Fire Safety Plan

(Single-Stage Fire Alarm System)

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

_____

(Business Name)

_____

(Business Address)

Approved Location:

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 Oliver Paipoonge Fire & Emergency Services.

_____

Prepared By
(Person Completing Form)

Reviewed By
Oliver Paipoonge Fire &
Emergency Services

Date:

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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 $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 approved location is _____.

SUBMISSION PROCEDURES

At least two (2) copies of the Plan (8 ½ X 11 format) and one (1) electronic version 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.

Part 2(a)
Audit of Building Resources Checklist

Occupancy Type _____

Occupant Load
Occupant Load: (if applicable) _____

Access

Designated Fire Route: ☐ No ■ Yes
Fire Route Location: _____

Nearest Municipal Hydrant Location: _____

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

Lockbox: ☐ No ☐ Yes (Location(s)): _____

Heating ☐ Natural Gas ☐ Electric ☐ Other _____

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

Main Electrical Shut-off Location: _____

Main Domestic Water Shut-off Location: _____

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

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

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

_____
_____
_____
_____

Standpipe System: ☐ No ☐ Yes

Location of Shutoff/Isolation Valves: _____

_____

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

_____

Fire Pump: ☐ No ☐ Yes (Location(s): _____

Fire Pump Description: _____

_____

Fixed Extinguishing System for Commercial Cooking Equipment

☐ No ☐ Yes Type: _____

(i.e. Wet Chemical, Dry Chemical, CO^2)

Connected to F/A System: ☐ No ☐ Yes

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

Fuel Source: ☐ Natural Gas ☐ Electric ☐ Other _____

Fuel Shut Off for Appliances: Location: _____

40BC Extinguisher: Location: _____

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

Other Extinguishing Systems:

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

_____ _____

_____ _____

_____ _____

_____ _____

Portable Fire Extinguishers: (Refer to schematic drawings)

Emergency Lighting

☐ No ☐ Yes Location(s): _____

Emergency Power For Building

☐ No ☐ Yes ☐ Battery ☐ Generator

Generator ☐ No ☐ Yes

☐ Diesel ☐ Natural Gas

Fuel Supply Location: _____

Transfer Switch Location: _____

Equipment Powered by Generator: _____
_____
_____
_____

Electromagnetic Locking Devices

☐ No ☐ Yes (manual release switch location) _____

Proper Signage For Electromagnetic Locking Devices

☐ No ☐ Yes

Location(s) throughout building: _____
_____
_____
_____

Extra Hazardous Area:

Is there hazardous materials on site? ☐ No ☐ Yes

If YES, please list the material and quantity:

_____

_____

_____

_____

Exits: Refer to schematics for location of exits.

Elevators: ☐ No ☐ Yes

☐ 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)
Additional Information

For any 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.: _____

Part 3
Emergency Procedures for Occupants

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

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

IN CASE OF FIRE

Upon Discovery of Fire:

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

Upon Hearing Fire Alarm:

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

CAUTION

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

Remain Calm

Single Stage Fire Alarm System

Part 4
Emergency Procedures for Supervisory Staff

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

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of 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 Fire Department of the emergency condition. Dial 9-1-1 and ask for the 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 in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

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

Emergency Procedures

Additional Information/Comments

Emergency Procedures

Additional Information/Comments (p.2)

Part 5
Responsibilities of the Owner / Occupant

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

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

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

Residential Properties

To avoid fire hazards in the building, occupants must:

- Never put burning materials such as cigarettes and ashes 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, 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 alarm occupants of building, know where exits are located.
- Call the Fire Department 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 manufacturers smoke alarm (and CO detector if applicable) instructions, available from building owner/property management.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

Part 6(b)
Fire Hazards

Commercial, Retail and Industrial Properties

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

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

In general, occupants should:

- Know how to alert occupants of building, know where exits are located.
- Call Oliver Paipoonge Fire & 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

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

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Oliver Paipoonge Fire & Emergency Services has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the 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.

Part 8
Alternative Measures for Occupant Fire Safety

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

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

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

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

Notify Oliver Paipoonge Fire & Emergency Services.

1. Dial (807) 935-2613 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. Oliver Paipoonge 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 or other reliable person(s) patrol the affected area(s) at least once every hour and keep record of the patrol.
4. Notify Oliver Paipoonge Fire & 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

☐ **Please take the time to review this section.**

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

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present: _____

_____

_____

Scenario: _____

_____

_____

_____

Deficiencies Noted: _____

_____

_____

_____

General Comments: _____

_____

_____

_____

Part 10
Requirements of the Ontario Fire Code

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

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

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.

- Fire Prevention Officers may check to ensure 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.	_____
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.	_____
Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.	_____

Portable Fire Extinguishers

General **Responsibility**

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

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

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

Monthly

Portable extinguishers shall be **inspected** monthly. _____

Yearly

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

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:
a) mechanical parts
b) extinguishing agent
c) expelling means _____

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

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 the applicable maintenance procedures. _____

Fire Alarm

Responsibility

General

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

Fire alarm 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 principle and remote trouble lights for trouble indication; _____
b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. _____

Monthly

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

a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition _____
b) function of all signal devices shall be ensured _____
c) the annunciator panel shall be checked to ensure 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 _____

Responsibility

Monthly (continued)

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, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems". _____

Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices. _____

Smoke Alarms

General	Responsibility
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.	

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)

Responsibility

General

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. _____

Responsibility

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 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)

Responsibility

General

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. _____

Responsibility

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. _____

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. _____

Responsibility

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.

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. _____

Private Fire Hydrants

Responsibility

General

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

Responsibility

General

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, 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

Responsibility

General

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

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”. _____

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, Section 6.8.1.1. _____

Emergency Lighting System

Responsibility

Daily

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)

Responsibility

General

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

Responsibility

General

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 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". _____

Maintenance
Additional Comments

Part 11- Building Schematics

☐ **Please take the time to review this page.**

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

X — Pull Pin For Kitchen Fire Suppression System

Entrance / Exit

Hydrant

Siamese Fire Department Connection

Free Standing Siamese Fire Department Connection

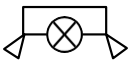
Valves (General)
Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)

FCP — Fire Alarm Control Panel

FAA — Fire Alarm Annunciator

Emergency Light, Battery-Powered

Illuminated Exit Sign, Single Face

 Combined Battery-Powered Emergency Light & Illuminated Exit Sign

Pull Station

HD — Heat Detector

SD — Smoke Detector

BC — Fire Extinguisher - BC Type

ABC — Fire Extinguisher - ABC Type

A — Fire Extinguisher - Water

H — Hose Cabinet

Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

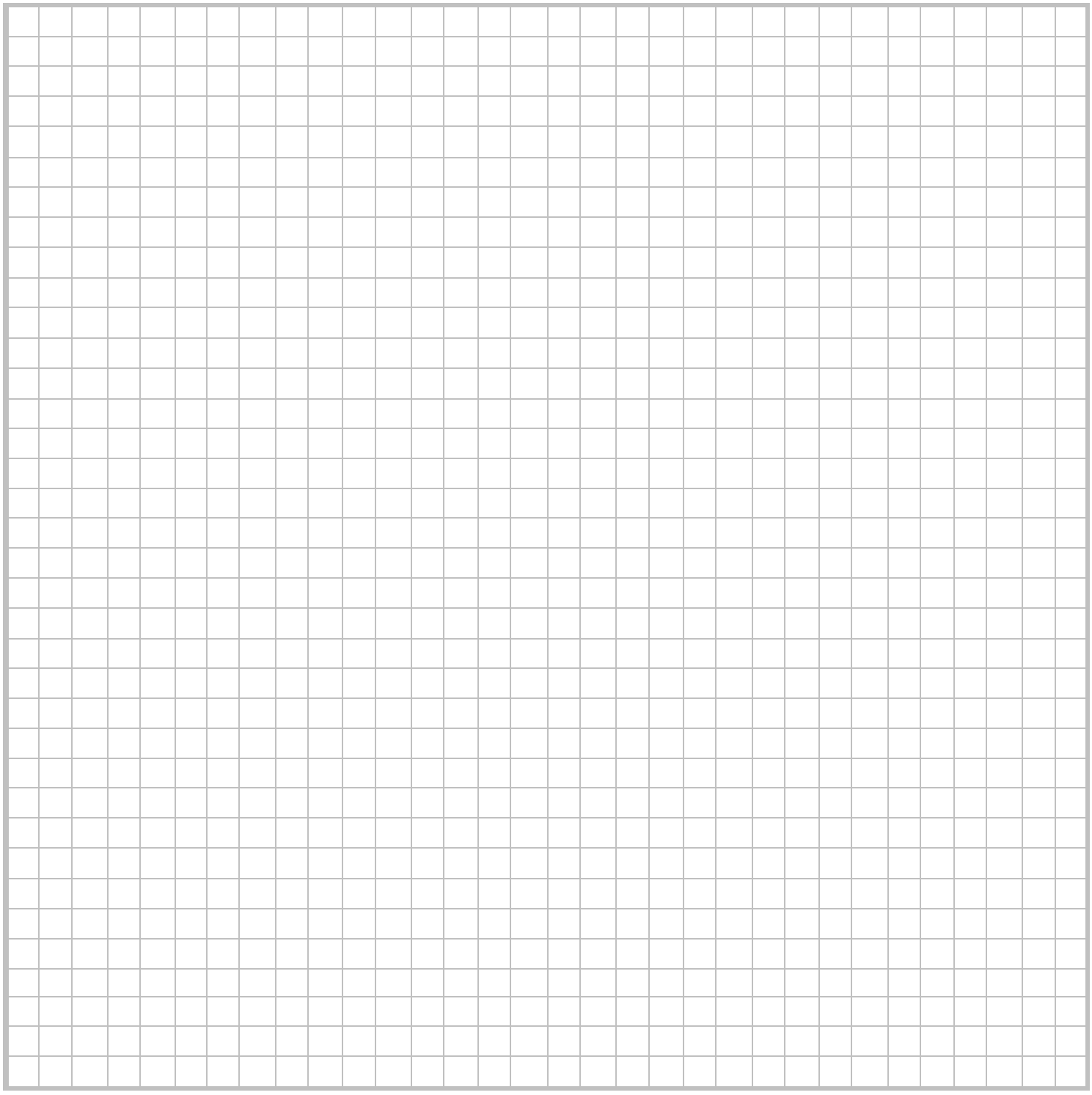
(Include Legend)

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (807) 935-2161. 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 (807) 935-2161. Please indicate your company name so the plan can be attached to your submission.



Chief Fire Official
Oliver Paipoonge Fire & Emergency Services
3250 Hwy 130
Rosslyn ON P7K 0B1