fire Services.
- Provide access and vital information to Firefighters (e.g., master keys for offices, service rooms, elevators, etc.), when so informed, provide record of location of persons requiring assistance.
- See that the fire alarm system is not silenced until CGS Fire Services has responded and the cause of the alarm has been investigated.

Additional examples of Supervisory Staff duties:

- In the event of any shutdown of fire protection equipment: notify the CGS Fire Services and patrol the hallways once every hour.
- Arrange for a substitute in your absence.
- Participation in fire drills; occupant participation is optional.
- Be familiar with applicable Fire Code requirements.
- Have a working knowledge of the fire alarm system and how it is reset.

TRAINING OF STAFF

Instructing the staff will be the responsibility of the owner or designated supervisory staff. As a minimum, the staff will be instructed on the following annually or upon new hiring:

Examples:

- Know where the fire alarm pull stations and exits are located.
- Actions to be taken upon discovery of a fire, including the procedure for activating the fire alarm using a manual pull station, or sounding the alarm of fire.
- Actions to be taken upon hearing the fire alarm, or alarm of fire.
- The procedures for keeping exit routes clear.
- The use of portable fire extinguishers.
- Procedure for calling the fire department using 9-1-1 whenever assistance is needed.
- Know the correct address.

FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

- In the event a small fire is discovered.
- Activate the fire alarm system.
- Ensure the building is being evacuated.
- Ensure CGS Fire Services is being notified.
- If you have been trained in the use of a portable fire extinguisher you can attempt to extinguish the fire.
- If you are not able to extinguish the fire or the smoke presents a hazard to the operator, then the fire door to the area should be closed to confine and contain the fire.
- Evacuate the building.

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CONTROL OF FIRE HAZARDS / GENERAL PRACTICES

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 directions to avoid fire hazards:

- Do not use the stairwells for storage or accumulation of garbage. Assure proper management of garbage and refuse including packaging and storage materials.
- Combustible materials shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, stairways, landings, hallways, or other routes to exits.
- Keep stairwell, smoke and fire doors closed at ALL times and shall be maintained in proper working order.
- ENSURE clearance is maintained at ALL times to 'fire protection equipment', (e.g., hydrants, standpipe connections, fire routes and hose cabinets)
- Store and use flammable and combustible liquids and gases in small quantities and only in approved containers and locations. (Combustible materials shall not be sued to absorb flammable or combustible liquid spills within buildings.)

Additional examples of ways occupants can avoid fire hazards:

- Refrain from using unsafe electrical equipment and wiring, (e.g., using extension cords for permanent wiring).
- Greasy or oily rags or materials subject to spontaneous heating shall be deposited in a proper safety container or be removed from the premises.
- Flammable liquids shall not be used for cleaning purposes.
- Do not dispose of flammable liquids or cloths saturated with combustible liquids into the garbage chutes.
- Do not use unsafe electrical equipment, frayed extension cords or over-load outlets.
- Use extreme caution when using candles or other items with open flames.
- Do not use flammable decorating materials.
- Avoid careless smoking. Use large, deep ashtrays and never smoke in bed.
- Do not put burning materials such as cigarettes and ashes into garbage cans.
- Keep cigarette lighters and matches out of the reach of children.
- Turn off coffee pots, stove burners, ovens, etc – when not in use.
- Avoid unsafe cooking practices, (deep frying – too much heat or loosely hanging clothes).
- Do not use a barbeque inside of a building.
- Keep exit doors and other fire doors closed at all times.
- Do not force cartons, coat hangers, bundles of paper into the garbage chute as they may block the chute.
- Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard.
- Promptly remove all combustible waste from all areas where waste is placed for disposal.
- Keep access roadways, fire routes and fire pumper connections clear and accessible for Fire Department use.
- Do not leave articles such as shoes, boots, mats, etc. in the building halls, corridors, and stairways.

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ALTERNATIVE MEASURE FOR OCCUPANT FIRE SAFETY

In the event of any shut-down of fire protection equipment or part thereof, in excess of 24 hours, CGS Fire Services 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.

All attempts to minimize the impact of the malfunctioning equipment will be initiated. When portions of the fire alarm system is placed out of service, the remaining portion must be maintained, and where necessary, the use of patrols, bull-horns, walkie talkies, etc., will be employed to notify concerned parties of emergencies.

Examples of when alternative measures would be required:

- In the event of complete electrical failure, how will the alarm be sounded?
- Should the fire protection systems require being shut down temporarily, what measures will ensure the detection & confinement of a fire?
- The fire route will be temporarily blocked due to construction, has CGS Fire Services been notified and is there anything that can be done at the end of the construction workday to alleviate the problem?
- Interior renovations are producing dust, debris, etc. What can be done to reduce the buildup of debris? To ensure the smoke detector does not accidentally activate due to dust, a temporary cover during construction can be used and removed at the end of the construction day. Is there anything else you can do to ensure adequate detection/protection for your building and occupants?

Example procedures to be followed in the event of fire alarm system shutdown are as follows:

1. Notify CGS Fire Services at 705-675-3341 – do not use 9-1-1. Give your name, address, and description of the problem and when you expect it to be corrected. CGS Fire Services will be notified in writing if shutdowns are expected to be longer than 24 hours at 705-671-2489,
2. Post notices at all exits and the main entrance, stating the problem and when you expect it to be corrected.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE THE AREA IMMEDIATELY
- CLOSE ALL DOORS BEHIND YOU
- NOTIFY STAFF AND OCCUPANTS – VERBAL ALARM
- EVACUATE USING THE NEAREST EXIT
- CALL CGS FIRE SERVICES 9-1-1-
- GIVE THE BUILDING ADDRESS

UPON HEARING THE VERBAL ALARM OF FIRE

- LEAVE THE BUILDING VIA THE NEAREST FIRE EXIT
- CLOSE ALL DOORS BEHIND YOU

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- Have supervisory staff, staff or other reliable person(s) patrol the affected area(s) at least once every hour.
- Notify CGS Fire Services at 705-675-3341 and the building occupants when repairs have been completed and the fire alarm system is operational again.

FIRE DRILLS

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities, as required by the Ontario Fire Code.

Fire drills must be conducted annually. In some buildings they must be conducted more often, a daycare for example must have fire drills conducted on a monthly basis. While occupant participation is highly recommended, it is not necessarily mandatory. However, when providing notification of the fire drill it is beneficial to recommend occupants review their own fire safety instructions, etc. and provide them with updates and fire safety educational literature.

Fire drills may be conducted at the request of the tenants. CGS Fire Services Officers can offer Fire Safety Lectures and Fire Extinguisher Training if requested pending availability, location, attendance and other pertinent conditions. They can be contacted at 705-671-2489, ext., 3743.

The requirements for fire drills can be found in the Ontario Fire Code Section 2.8.

STAIRWAY DESIGNATION – IDENTIFICATION

To assist in the orderly movement of occupants and the efficient operation of the Fire Safety Plan, the following suggestions are offered:

- Identify each stairway by letter designation (refer to the sample plans for typical situations) so that confusion may be avoided when referring to a particular stairway during an emergency. Clearly identify each floor level within each stairway as to the floor level (as required by the Ontario Fire Code for certain buildings). **Identification letters and numbers should be at least 6” in height with $^{3}/_{4}$” strokes.**

- Consultation with CGS Fire Prevention to determine appropriate designation of additional stairs or other options.

During an emergency, (or pre-incident, as part of your Fire Safety Plan) CGS Fire Services will establish which stairway is to be used as an evacuation stair for occupants, and which will be utilized extensively for the fire operations stair. Occupants should know that due to inherent hazards involving the movement of firefighting personnel & equipment and subsequent smoke and heat travel, nonconformity to this could be potentially life threatening.

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MAINTENANCE PROCEDURE FOR FIRE PROTECTION SYSTEMS

ROUTINE MAINTENANCE SCHEDULES

The Ontario Fire Code sets out specific requirements for checking, inspecting and testing of the fire safety and protection equipment in existing buildings. To assist you in fulfilling your obligations attached checklists are included in this guideline. These checklists include a list of Ontario Fire Code required checks, inspections and or texts to be made of fire protection equipment and can be included in your fire safety plan.

Please note that these attached checklists are attached for purposes of convenience only - resubmission of the original document will not be accepted. The Fire Code and other documents referenced in the Fire Code must be consulted for a complete and accurate explanation.

The Fire Code also contains specific requirements for the keeping of records of routine maintenance. Logbooks must be kept and may be created by the owner in a format useful to the owner. Special logbooks are not required, but are available for this purpose. Please consult the yellow pages for Fire Protection Suppliers. The Ontario Fire Code requires that records of all tests and corrective measures be retained for a period of two years after they are made. During routine inspections Fire Prevention Officers may request records to ensure that the necessary checks, inspections and or tests are being done and records are in order.

EXCERPTS AND DEFINITIONS FROM THE ONTARIO FIRE CODE

Article 1.1.1.1.
Unless otherwise specified the **owner** is responsible for carrying out the provisions of this code.

Article 1.1.1.2.
Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

Article 1.1.2.1.
A written record shall be kept of all tests and corrective measures for a period of two years after they are made, and
the record shall be made available upon request to the Chief Fire Official.

Check
Means visual observation to ensure the device or system is in place and is not 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 operation of the device or system to ensure that it will perform in accordance with its intended operation and
function.

Owner
Means any person, firm or corporation controlling the property under consideration.

Chief Fire Official
Means the Municipal Fire Chief or a member of the Fire Department designated by such.

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FIRE PROTECTION MEASURES

Please find below brief descriptions of fire protection systems, which may be present in existing buildings:

Automatic Sprinkler System
An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system is in operation and is usually activated by heat from a fire, thereby discharging water over the fire area.

Emergency Lighting
Emergency lighting ensures that exits, corridors, and principal routes providing access to exits are illuminated in the
event of loss of electrical power to the building.

Emergency Power
Emergency power is required to ensure the continued operation of fire and life safety systems in case of loss of
normal hydroelectric power.

Exits
An exit is that part of a means of egress that leads from the floor area it services to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside.

Fire Alarm System
The purpose of a fire alarm system is to alert all the occupants of the building that a fire emergency exists, so that
such occupants may put the measures required by the Fire Safety Plan into practice.

All fire alarm systems shall be always maintained in a fully operational condition.

There are two main types of fire alarm systems namely, single stage system and two stage system.

- A single stage system sounds a general alarm throughout the facility that may require total evacuation of the building. Operation of the fire alarms is activated by a manual pull station, heat detector, smoke detector, or sprinkler head.
- A two-stage system is designed to allow staff to investigate and take appropriate action and may require evacuation of the fire-affected area. The general alarm or second signal is reserved as a clear indication for complete evacuation of the building where this proves necessary.

Fire Department Access
Fire department access allows Fire fighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow, and other forms of obstructions to access routes, fire hydrants, and fire department connections are not permitted by the Ontario Fire Code. Maintaining Fire Department Access is an ongoing matter. In addition, access into a building requires consideration (e.g., with a key box, through preplanning etc.)

Fire Fighter's Elevators
All elevators should be returned to and kept at street level in fire emergency situations. Subsection 3.2.6. of the

Ontario Building Code specifies detailed size, capacity and operational requirements of fire fighter elevators.

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Fire Pumps
Fire pumps are used to ensure that the water required for firefighting, automatic sprinkler and standpipe and hose
systems are adequate and available.

Interconnections to Adjacent buildings
Where interconnections are provided to adjoining buildings, additional safety precautions may be required to ensure that smoke or fire does not immediately affect the adjacent building. Provisions to ensure “one way” movement of occupants away from the fire source is necessary.

Portable Extinguishers
Portable extinguishers are intended as a first aid measure to cope with fires of limited size. The basic types of fires
are Class A, B and C. Portable extinguishers are rated for the corresponding class of fire.

Standpipe and Hose Systems
A standpipe system is an arrangement of piping, valves and hoses outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply, which provides an adequate supply of water to the hose.

Safe Areas of Refuge
A safe area of refuge is intended to be a smoke free area, usually protected by a fire separation from other zones or floors to which occupants may proceed immediately following the sounding of a fire alarm and when so instructed. Occupants may remain these designated areas until receiving further instruction.

Smoke Control Measures
Smoke control measures consist of special construction and equipment to control the movement of smoke from fire,
thereby limiting the volume of contaminated air into all floor areas from the fire floor.

Venting to Assist Firefighting
Venting to assist firefighting is an Ontario Building Code requirement for High-rise Buildings. The venting may take the form of windows, wall panels, and smoke shafts, and in some cases, venting may be by the building’s exhaust system. Venting requirements are different from smoke control measures.

Voice Communication Systems
A voice communication system is used primarily to provide information and instructions for occupants during an emergency and allow the Fire Department to establish a communication network in the building to co-ordinate firefighting and rescue operations. This system should not be confused with a common public address system, which is not primarily designed as a fire safety provision.

Water Supply
The total supplies required for firefighting purposes may be supplied from various sources such as a municipal water supply, storage tanks (elevated or underground), lakes, rivers, wells, swimming pools, or a combination of sources; and should be obtained within practical distances. Water supplies must be accessible to firefighting equipment.

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FLOOR PLANS AND EVACUATION DIAGRAMS

The following list provides an example of the types of plans typically required as part of your plan submission. Please make note that two separate types of plans are required.

EVACUATION DIAGRAMS

What are they?
Evacuation Diagrams are typical diagrams that provide instructions to occupants & visitors to your building highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool “You Are Here” as well as directional arrows leading to all exits. “Approved” diagrams are then permanently affixed to the wall near elevators and exits. A copy also needs to be provided to the residents and or occupants as part of their fire safety instructions.

What part of the building must be shown?
Site plans, basements, parking garages, and floor plans of all levels including typical floors, penthouses, mezzanines and partial floor levels, roof plans, building sections may also be necessary. Unit layouts are required for business and commercial buildings but optional for apartment suites.

What symbols must be shown?
Typical symbols used include pull stations, designated exits, portable fire extinguishers and fire hose cabinets, and
other symbols as practical.

FIRE SAFETY PRE-INCIDENT PLAN DIAGRAMS

What are they?
Fire Safety Pre-Incident Plan Diagrams provide greater detail to your building managers and firefighters to aid them in the locations and identity of fire safety features, provisions, and hazards for firefighting, etc. The “Approved” Fire Safety Plan and Fire Safety Pre-Incident Plan diagrams are then laminated/protected (preferably 11” x 17” sheets) and installed within the Fire Alarm Annunciator Panel or other “approved” location. It is required that additional copies be provided with your submission of the Fire Safety Plan.

What part of the building must be shown?
Site plans, basements, parking garages, and floor plans of all levels including typical floors, penthouses, mezzanines
and partial floor levels, roof plans, building sections may also be necessary.

Additional Plans?
Fire alarm zone diagrams, fire protection zone and valve diagrams are necessary.

Consultation with Fire Prevention prior to the creation of plans is recommended.

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Fire Alarm and Voice Communication Systems
Reference should be made to CAN/ULC S-536-M97 for exact details.

Daily checks and monthly tests shall be conducted by the Property Management. Yearly tests shall be conducted by a person acceptable to the authority having jurisdiction for servicing fire alarm systems. **The fire alarm system is to be maintained in operating condition.**

When the system or any part of it is shut down the supervisory staff are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with Section 2.8 of the Fire Code.

Once activated, a fire alarm shall not be manually silenced unless it has been confirmed by the supervisory staff, in consultation with the Chief Fire Official on scene that no fire exists.

The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.

All the following should be recorded into the logbook.

Fire Code	***Maintenance Measures***	***Inspection Frequency***	***Responsibility***
6.3.2.2.	*Check fire alarm AC power lamp and trouble light*	daily	
6.3.2.2	Check trouble conditions	Daily	
6.3.2.3	Check central alarm and control facility	daily	
6.3.2.2.	Check all fire alarm components including standby power batteries	monthly	
6.3.2.2.	Test fire alarm system	monthly	
6.3.2.5.	Test voice communication systems that are not integrated with a fire alarm system	monthly	
6.3.2.2.	Test fire alarm system by persons acceptable to the authority having jurisdiction	annually	
6.3.2.4.	Test voice communication to and from floor areas to the central alarm and control facility by persons acceptable to the authority having jurisdiction.	annually	

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Standpipe and Hose Systems

(In accordance with Section 6.4 if applicable)

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
6.4.2.1.	Inspect all hose cabinets to ensure proper hose position and that all equipment is in place and operable	Monthly	
6.4.2.4.	Inspect hose valves to ensure tightness and no water leaks into the hose	Annually	
6.4.2.5.	Inspect standpipe hose and remove and re-rack hose and replace worn gaskets	Annually or after use	
6.4.1.3.	Remove plugs or caps on fire department connections and inspect for wear rust or obstructions	Annually	
6.4.3.1.	Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding one year	As required	
6.4.3.6.	Hydrostatically test standpipe system piping which normally remains dry, as per Article 6.4.3.2.	Every 5 years	

Portable Fire Extinguishers

Reference should be made to NFPA 10-2002for exact details
(in accordance with Subsection 6.2.7. – Inspection, Testing and Maintenance)

Fire Code	Maintenance Measures	Inspection Frequency	Responsibility
6.2.7.2.	Inspect all portable fire extinguishers	Monthly	
6.2.7.1.	Maintain and test all portable with extinguishers in conformance with NFPA 10	Annually	
6.2.7.1.	Hydrostatically test carbon dioxide and water type extinguishers	Every 5 years	
6.2.7.1.	Empty stored pressure type extinguishers and subject to maintenance	Every 6 years	
6.2.7.1.	Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every 12 years	
6.2.7.6.	Portable fire extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate or as indicated by an inspection or when performing maintenance	As required	

Means of Egress and Exit Signs

Fire Code	**Maintenance Measures**	**Inspection Frequency**	**Responsibility**
2.2.3.4.	Inspect all doors in fire separations	Monthly	
2.2.3.5.	Check doors in fire separations to ensure that they are closed	As required	
2.7.3.1.	Required exit signs shall be maintained to ensure they are clearly visible, clean, and legible	As required	
2.7.3.2.	Maintain exit lights to ensure they are illuminated and in good repair	As required	
2.7.1.7.	Maintain access to exits including corridors free from obstruction	As required	

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Fire Protection System for Commercial Cooking Equipment
Reference should be made to NFPA 96 for exact details.

Fire Code	Maintenance Measures	Inspection	Responsibility
2.6.1.3.(1)	Check hoods, filters, and ducts in ventilation systems subject to the accumulation of combustible deposits	Weekly	
6.8.1.1.	Inspect system for obvious or mechanical damage	monthly	
6.8.1.1.	Visually check to ensure seals and lock pins are in place and the system is ready to operate	monthly	
6.8.1.1.	Visually check all pressure gauges to ensure system is properly charged	Monthly	
6.8.1.1.	Visually check fusible links and detector assembly for any accumulation of grease or deposits	Monthly	
2.6.1.13.	Inspect and maintain exhaust and fire protection systems for commercial cooking equipment	Every 6 months	
2.6.1.3. (1)	Hoods, filters, ducts subject to accumulation of combustible deposits shall be cleaned when deposits create a fire hazard	As required	

Emergency Lighting Systems

Fire Code	*Maintenance Measures*	*Inspection Frequency*	*Responsibility*
6.7.1.1.	Check all components of system	Monthly	
2.7.3.3.	Pilot lights checked for operation	Monthly	
2.7.3.3.	Test emergency lighting units to ensure emergency lights will function upon failure of the primary power supply	Monthly	
6.7.1.1.	Test system	Annually	
2.7.3.3.	Test emergency lighting units to ensure unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions (After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.)	annually	

Emergency Power Systems

Fire Code	*Maintenance Measures*	*Inspection Frequency*	*Responsibility*
6.7.1.1.	Check all components of the system, operate the generator set under at least 50% of rated load for 30	Weekly	
6.7.1.1.	Check and clean crankcase breathers, governors, and linkages on emergency generators	Every 6 months	
6.7.1.1.	Inspect and service generator and generator set	Annually	
6.7.1.1.	Check torque and valve adjustments for engines	Every 2 years	
6.7.1.1.	Inspect and service injector nozzles and valve adjustments on diesel engines	Every 3 years	
6.7.1.1.	Check insulation of generator windings	Every 5 years	

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Service Equipment, Ducts and Chimneys

Fire Code	*Maintenance Measures*	*Inspection Frequency*	*Responsibility*
2.6.1.3	Check hoods, filters, and ducts subject to accumulation of combustible deposits and clean	Weekly	
2.6.1.4	Chimneys, flues, and flue pipes shall be inspected (or when any appliance is added)	Annually	
2.2.3.7.	Inspect all fire dampers and fire stop flaps	Annually	
2.6.1.8.	Disconnect switches for mechanical air conditioning and ventilation systems shall be operated to ensure proper shut-down	Annually	
7.2.3.1.	Inspect controls in air-handling systems used for venting in a fire to ensure operation	Annually	;
2.6.3.3.	Spark arresters shall be cleaned (or more frequently if debris adversely affect operation)	Annually	
2.4.1.7.	Lint traps in laundry equipment shall be cleaned to prevent accumulation of lint	As required	
2.6.1.5.	Chimneys, flues, and flue pipes to be clean to prevent accumulation of deposits	As required	

Sprinkler Systems

Fire Code	*Maintenance Measures*	*Inspection Frequency*	*Responsibility*
6.5.3.1.	Valves that are not electrically supervised and control water supplies to sprinklers and alarm connections (e.g., control valves), shall be checked to ensure they	Weekly	
6.5.3.3.	Water supply pressure and system air or water pressure shall be checked (by using gauges) to ensure the system is maintained at the required operating	Weekly	
6.5.5.2.	Test the sprinkler system alarm using alarm test connection located	Monthly	
6.5.5.7.	Test the sprinkler supervisory transmitters and water flow devices	Every 2 months	
6.5.4.3.	Inspect the priming water level for dry-pipe systems to ensure proper levels	Every 3 months	
6.5.5.7.	Test gate valve supervisory switches and other sprinkler and fire protection system	Every 6 months	
6.5.3.2.	Check exposed sprinkler system pipe hangers to ensure they are in	Annually	
6.5.3.5.	Check all sprinkler heads to ensure they are free from damage, grease, dust,	Annually	

6.5.4.4.	Remove plugs or caps on fire department connections and inspect for wear, rust, or obstructions – necessary corrective actions shall be taken as needed	Annually	
6.5.5.3.	Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually	
6.5.5.4.	Trip test of dry pipe valves to ensure proper operation of system	Annually	
6.5.5.5.	Sprinkler system water supply pressure shall be tested	Annually	

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	with the main drain valve fully opened to ensure there are no obstructions or deterioration of the main water supply		
6.5.4.2.	Dry pipe systems shall be inspected for obstructions and the entire system flushed where necessary	Every 15 years	
6.5.3.4.	Check dry pipe valve rooms or enclosures during freezing weather to ensure the system does not freeze	As required	
6.5.4.1.	Inspect auxiliary drains to prevent freezing	As required	

Fire Department Access

Fire Code	***Maintenance Measures***	***Inspection Frequency***	***Responsibility***
2.5.1.3.	Fire Access routes – streets, yards, private roadways, shall be maintained to be immediately ready for use at all times by fire department vehicles	As required	

Water Supply for Firefighting

Fire Code	*Maintenance Measures*	*Inspection Frequency*	*Responsibility*
6.6.3.2.	Check the temperature of pump room during freezing weather	Daily	
6.6.2.2.	Tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open	Daily	
6.6.1.2.	Inspect valves controlling fire protection water supply to ensure they are wide open and sealed or locked in that position	Weekly	
6.6.2.12.	Check water level and air pressure for pressure water tanks	Weekly	
6.6.2.13.	Inspect relief valves on air and water supply lines of pressure tanks	Weekly	
6.6.3.1.	Check water level in fire pump reservoirs	Weekly	
6.6.3.3.	Operate fire pump at rated speed and inspect component parts, as required	weekly	
6.6.2.8.	Inspect water level in gravity tanks	Monthly	
6.6.2.1.	Inspect fire protection water supply tanks, supporting structures and supply systems	Annually	
6.6.2.7.	Inspect the cathodic protection of steel fire protection water supply tanks	Annually	
6.6.2.9.	Inspect all parts of gravity tanks to ensure good repair	Annually	
6.6.3.5.	Test fire pump at full rated capacity	Annually	
6.6.5.1.	Inspect all fire hydrants (and after each use)	Annually	
6.6.5.7.	Fire hydrants water flow tested – main valve opened, and water flow checked	Annually	
6.6.2.5.	Check steel on inside and outside of fire protection water supply tanks for corrosion	Every 2 years	
6.6.2.6.	Inspect fire protection water tanks connected to non-portable water supply for sediment	Every 2 years	
6.6.2.6.	Inspect fire protection water tanks connected to potable water, scrape, and repaint as required	Every 5 years	

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Maintenance Procedure of Fire Protection Systems

Carbon Monoxide Alarms

Fire Code	***Maintenance Measures***	***Inspection Frequency***	***Responsibility***
6.3.4.8.	Carbon monoxide alarms shall be tested annually and after every change in tenancy	Annually as required	Landlord
6.3.4.8.	Battery operated carbon monoxide alarms shall be tested after the battery is replaced	As required	Landlord
6.3.4.8.	Carbon monoxide alarms that are connected to an electrical circuit shall be tested after any change is made to the electrical circuit.	As required	landlord

Smoke Alarms

Fire Code	***Maintenance Measures***	***Inspection Frequency***	***Responsibility***
6.3.3.8.	Smoke alarms shall be tested annually and every change in tenancy	Annually/as required	Landlord
6.3.3.8.	Batter operated smoke alarms shall be tested after the battery is replaced	As required	Landlord
6.3.3.8.	Smoke alarms that are connected to an electrical circuit shall be tested after any change is made to the electrical circuit.	As required	Landlord

Standpipe and Hose Systems
Reference should be made to NFPA-14-1993 for exact details

Reference Number	**Action**	**Inspection Frequency**
6.4.2.1.	Inspect all hose cabinets to ensure hose position and that equipment is in place and operable	Monthly (staff)
6.4.2.4.	Inspect hose valves to ensure tightness and no water leaks into the hose	Annually (staff)
6.4.2.5.	Remove and rerack hose and replace worn gaskets.	annually
6.4.1.2.	Remove plugs or caps on fire department connections and inspect for wear, rust, and obstructions	Annually
6.4.3.6.	Hydrostatically test standpipe piping which normally remains dry	Every 5 years

6.4.3.1.	Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding 1 year	As required

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Sprinkler Systems
Reference should be made to NFPA 13 for exact details

Reference Number	Action	Inspection Frequency
6.5.3.1.	Check that unsupervised sprinkler control valves are open	Weekly (staff)
6.5.3.3.	Check that air pressure on dry pipe systems is being maintained	Weekly (staff)
6.5.5.2.	Test sprinkler alarms using alarm test connection	Monthly (contractor)
6.5.5.7.	Test sprinkler supervisory transmitters and waterflow devices	Every 2 months (Contractor)
6.5.5.7.	Test gate valve supervisory switches and other sprinkler and protection system supervisory devices	Every 6 months (contractor)
6.5.3.2.	Check exposed sprinkler system pipe hangers	Annually (Contractor)
6.5.3.5.	Check all sprinkler heads are free of damage, corrosion, grease, dust, paint	Annually (Contractor)
6.5.4.3.	Inspect dry pipe valve priming levels	Annually (Contractor)
6.5.4.4.	Remove plugs or caps on fire department connections and inspect for wear, rust of obstructions	Annually (Contractor)
6.5.5.3.	Test waterflow on wet sprinkler systems using the most hydraulically remote test connection	Annually (Contractor)
6.5.5.4.	Trip test dry pipe valves to ensure proper operation of system	Annually (Contractor)
6.5.5.5.	Test flow of water supply using main drain valve	Annually (contractor)
6.5.4.2.	Inspect dry pipe systems for obstructions and flush as necessary	Every 15 years (Contractor)
6.5.3.4.	Check dry pipe valve rooms or enclosures during freezing weather	As required
6.5.4.1.	Inspect auxiliary drains to prevent freezing	As required

Emergency Lighting Systems
Reference should also be made to CSA C292 – 1977 for exact details

Reference Number	Action	Inspection Frequency
6.7.1.1.	Check all components of the System	Monthly (custodian)
6.7.1.1.	Test	Annually (Contractor)

Means of Egress

Reference Number	Action	Inspection Frequency
2.2.3.4.	Inspect all doors in fire separations	Monthly (Custodian)
2.2.6.5.	Check all doors in fire separations to ensure they are closed	As required (Custodian)
2.7.3.1.	Maintain exit signs to ensure they are clear and legible	As required (Custodian)
2.7.3.2.	Maintain exit lights to ensure they are illuminated and in good repair	As required (Custodian)
2.7.1.7.	Maintain corridors are free of obstructions	As required (Custodian)

Fire Department Access

Reference Number	Action	Inspection Frequency
2.5.1.5	Ensure streets, yards and private roadways provided for fire department access are kept clear	Daily (Staff)

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