Fire Safety Plan

(Business/Property Name)

(Business/Property Address)

Prepared By

(Person Completing Form)

Reviewed By

(Fire Chief or Designate)

Dated:

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SUBMISSION PROCEDURES

At least two (2) copies (if mailed) 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. *See page 2 for additional information.*

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

Part 1

Introduction

As per the Ontario Fire Code sentence 2.8.2.1. (4),

“The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.”

It is the responsibility of the owner (defined by the Ontario Fire Code as any person, firm or corporation controlling the property under consideration) 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, outlines 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 subsequence offence. An individual is liable to a fine of $50,000 for a first offence and not more than $100,000 for a subsequent offence or imprisonment for a term of not more than one year or both.

The Ontario Fire Code and the Fire Protection and Prevention Act 1997 can be viewed online

Part 2(a)

Audit of Building Resources Checklist

Occupancy Type

Occupant Load
Occupant Load: (if applicable)

Access

Designated Fire Route: ☐ No ☐ Yes

Nearest Municipal Hydrant Location:

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

Fire Department Lockbox: ☐ No ☐ Yes
(Location(s)):

Heating ☐ Natural Gas ☐ Electric ☐ Other

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

Main Electrical Shut-off Location:

Photovoltaic System Battery Location:

Photovoltaic System Invertor Location:

Main Domestic Water Shut-off Location:

Fire Alarm System:

Fire Alarm Type: ☐ Single Stage ☐ Two Stage

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

Sprinkler System: ☐ No ☐ Yes Type: ☐ Wet ☐ Dry ☐ Other

Connected to the Fire Alarm System: ☐ No ☐ Yes
Location of Sprinkler Room/Shut-off Valves:

Standpipe System: ☐ No ☐ Yes
Location of Shut-off/Isolation Valves:

Fire Department Connection: ☐ No ☐ Yes (Location(s)):

Description:

Fire Pump: ☐ No ☐ Yes [Location(s)]:
Fire Pump Description:

Fire Protection Equipment Log Book Location:

Fixed Extinguishing System for Commercial Cooking Equipment

☐ No ☐ Yes Type:
(i.e. Wet Chemical, Dry Chemical, CO^2)

Connected to F/A System: ☐ No ☐ Yes

Audible Bell: ☐ No ☐ Yes

Ecology Unit: ☐ No ☐ Yes Protected by Fixed System: ☐ No ☐ Yes

Fuel Source: ☐ Natural Gas ☐ Electric ☐ Other

Fuel Shut Off for Appliances: Location:

K Type (wet) Extinguisher: Location:

Other: ☐ 40BC Extinguisher Location ☐ CO2

Other Extinguishing Systems:

Type(i.e. pre-action, sprinkler, halon, inergen, dry chemical):	Area/Location Protecting

Portable Fire Extinguishers: (Refer to schematic drawings)

Portable Fire Extinguishers - Type:
Refer to schematic drawings.

Emergency Lighting

□ No □ Yes Location(s):

Description:

Emergency Power

□ No □ Yes □ Battery □ Generator

Generator

□ Diesel □ Natural Gas

Fuel Supply Location:

Transfer Switch Location:

Equipment Powered by Generator:

Electromagnetic Locking Devices

□ No □ Yes (manual release switch location):

Proper Emergency Procedures Signage

□ No □ Yes

Location(s) throughout building:

Extra Hazardous Area:

Are there hazardous materials on site? □ No □ Yes

If YES, please list the material and quantity:

Exits: Refer to schematics for type and location of exits.

Elevators:

□ Firefighter (FF) Elevator (Red helmet designation)

□ Firefighter Service (Yellow helmet designation)

Automatic Recall: □ No □ Yes

Manual Recall: □ No □ Yes

Manual Recall Switch(es): □ No □ Yes Location:

Total Number of Elevators:

Total Number of FF Elevators:

FF Elevator Location:

Floors Served by FF Elevator:

Location of recall/operating keys:

Operating Instructions:

Part 2(a)
For Additional Information not already covered

Part 2(b)
Audit of Human Resources

Business/Building Name:

Address: Unit No.

Postal Code: Business Phone No.

Business Owner:

Address:

Postal Code:

Phone Number(s):

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: Phone No.:

Employee/Title: Phone No.:

Employee/Title: Phone No.:

Other: Phone No.:

Building Owner:

Address:

Postal Code: Phone No.:

Fire Alarm Monitoring Company: Phone No.:

Sprinkler Monitoring Company: Phone No.:

System Service Company: Phone No.:

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 as per Division B, 2.8.2.5 of the Ontario Fire Code.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately and close doors.
- Sound Fire Alarm.
- Call Lambton Shores Fire and Emergency Services at 9-1-1.
- Leave building via nearest Exit.
- Do not use elevators

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 the 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 Lambton Shores Fire and Emergency Services of the emergency condition. Dial 9-1-1
- 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 Lambton Shores Fire and Emergency Services and initiate alternative measures.

Emergency Procedures

Additional Information/Comments

Emergency Procedures

Additional Information/Comments (Continued)

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 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.

Part 6(a)
Fire Hazards

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes into the garbage chute.
- Never dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into the chute because it may become blocked.
- Avoid unsafe cooking practices; deep fat frying, too much heat, unattended stoves, and 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, overloaded outlets or lamp wire for permanent wiring.

In general, occupants should:

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

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

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 and shut off fuel sources (Gas/Electrical) if safe to do so.

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 Lambton Shores Fire and Emergency Services.

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

1. Notify the Lambton Shores Fire and Emergency Services at 519-243-1400 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Lambton Shores Fire and Emergency Services is to be notified in writing of shutdowns longer than 24 hours.
2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Lambton Shores Fire and Emergency Services and the building occupants when repairs have been completed and systems are operational.

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

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

Part 9
Fire Drills

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

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present: _____

_____

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.

Insert the person or company responsible for the following inspections.

General Fire Protection Systems/Equipment

General	**Responsibility**
Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.	
Exit signs shall be clearly visible and maintained in a clean and legible condition.	
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	
Weekly	
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.	
Monthly	
Doors in fire separations shall be **inspected** monthly for proper operation.	
Yearly	
Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	
Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	
Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.	

Portable Fire Extinguishers

General **Responsibility**

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

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

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

Monthly

Portable extinguishers shall be **inspected** monthly.

Yearly

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

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

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

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

Responsibility

5 Years

Every five years, pressurized water, K class, 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 tested to the appropriate standard.

12 Years

Every twelve years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be tested to the appropriate standard.

Fire Alarm/Voice Communications Systems

General **Responsibility**

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

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

Daily

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

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

Monthly

Every month the following **tests** shall be conducted 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

Monthly (continued)	**Responsibility**
Voice paging capability to one zone shall be **tested** monthly on a rotational basis.	

Monthly (continued)	**Responsibility**
Voice paging capability to one zone shall be **tested** monthly on a rotational basis.	
One emergency telephone shall be **tested** monthly on a rotational basis for operation and correct indication at control unit.	
Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended.	
At least one firefighter's emergency telephone shall be **tested** monthly on a rotational basis to ensure communication with the control unit. All telephones shall be **tested** each year.	

Yearly

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Division B, Section 1.1.2.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	
Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signalling devices.	

Smoke Alarms

General	Responsibility
Ensure dwelling unit smoke alarms are maintained in operating condition.	
Ensure dwelling unit smoke alarms visual signalling component is maintained in operating condition.	
Ensure a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative has been provided to tenants.	
Ensure dwelling unit smoke alarms power supply is maintained in operating condition (i.e. batteries or hardwired power).	

Yearly

Ensure dwelling unit smoke alarms batteries have been changed at least yearly.	

10 Years or as Required

Ensure dwelling unit smoke alarms are replaced as per manufacturer's instructions.	

Carbon Monoxide Alarms

General	Responsibility
Ensure dwelling unit carbon monoxide alarms are maintained in operating condition.	
Ensure dwelling unit carbon monoxide alarms visual signalling component is maintained in operating condition.	
Ensure a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative has been provided to tenants.	
Ensure dwelling unit carbon monoxide alarms power supply is maintained in operating condition (i.e. batteries or hardwired power).	

Yearly

Ensure dwelling unit carbon monoxide alarms batteries have been changed at least yearly.	

5 - 7 Years or as Required

Ensure dwelling unit carbon monoxide alarms are replaced as per manufacturer's instructions.	

Standpipe Systems

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

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.	
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	
Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.	
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	

Sprinkler Systems (Wet)

General **Responsibility**

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

Weekly

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

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

Monthly

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

Two Months

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

Six Months

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

Yearly	**Responsibility**
Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.	
Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.	
Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	
On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually.	
Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	

Sprinkler Systems (Dry)

General **Responsibility**

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

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

Weekly

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

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

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

Monthly

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

2 Months

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

3 Months	**Responsibility**
The priming water supply for dry pipe systems shall be **inspected** every three months to ensure that the proper level above the dry pipe valve is maintained.	
6 Months	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.	
Yearly	
Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.	
Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	
Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	
Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.	

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

Water Supplies for Firefighting (Fire Pumps)

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

Weekly

Valves controlling water supplies exclusively for fire protection systems shall be **inspected** weekly to ensure that they are fully open and sealed or locked in that position.	
Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected.**	
Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected**.	

Yearly

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

Water Supplies for Firefighting (Hydrants)

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

Yearly

Hydrants shall be **inspected** annually after each use.	
Ensure hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.	
The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.	
The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.	
Hydrant water flow shall be **inspected** annually and a record shall be kept.	

Water Supplies for Firefighting (Water Tanks)

Daily	**Responsibility**
Water tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather.	
Weekly	
Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly.	
Monthly	
Water level in gravity tanks shall be **inspected** monthly.	
Yearly	
An annual **inspection** shall be made of water tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	
Cathodic protection equipment in water tanks shall be **inspected** annually.	
2 Years	
Water tanks shall be **checked** every two years for corrosion.	
5 Years	
Water tanks shall be **inspected** every five years and scraped and repainted as required.	

Smoke Shafts and Venting Equipment

General **Responsibility**

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

6 Months

All 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, the elevators will return to the street floor and remain inoperative.

Yearly

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

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

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

5 Years

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

Smoke Control Measures

General	Responsibility
Where smoke control measures contained in the supplement to the National Building Code of Canada 1995, Chapter 3, “Measures for Fire Safety in High Buildings” are used, the **inspections** and **tests** shall be as outlined in Section 7.3 of the National Fire Code of Canada.	
Where a smoke control system is designed to meet the requirements of The Ontario Building Code, the **inspections** and **tests** shall be in accordance with procedures established by the designer of the system.	

Commercial Cooking Equipment

General **Responsibility**

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

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

Weekly

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

6 Months

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

Emergency Lighting System

Daily	**Responsibility**
Check pilot lights for indication of proper operation.	

Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.	
Ensure that battery surface is clean and dry.	
Ensure that terminal connections are clean, free of corrosion and lubricated.	
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	
Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	

Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	
After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that he charging system is in accordance with the manufacturer's specifications.	

Elevators (High Buildings)

General **Responsibility**

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

Maintain correct signage for firefighters' elevator.

3 Months

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

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

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

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

Emergency Power Systems

General **Responsibility**

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

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

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

Monthly

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

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

Annually

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

Maintenance

Additional Comments

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

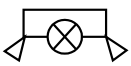

Valves (General)
Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)

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

(Include Legend)

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (519) 595-2801. Please indicate your company name so the plan can be attached to your submission.

Floor Plan

(Include Legend)

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (519) 595-2801. Please indicate your company name so the plan can be attached to your submission.