

Fire Safety Plan

(Small Establishment – Single Stage Fire Alarm System)

(Business Name)

(Business Address)

**THE APPROVED LOCATION OF
THE FIRE SAFETY PLAN IS:**

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*The reproduction or use of this fire safety plan for non-commercial purposes is permitted and encouraged.
Permission to reproduce the plan for commercial purposes must be obtained from
Whitchurch-Stouffville Fire and Emergency Services.*



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Part 1 Introduction

The Ontario Fire Code, Division B Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan shall be approved by the Chief Fire Official and kept in the building in an approved location, satisfactory to the Chief Fire Official.

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 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

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

The Fire Safety Plan is also used to provide training to the buildings supervisory staff who must have received instructions in the fire safety procedures as described in the plan before they are given any responsibility for fire safety. Supervisory staff shall be available on notification of a fire emergency to fulfil their obligations described in the Fire Safety Plan, although it is not necessary that supervisory staff be in the building on a continual basis.

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

Once approved, the Fire Department may require the plan to be re-submitted if there is any changes to occupancy or use, if there are any changes in standards, if the Fire Safety Plan has not been kept current or up to date, or because the Chief Fire Official judges the current Fire Safety Plan is no longer acceptable.

Part 2

Audit of Building Resources

Occupancy Type:

No. of Storey's:

Occupant Load:

Occupant Load: (if applicable)

Fire Department Access

Lockbox::

No Yes

(Location(s)):

Designated Fire Route:

No Yes

(Location(s)):

Nearest Municipal
Hydrant Location:

Fire Department
Connection:

No Yes

(Location(s)):

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

Pressurized

Non-Pressurized

Amount of water on-site (gallons)

Utilities and Shut-offs

Heating

Natural Gas

Electric

Other

Main Gas

Shut-off: No Yes (Location(s)):

Main Electrical Shut-off Location:

Main Domestic Water Shut-off Location:

Fire Protection Systems

Fire Alarm System (single stage):

Alarm System Monitored No Yes

Main Panel Location:
Annunciator Panel Location
Fire Alarm Description:
Make::
Model::

NOTE: Fire Alarm Systems shall not be reset until permission given by on-scene Fire Department personnel following an emergency response.

Sprinkler System: No Yes Type: Wet Dry Other

Fire Dept. Connections: No Yes (Location(s)):

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves:

Fire Pump: No Yes (Location(s):
Fire Pump Description:

Standpipe System: No Yes Type: Wet Dry

Fire Dept. Connections: No Yes (Location(s)):

***NOTE: (i) each Hose Connection in a standpipe system shall have a legible sign reading:
"FIRE HOSE FOR USE BY TRAINED PERSONS ONLY"***

***NOTE: (ii) Standpipe hose stations shall be unobstructed,
clearly identified and shall be used for fire protection only.***

Kitchen Suppression for Commerical Cooking: No Yes

Connected to F/A System: No Yes

Fuel Source: Natural Gas Electric Other

Fuel Shut Off for Appliances: Location:

Portable Fire Extinguishers (Refer to schematic drawings)

ABC Extinguishers: Locations: Each floor area and service rooms.

K Type (wet) Extinguisher (if applicable): Location:

Emergency Lighting

No Yes Type: Battery Generator

Location(s):

Extra Hazardous Area:

Is there hazardous materials on site? No Yes

Is there Flammable and Combustible Liquids stored on-site? No Yes

(Storage of these liquids need to be stored in compliance with Part 4 of Division B of the Ont. Fire Code)

If YES, please list the materials below:

Material	Quantity	Location

Exits: Refer to schematics for location of exits.

Elevators: No Yes Total Number of Elevators:

Automatic Recall No Yes Manual Recall No Yes

Manual Recall Switch(es) No Yes Location:

Operating Instructions:

Part 2

Additional Information

For any additional information not already covered:

A large empty rectangular box with a thin black border, intended for providing additional information.

Part 3

Audit of Human Resources

Business/Building Name:

Address:

Business Phone No.

Business Phone No.

Building Owner:

Address:

Home Phone Number:

Cell Phone Number:

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor:

Home Phone No.

Cell Phone No.

Employee/Title:

Home Phone No.

Cell Phone No.

Employee/Title:

Home Phone No.

Cell Phone No.

***NOTE: Contacts normally called in order of nearest to the property for quickest response.
Best phone numbers required to fulfil responsibilities.***

Fire Alarm Monitoring Company:

Phone No.

Sprinkler Monitoring Company:

Phone No.

Whitchurch-Stouffville Fire Department

Emergency

9-1-1

Dispatch











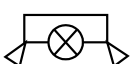








905 883-1099

Fire Prevention

905 640-9595

Part 4- Building Schematics

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

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

Site Plan

- ☒ Please attach Site Plan to email or send via postal mail.
(Include Legend)

Floor Plan

☒ Please attach Floor Plan to email or send via postal mail.

(Include Legend)

Part 6

Emergency Procedures for Occupants

NOTE: Emergency procedure signage shall be affixed to the wall at all fire alarm pull-stations and elevator lobbies. This signage is required to be accurate for the specific emergency procedures for the building.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call Whitchurch-Stouffville Fire Department at 9-1-1
- Leave building via nearest Exit

Upon Hearing Fire Alarm:

- Turn off Appliances in your unit/area.
- Close doors behind you to confine the fire.
- Leave building via nearest safe exit
- Do re-enter the building until safe to do so.

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT
DO NOT USE ELEVATORS

REMAIN CALM

Part 7 Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

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

Upon Hearing of a Fire Condition

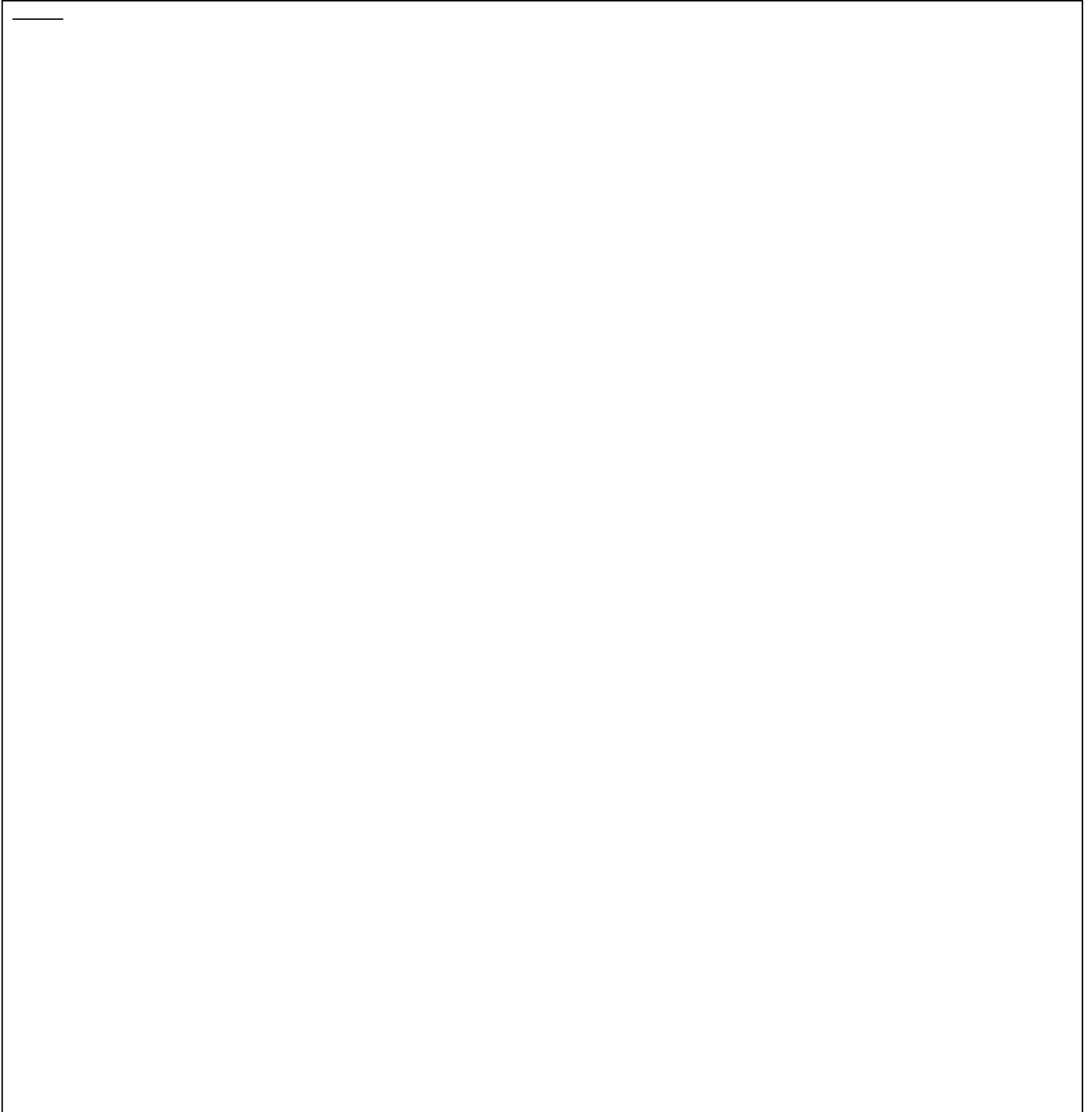
- Ensure that the other occupants have been notified of the emergency conditions.
- Check Fire Alarm Panel to determine area of origin of alarm.
- Dial 9-1-1 Notify Whitchurch-Stouffville Fire Department of the emergency condition. If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the Fire Department, inform the Fire Officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, 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 Markham Fire and Emergency Services and initiate alternative measures.

Emergency Procedures
Additional Information/Comments



Part 8 Responsibilities of the Owner / Occupant

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Provide copies of the approved Fire Safety Plan to supervisory staff and other related persons that have responsibilities as stated within this official document.

Part 9

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 Whitchurch-Stouffville Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.

Part 10 Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Whitchurch-Stouffville Fire Department 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 extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

Part 11

Alternative Measures for Occupant Fire Safety

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

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

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

1. Notify Whitchurch-Stouffville Fire & Emergency Services, dial 905 883-1099 (**DO NOT USE 911**). Give your name, address and a description of the problem and when you expect it to be corrected. Whitchurch-Stouffville Fire & Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff of other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify Whitchurch-Stouffville Fire & Emergency Service 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.*

See attached Fire Watch Duties and Report Log

Fire Watch Duties

Definition: The term “fire watch” is used to describe a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure of the fire alarm system or where activities require the interruption of any fire detection, fire suppression, or alarm system component.

Note: All building occupants are to be notified in writing that the fire protection systems in the building are not functioning and that a Fire Watch has been instituted until repairs have been made.

- 1) At least one (1) qualified person shall be employed to complete Fire Watch duties of the unprotected building area whenever the building is occupied. Each person assigned to Fire Watch duties must be provided with the following:
 - a) Suitable means of communication (cell phone, portable radio, ect.) for notifying Fire Dept.
 - b) A portable air horn or other approved means of sounding an alarm.
 - c) Flashlight.
 - d) Clipboard and pen.
 - e) Copy of Fire Watch Duties.
 - f) Copy of Fire Watch Log sheet.
 - g) Keys and/or access codes to provide entry to all rooms/spaces.
 - h) Floor plans of the building under Fire Watch.
- 2) Fire Watch personnel are to be familiar with the building and procedures for alerting the Fire Dept and all building occupants in the event of a fire.
- 3) Rounds shall be diligently completed at least once an hour, and recorded immediately upon the conclusion of each round on the Fire Watch Log sheet. The person completing the rounds will record the time each round was completed.
- 4) Fire Watch personnel are to have fire extinguishing equipment readily available and be trained in it's use.
- 5) If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn or another device approved by the Chief Fire Official.
- 6) A telephone must be readily available at all times to notify Whitchurch-Stouffville Fire Department of an emergency by calling 9-1-1. Always call from a safe location.
- 7) Do not attempt to extinguish the fire unless it is safe to do so.
- 8) Once building evacuation is completed, await the arrival of Fire Department at a safe location and direct them to the scene. Do not re-enter the building without permission from the Fire Department.
- 9) While the sprinkler system and/or fire alarm system(s) are shut down, assigned fire watch personnel shall patrol the area until both the fire alarm system and the sprinkler system has been restored.
- 10) Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire watch duties.

Fire Watch Log Report

_____ system out of service	Date: _____	Time: _____
Notified the Fire Dept of situation.	Date: _____	Time: _____

_____ system in service	Date: _____	Time: _____
Notified the Fire Dept of situation.	Date: _____	Time: _____

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this Log report immediately following each round. Records of Fire Watch shall be kept for 2 years after they are made and shall be made available to the Chief Fire Official upon his/her request.

Fire Watch conducted by: _____
 (Print name and position)

Fire Watch commenced: Date: _____ Time: _____

Round	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Part 12

Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

The Procedure is as follows:

- 1) Notify all occupants 24 hours in advance of the approximate time when the drill is to take place and include the date of the drill.
- 2) Post signs containing the above information in the lobby and other locations where guests are most likely to see them.
- 3) Notify the Fire Department and monitoring agency (if system is monitored) before the fire alarm is activated.

Fire Department Phone Number is 905 830-1099 (Not 9-1-1 for this purpose)

- 4) Commence drill.
- 5) Rest alarm system and verify with the alarm company that alarm is reset.
- 6) Notify the Fire Department when drill has been completed, if the alarm was activated.
- 7) Post drill de-briefing meeting will be held after drill to assess:
 - a) any problems that may have occurred.
 - b) that all required fire protection equipment functioned as designed.
- 8) Complete the appropriate fire drill document (as shown in fire safety plan) and retain the record for at least 12 months after the drill.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10

Requirements of the Ontario Fire Code

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

Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- Test* means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
- Inspect* means physical examination to determine that 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, and shall be available upon request to the Chief Fire Official. Records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official. Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available, however, records shall be retained for a period of at least two years after being prepared.

NOTE: The initial verification or test reports for fire protection systems after November 21, 2007 shall be retained on the premises throughout the life of the systems. This requirement applies to systems installed in accordance with this Code or the Building Code.

General Fire Protection Systems/Equipment

General

Responsibility

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

OWNER

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

OWNER

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

OWNER

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.

OWNER

Monthly

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

OWNER

Yearly

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

OWNER

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.

OWNER

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

OWNER

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.

OWNER

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.

OWNER

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.

OWNER

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.

OWNER

Monthly

Portable extinguishers shall be **inspected** monthly.

OWNER

Yearly

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

OWNER

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

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

OWNER

5 Years

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

OWNER

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.

OWNER

Fire Alarm

Responsibility

General

Fire alarm shall be kept unobstructed.

OWNER

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

OWNER

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.

OWNER

Monthly

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

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

OWNER

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

OWNER

Sprinkler Systems (Wet)

Responsibility

General

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

OWNER

Weekly

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

OWNER

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

OWNER

Monthly

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

OWNER

Two Months

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

OWNER

Six Months

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

OWNER

Yearly

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

OWNER

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

OWNER

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

OWNER

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

OWNER

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

OWNER

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.

OWNER

Sprinkler Systems (Dry)

General

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

OWNER

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

OWNER

Weekly

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

OWNER

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

OWNER

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

OWNER

Monthly

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

OWNER

2 Months

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

OWNER

3 Months

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

OWNER

6 Months

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

OWNER

Yearly

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

OWNER

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

OWNER

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

OWNER

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

OWNER

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

OWNER

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.

OWNER

Private Fire Hydrants

Responsibility

General

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

OWNER

Yearly

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

OWNER

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

OWNER

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

OWNER

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

OWNER

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

OWNER

Commercial Cooking Equipment

Responsibility

General

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".

OWNER

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.

OWNER

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.

OWNER

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.

OWNER

Emergency Lighting System

Responsibility

Daily

Check pilot lights for indication of proper operation.

OWNER

Monthly

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

OWNER

Ensure that battery surface is clean and dry.

OWNER

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

OWNER

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

OWNER

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

OWNER

Yearly

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

OWNER

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

OWNER

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

OWNER

OWNER

Water Supplies for Firefighting (Fire Pumps)

Daily

Responsibility

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

OWNER

Weekly

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

OWNER

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**.

OWNER

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**.

OWNER

Yearly

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

OWNER

Water Supplies for Firefighting (Water Tanks)

Daily

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

Responsibility

OWNER

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.

OWNER

Monthly

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

OWNER

Yearly

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

OWNER

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

OWNER

2 Years

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

OWNER

5 Years

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

OWNER

Emergency Power Systems

Responsibility

General

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

OWNER

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

OWNER

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

OWNER

Monthly

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

OWNER

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

Annually

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

OWNER