

# FIRE SAFETY PLAN

Fire safety plan for: \_\_\_\_\_  
(Business Name)

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

Submission Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Signature)

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[https://www.timmins.ca/our\\_services/emergency\\_services/fire\\_department/fire\\_prevention](https://www.timmins.ca/our_services/emergency_services/fire_department/fire_prevention)

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## Part 1 Introduction

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

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence and An individual convicted of an offence is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year, or to both.

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

The fire safety plan approved location is \_\_\_\_\_

### SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) must be submitted to the Chief Fire Official. Upon approval, one copy will be returned to the author and one copy will be retained by the Fire Department.

The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan. Contact the **Timmins Fire Department at (705) 360-2626.**

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

Provide as much information as possible by inputting in all spaces where applicable. Indicate N/A where appropriate.

Occupancy Description:

Occupant Load:

Designated Fire Route:    yes     no

Nearest Municipal Hydrant Location:

Private Hydrant yes     no     Location:

Lockbox: yes     no     Location:

Heating: gas     electric     other

Gas Shut-off Location:

Electrical Panel Location:

Water Main Shut-off Location:

Fire Alarm System:    none     single stage     double stage

Alarm Panel Location:

Annunciator Panel Location:

Monitoring Company:

Phone No.

Sprinkler System: yes  no  wet  dry  other

Fire Dept Connections: none  sprinkler  standpipe  location:

Fire Pump: yes  no  location:

Fixed Extinguishing system for Commercial Cooking Equipment: yes  no  n/a

Connected to fire alarm system: yes  no

Ecology Unit (Air Purification System): yes  no

Fuel Source: natural gas  electric  other

Fuel Shutoff for Appliance Location:

40 BC Extinguisher Location:

Type K Extinguisher Location:

Portable Extinguishers: Indicate on schematic drawing type and locations

Emergency Lighting: yes  no  Locations:

Emergency Power: yes  no  battery  generator

Generator: diesel  natural gas

Fuel Supply Location:

Transfer Switch Location:

Equipment powered by Generator:


Electromagnetic Locking Devices: yes  no

Manual Release Switch Location:

Exit Signage: yes  no

Extra Hazardous Area

Are there hazardous materials on site? yes  no

If yes, please list material and quantity:


Exits - please Indicate on schematic drawing locations

Elevators: yes  no  red helmet  yellow helmet

Automatic Recall yes  no  Manual Recall yes  no

Total number of Elevators:

Total number of Firefighter Elevators:



## Part 2(b) Audit of Human Resources

Business/Building Name:	
Address:	
Postal Code:	Business Phone Number:

Business Owner:	
Address:	
Postal Code:	Phone Number:

After Hour Contacts (24 hour telephone numbers)	
Manager/Supervisor:	Phone Number:
Employee/Title:	Phone Number:
Employee/Title:	Phone Number:
Other:	Phone Number:
Other:	Phone Number:



## Part 3

### Emergency Procedures for Occupants

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

#### **IN CASE OF FIRE**

##### **Upon Discovery of Fire:**

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call Timmins Police Dispatch at 9-1-1
- Leave building via nearest

##### **Exit Upon Hearing Fire Alarm:**

##### **If continuous Signal:**

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

##### **If Intermittent Signal:**

- Prepare to leave the building
- Listen to announcements/instructions.

## **Remain Calm**

## Part 4

# Emergency Procedures for Supervisory Staff

### Upon Discovery of Fire

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


### Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the Timmins Fire Department of the emergency condition. Dial 9-1-1 and ask for **Timmins Fire Department**
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

### Related Duties

#### In general:

- Keep the doors to stairwells closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

- 
- Participate in fire drills. Occupants' participation should be encouraged.
  - Have a working knowledge of the building fire and life safety systems.
  - Ensure the building fire and life safety systems are in operating condition.
  - Arrange for a substitute in your absence.
  - Comply with the Ontario Fire Code.
  - In the event of any shutdown of fire and life safety systems, notify the **Timmins Police Dispatch (705-264-1201)** and initiate alternative measures.



## **Part 5**

### **Responsibilities of the Owner / Occupant**

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

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- 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 those 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.

## Part 6 Fire Hazards

### Residential Properties

#### To avoid fire hazards in the building, occupants must:

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

#### In general, occupants should:

- Know how to alert occupants of building, know where exits are located.
- Call the **Timmins Police Dispatch (9-1-1)** immediately whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the manufactures smoke alarm and CO detector instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

## Part 6(b) Fire Hazards

### Commercial, Retail and Industrial Properties

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

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

### In general, occupants should:

- Know how to alert occupants of building, know where exits are located.
- Call the **Timmins Police Dispatch (9-1-1)** immediately 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.
- Know stairwell designation and the crossover floors (if any).

## Part 7

### Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the **Timmins Police Dispatch (9-1-1)** 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.

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



## Part 8

### Alternative Measures for Occupant Fire Safety

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

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

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

1. Notify the **Timmins Police Dispatch** by dialing **705-264-1201** (DO NOT USE 911).
2. Give your name, address and a description of the problem and when you expect it to be corrected. The Timmins Fire Department is to be notified in writing of shutdowns longer than 24 hours.
3. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
4. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
5. Notify the **Timmins Police Dispatch** and the building occupants when repairs have been completed and systems are operational.

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

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

## Part 9 Fire Drills

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

Fire Drill Record							
Date:	Time: Supervisor on Duty:						
Staff Present:	<table border="1"><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>						

Deficiencies Noted

General Comments

## Part 10

### Requirements of the Ontario Fire Code

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

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

#### Definitions for key words are as follows:

- Check* means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
- 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.

# General Fire Protection Systems/Equipment

## General

## Responsibility

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed. (OFC 2.2.3.5)

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Exit signs shall be clearly visible and maintained in a clean and legible condition. (OFC 2.7.3.1.)

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Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied. (OFC 2.7.3.2.)

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## 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. (OFC 2.6.1.3.)

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## Monthly

Doors in fire separations shall be **inspected** monthly for proper operation. (OFC 2.2.3.4.)

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## Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official. (OFC 2.2.3.5.)

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Every chimney, flue and flue pipe shall be **inspected** annually to identify any dangerous conditions and cleaned as often as necessary to keep them free from accumulations of combustible deposits. (OFC 2.6.1.4.)

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Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down in an emergency. (OFC 2.6.1.8.)

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## General Fire Protection Systems/Equipment

### General

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. (OFC2.6.3.3.)

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### Responsibility

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# 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.

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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.

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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.

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## Monthly

Portable extinguishers shall be inspected monthly.

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## Yearly

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

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

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

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

**Responsibility**

**5 Years**

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

\_\_\_\_\_

**6 Years**

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

\_\_\_\_\_

## Fire Alarm/Voice Communications System

### Daily

### Responsibility

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

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

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The central alarm and control facility shall be **checked** daily for indication of trouble in the system.

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### Monthly

While on emergency power supply, **inspect and test** the following to confirm the operability of the fire alarm system:

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- a) an initiating field device or manual pull station shall be operated, on a rotational basis and the system **inspected** for operation as follows:
  - i) an alert signal and an alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the building;
  - ii) the primary annunciator inspected to determine that the tested device annunciated correctly;
- b) operation of the common audible and visual trouble signals;
- c) batteries shall be **inspected** for the following:
  - i) terminals are clean and lubricated where necessary;
  - ii) terminal clamps are secure;
  - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications
- d) One emergency telephone shall be **tested** monthly on a rotational basis for two-way communication and correct indication at control unit or transponder.
- e) Voice paging capability to one zone confirmed on a rotational basis.

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**Monthly (continued)**

**Responsibility**

Voice communication systems that are integrated with a fire alarm system shall be **tested** in conformance with CAN/ULC-S536.

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Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with the following:

- a) Loudspeakers described above shall be tested monthly as an all-call signal to ensure they function as intended.
  - b) Communication from at least one remote firefighter emergency telephone location to the control unit shall be tested monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are tested at least once per year.
- 
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**Annual**

Annual **tests and inspections** conducted by a certified alarm contractor as required by The Ontario Fire Code, Div. B, Sentence 6.3.2.1. (1) tests and inspections shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems.”

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## Smoke Alarms

### Required Testing and Maintenance

### Responsibility

Smoke alarms shall be maintained in operating condition.

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Primary and secondary power supplies that serve smoke alarms shall be maintained in operating condition.

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If the Building Code requires a visual signalling component that is integral with or connected to a smoke alarm, the visual signalling component shall be maintained in operating condition

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Shall **test** smoke alarms annually and after every change in tenancy.

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

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## Carbon Monoxide

### Monthly

### Responsibility

Ensure dwelling unit CO alarms are maintained in operating condition.

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Primary and secondary power supplies that serve carbon monoxide alarms shall be maintained in operating condition.

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Shall **test** carbon monoxide alarms annually and after every change in tenancy.

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Ensure a copy of the CO alarm manufacturer's maintenance instructions or approved alternative has been provided.

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## Standpipe Systems

### Monthly

Hose stations shall be **inspected** monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.

### Yearly

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

Standpipe hose shall be unracked, unreeled or unrolled and **inspected** at least annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.

Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure that

- (a) the fire department connection is physically unobstructed and readily accessible,
- (b) the fire department connection identification sign is in place and visible,
- (c) the fire department connection is free of wear, rust or obstruction,
- (d) couplings or swivels are not damaged and rotate smoothly
- (e) gaskets are in place and in good condition,
- (f) the check valve is not leaking,
- (g) the automatic drain valve is in place and operating properly, and
- (h) fire department connection clappers are in place and operating properly.

The fire department connection annual inspection shall be recorded and kept in accordance with Subsection 1.1.2.

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

### Responsibility

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## Sprinkler Systems (Wet)

### General

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

### Responsibility

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### Weekly

Except for valves locked open or electrically supervised, all valves controlling sprinkler water supplies or alarms shall be sealed in the open position and **inspected** weekly.

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

### Monthly

Valves which are locked open or valves which are electrically supervised shall be **inspected** monthly.

Except for sprinkler system equipped with electrical supervision the alarm on all sprinkler systems shall be **tested** monthly by flowing water through the test connection located at the sprinkler valve

### Two Months

Transmitters and water flow actuated devices shall be **tested** at two-month intervals.

### Six Months

Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be **tested** at least every six months.

**Annually**

**Responsibility**

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

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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.

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

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Sprinkler system water supply pressure shall be **tested** annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.

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Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back-flushed when conditions warrant and the plugs or caps replaced

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# Sprinkler Systems (Dry)

## Responsibility

### General

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

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

---

### Weekly

Except for valves locked open or electrically supervised, all valves controlling sprinkler water supplies or alarms shall be sealed in the open position and **inspected** weekly.

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

---

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

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### Monthly

Valves which are locked open or valves which are electrically supervised shall be **inspected** monthly.

---

Except for sprinkler system equipped with electrical supervision the alarm on all sprinkler systems shall be **tested** monthly by flowing water through the test connection located at the sprinkler valve

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### Two Months

Transmitters and water flow actuated devices shall be **tested** at two-month intervals.

---

**Three 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.

**Responsibility**

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**Six Months**

Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be **tested** at least every six months.

---

**Annually**

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

---

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

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

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Plugs or caps on Fire Department connections shall be removed annually and the threads inspected 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.

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Dry-pipe valves shall be trip **tested** annually by means of the inspector's test valve to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. During the **test**, the control valve is not required to be in the fully open position.

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**Three Years**

Dry-pipe valves shall be trip tested at least once every three years with the control valve fully open.

**Responsibility**

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**Fifteen Years**

Dry-pipe systems shall be inspected every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.

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## Water Supplies for Firefighting (Fire Pumps)

### Daily

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

### Responsibility

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### Weekly

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

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

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, oil and fuel supplies shall be **inspected** once a week.

### Yearly

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

## Water Supplies for Firefighting (Hydrants)

### General

### Responsibility

Municipal and private hydrants shall be maintained in operating condition.

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Hydrants shall be maintained free of snow and ice accumulations.

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

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### Yearly

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

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Hydrants shall be equipped with port caps that are secured wrench-tight. The port caps shall be removed and the connections inspected for wear, rust or obstructions that in any way hamper easy removal and corrective action shall be taken as needed.

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The hydrant barrel shall be inspected **annually** to ensure that no water has accumulated within the barrel when the main valve is in the closed position.

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Where the hydrant barrel is found to contain water, the drain valve shall be **inspected** for operation.

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Hydrant water flow shall be **inspected** annually. The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked. A record shall be kept.

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## Water Supplies for Firefighting (Water Tanks)

### Daily

### Responsibility

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.

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A daily **check** of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.

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A daily **check** of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0°C.

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### Weekly

Pressure tanks shall be **checked** weekly during which the water level shall be observed and the air pressure shall be read. Relief valves on the air and water supply lines of pressure tanks shall be inspected weekly.

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### Monthly

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

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### Annually

An annual **inspection** shall be made of 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.

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Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be **inspected** annually.

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Gravity tanks shall be **inspected** annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frost-proof casing of the tank riser makes a tight joint with the bottom of the tank.

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## Water Supplies for Firefighting (Water Tanks)

### Two Years

Tanks, other than tanks supplied by a potable water supply, shall be inspected for accumulations of sediment at least every two years and cleaned as required.

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Steel and iron work, including the inside and outside of steel tanks and hoops and grillages for wooden tanks, shall be checked for corrosion at intervals not exceeding two years and scraped and repainted as required.

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### Five Years

Tanks supplied by a potable water supply shall be inspected every five years and scraped and repainted as required.

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# Smoke Shafts and Venting Equipment

## General

Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

## Responsibility

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## Six Months

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

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## Annually

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

- a) manually from outside the building
- b) on a signal from the smoke/heat actuated device in the smoke shaft, and
- c) when a closure in an opening between a floor area and the smoke shaft opens

Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code, the system shall be **inspected** annually to ensure that air is exhausted to the outdoors.

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## Five Years

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

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## Smoke Control Measures

### General

### Responsibility

Where smoke control measures contained in Commentary C of NRC, User's Guide -NBC 1995, "Fire Protection, Occupant Safety and Accessibility (Part 3)" are used, the **inspections and tests** shall be carried out as outlined in Section 7.3 of Division B of NRC, "National Fire Code of Canada".

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

Access to windows and panels required to vent floor areas and vents to vestibules that are permitted to be manually openable shall be kept free of obstructions.

# Commercial Cooking Equipment

## General

## Responsibility

A cooking operation producing smoke or grease-laden vapours shall be provided with an exhaust system and fire protection system in accordance with NFPA 96, “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”.

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Portable extinguishers suitable for Class K fires shall be provided to protect cooking operations.

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Portable extinguishers suitable for Class A:B:C fires shall be provided to protect other hazards in the kitchen.

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## Weekly

Metal containers used to collect grease drippings shall be inspected or emptied at least weekly.

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Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants prior to surfaces becoming heavily contaminated with grease or oily sludge.

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## Six Months

**Maintenance** of the fire-extinguishing systems and listed exhaust hoods containing a constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction at least every 6 months.

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## Annually

**Inspection and servicing** of the cooking equipment shall be made at least annually by properly trained and qualified persons.

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# Emergency Lighting System

## Monthly

## Responsibility

Pilot lights on emergency lighting unit equipment shall be **checked** monthly for operation.

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

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Ensure that battery surface is clean and dry.

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

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

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

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## Annually

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.

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

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## Elevators (High Buildings)

### General

Ensure keys required to recall elevators and to permit independent operation of each elevator are in their approved location.

### Responsibility

Maintain correct signage for firefighters' elevator.

### Three Months

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

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

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

- a) enable the elevator to operate independently of other elevators,
- b) allow operation of the elevator without interference from floor call buttons,
- c) render door protective devices inoperative, and
- d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close.

# Emergency Power Systems

## General

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

## Responsibility

To ensure continued reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with the manufacturer’s recommendations and instruction manuals.

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

## Monthly

The emergency electrical power shall be completely **inspected, tested** and **maintained** monthly as follows:

- a) Simulate a failure of the normal power supply to the building.
- b) Arrange so that:
  - i) a system is operated under at least 30% of the rated load for 60 minutes, and;
  - ii) all automatic transfer switches are operated under load.
- c) **Inspect** brush operation for sparking.
- d) **Inspect** for bearing seal leakage.
- e) **Inspect** for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oils coolers and engine room ventilation system(s).
- f) Record all instrument readings associated with the prime mover and generator and a verification that they are normal.
- g) Log and report as further prescribed in the manual of instruction for operation and maintenance.
- h) Check fuel supply for sufficient quantity.

## Annually










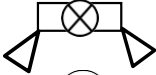







Test the generator, control panel, and transfer switch in conformance with CSA C282, “Emergency Electrical Power Supply for Buildings”.

**Maintenance  
Additional Comments**

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## Part 11- 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 (I.e. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
<b>FCP</b>	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
<b>H</b>	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)**