

FIRE SAFETY PLAN

Emergency Procedures and Building Safety Maintenance Plan

Click here to enter text.

Click here to enter text.

Approved by: _____ Date: _____
Chief Fire Official

This official document is to be kept readily available for access in the event of an emergency. This document shall be updated and revised annually for approval by the Chief Fire Official.

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SECTION 1

INTRODUCTION

1.1 Purpose of Fire Safety Plan

A Fire Safety Plan is a unique document tailored to the individual needs and resources of [Click here to enter text.](#) It is the owners/operators “Manual to Fire Safety”. The plan consists of:

- Emergency Procedures to provide owners and occupants/users of the building with the information they require to safely evacuate the building.
- Appointments and training of Supervisory Staff and provide a useful, organized information source of responsibilities for Fire Safety.
- Maintenance of Building Facilities procedures including checks, testing and inspection requirements of the Fire Code.
- Provisions to control fire hazards.
- Alternative Measures in case of power failures or system failures.
- Operating instructions - to provide effective emergency planning to ensure the proper utilization of safety features of the building.
- Provide a guide for emergency responders in the case of an emergency involving the building.

Section 2.8. “Emergency Planning’ of the Ontario Fire Code sets out specific requirements for the preparation and posting of fire safety procedures.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building and helps 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.

The building owner [Click here to enter text.](#), is responsible for preparing, updating and implementing a Fire Safety Plan acceptable and approved by the Fire Chief, and for ensuring that the building occupants and staff are familiar with the Fire Safety Plan. Building occupant instructions must be prominently posted on each floor area.

The Ontario Fire Code 1.2.1.2

(Defines) OWNER – any person, firm, or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

1.2 USE OF FIRE SAFETY PLAN

In order for this plan to be effective, it must be used on a regular basis by all persons associated with the building.

The fire Safety Plan must be updated annually to ensure all supervisory lists, responsibilities and phone numbers are kept current.

It should be kept accessible at all times to anyone who enters the building. An updated master copy should be kept in a secure location and Severn Fire & Emergency Services must also have a current copy.

The plan is important not only in maintaining a safe building, but also in providing fire fighters with fast access to vital information to safely respond to emergencies.

1.3 LOCATION

The Fire Safety Plan is kept [Click here to enter text.](#) the front lobby/vestibule adjacent to the main fire alarm reset panel and visible to the public. It is clearly marked "Fire Safety Plan"

1.4 ORGANIZATION OF THE FIRE SAFETY PLAN

The plan is divided into sections each providing information specific to a particular need.

For **Emergency Response**, use the following sections.

SECTION 2 - BUILDING INFORMATION AND LIFE SAFETY SYSTEMS

SECTION 3 – AUDIT OF HUMAN RESOURCES

SECTION 4 – EMERGENCY PROCEDURES & RESPONSIBILITIES

For **Training & Education**:

SECTION 5 – Training

For **Maintenance** requirements and **Record Keeping**, reference the following sections.

SECTION 6 – MAINTENANCE

SECTION 7 – RECORD KEEPING

SECTION 2

BUILDING INFORMATION

2.1 BUILDING DESCRIPTION

Building Construction & Occupancy

The building is classified as a [Choose an item.](#) structure with respect to the building code, and has [Click here to enter text.](#) of storeys above grade.

Below grade is [Choose an item.](#)

Construction is [Choose an item.](#) with interior room partitions of drywall on [Choose an item.](#)

studs. The building has [Choose an item.](#) roof. This roof is [Choose an item.](#) with [Choose an item.](#)

Use: [Click here to enter text.](#)

Hours of Operation (if applicable) [Click here to enter text.](#)

Age: [Click here to enter text.](#)

Number of Occupants: [Click here to enter text.](#)

Type of Heating: [Choose an item.](#)

Where the electrical panel is located: [Click here to enter text.](#)

Nature of Business: [Click here to enter text.](#)

Elevator: Yes No

All elevators should be returned to and kept at street level in fire emergency situations. Subsection 3.2.6.9 of the Building Code specifies detailed size, capacity and operation regulations for firefighters elevators.

Elevator Control location: [Click here to enter text.](#)

2.2 LIFE SAFETY SYSTEMS

	YES	NO
Fire Alarm System	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring Company	<input type="checkbox"/>	<input type="checkbox"/>
Portable Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Standpipe & Hose System	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department Connections	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler System	<input type="checkbox"/>	<input type="checkbox"/>
Fire Pumps	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Power (generator)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Voice Communication System	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Extinguishing Systems	<input type="checkbox"/>	<input type="checkbox"/>
Private Hydrants	<input type="checkbox"/>	<input type="checkbox"/>
Hydrants (Municipal) within 500 ft.	<input type="checkbox"/>	<input type="checkbox"/>
Heat & Smoke Detectors	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Control Measures	<input type="checkbox"/>	<input type="checkbox"/>

2.3 DESCRIPTION OF FIRE PROTECTION SYSTEMS

FIRE ALARM SYSTEM

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

There are two main types of fire alarm systems:

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

The alarm system for this building is: [Choose an item.](#)

Make/Model: [Click here to enter text.](#)

Location of Panel: [Click here to enter text.](#)

Monitoring Company: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

PORTABLE EXTINGUISHERS

A fire extinguisher is a storage container for an agent like water or chemicals. It is designed to put out a small fire, not a large one. Extinguishers are labelled ABC or D. Ensure you use the right extinguisher for the appropriate type of fire.

- A Ordinary Combustibles** – Fires started with paper, wood, drapes and upholstery require a Class A type extinguisher.
- B Flammable and Combustible Liquids** – Fires originating from fuel oil, gasoline, paint, grease in a frying pan, solvents and other flammable liquids require a Class B type extinguisher.
- C Electrical Equipment** – Fires started with wiring, overheated fuse boxes, conductors, and other electrical sources require a Class C type extinguisher.
- D Metals** – Certain metals such as magnesium and sodium require a special dry powder Class D type extinguisher.

A multi-purpose dry chemical labelled ABC puts out most types of fires: wood, paper, cloth, flammable liquids and electrical fires.

Portable extinguishers are rated for the corresponding classes of fire.

TYPE	LOCATION

Total number of extinguishers: [Click here to enter text.](#)

Records are kept where? [Choose an item.](#)

PULL STATIONS

Location: [Click here to enter text.](#)

PULL STATION SIGN:

Pull Station sign to be posted at each fire alarm pull station noted above.



STANDPIPE AND HOSE SYSTEM

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

Location: [Click here to enter text.](#)

FIRE DEPARTMENT CONNECTIONS

Fire department connections are used in fire sprinkler systems. When any fire occurs water is discharged from the sprinkler heads that have fused, and are discharging water to suppress and extinguish the fire. The fire department connection is used by the fire department to add to the water supply to the sprinklers.

Location: [Click here to enter text.](#)

WATER SUPPLY

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

Location: [Click here to enter text.](#)

SPRINKLER SYSTEM

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

Type: [Choose an item.](#)

Location of system: [Click here to enter text.](#)

FIRE PUMPS

A fire pump is a part of a fire sprinkler system's water supply and can be powered by electric, diesel or steam. The pump intake is either connected to the public underground water supply piping, or a static water source (e.g., tank, reservoir, lake). The pump provides water flow at a higher pressure to the sprinkler system risers and hose standpipes. Fire pumps are needed when the local municipal water system cannot provide sufficient pressure to meet the hydraulic design requirements of the fire sprinkler system

Type: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

EMERGENCY POWER GENERATOR

Emergency power is required to ensure the continued operation of fire and life safety equipment and systems in case of loss of normal hydro-electric power.

Type: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

EMERGENCY LIGHTING

An emergency light is a battery-backed lighting device that comes on automatically when a building experiences a power outage.

Location: [Click here to enter text.](#)

VOICE COMMUNICATION SYSTEM

An emergency voice communication system is used primarily to provide information and instructions for occupants during an emergency.

YES NO

Location of system: [Click here to enter text.](#)

FIXED EXTINGUISHING SYSTEMS

Fixed fire extinguishing/suppression systems are commonly used to protect areas containing valuable or critical equipment such as data processing rooms, telecommunication switches, and process control rooms. Their main function is to quickly extinguish a developing fire and alert occupants before extensive damage occurs by filling the protected area with a gas or chemical extinguishing agent.

Location: [Click here to enter text.](#)

FIRE DEPARTMENT ACCESS

Fire Department Access allows firefighters and their equipment to gain access to the building. Vehicles parked in a fire route, excessive vegetation, snow and other forms of obstructions to access routes, fire hydrants and fire department connections are not permitted by the Fire Code. Maintaining fire department access is an ongoing matter. In addition, access into a building requires consideration.

Fire Route: Yes No

Location: [Click here to enter text.](#)

PRIVATE HYDRANTS

No Yes

Location and distance of private hydrants: [Click here to enter text.](#)

MUNICIPAL HYDRANTS

No Yes

Location: [Click here to enter text.](#)

SMOKE OR HEAT DETECTORS

A fire detector designed to operate at a predetermined temperature or rate of temperature rise.

[Type the document title]

Descriptions or type and where they are located.

Smoke Detectors

Heat Detectors

Location: [Click here to enter text.](#)

SMOKE CONTROL MEASURES:

Smoke control measures are provided in a building to allow sufficient evacuation time for the occupants under fire and smoke conditions. It consists of special construction and equipment to limit the volume of contaminated air on all floor areas, from the fire floor.

Description of smoke control measures: [Click here to enter text.](#)

EXITS (Emergency Exits)

An exit is that part of a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to a place of refuge. Vertical shafts accessed from above or below grade are protected from the remainder of the building provided the doors leading to the shaft are kept closed.

Every exit door must have an EXIT sign which is visible at all times.

Description of location: [Click here to enter text.](#)

LOCK BOXES

In buildings where occupancy is nil during certain hours a lock box with keys for access for the fire department is recommended.

This building [Choose an item.](#) have a lock box.

Location: [Click here to enter text.](#)

2.4 SITE PLAN

Site Plan must be clear and legible with street names, cross streets listed and fire department access noted. Provide site plan on separate page.

2.5 BUILDING PLAN/SCHEMATICS/FLOOR PLAN

Items included should be:

- Fire Safety Plan Location
- Exits
- Gas Shut Off
- Portable Extinguishers
- Electrical Shut Off
- Elevators
- Hose Cabinets
- Fire Alarm Panels
- Pull Stations, Smoke Detectors (Alarms), Heat Detectors
- Location of Lock Box
- Fire Department Access
- Standpipe & Hose System
- Private Hydrants
- Fire Department Connections

SECTION 3

AUDIT OF HUMAN RESOURCES

3.1 Audit of Human Resources

Building Owner: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Key Holder: Yes No

Building Manager: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Key Holder: Yes No

Security Personnel: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Key Holder: Yes No

Caretaking Staff: [Click here to enter text.](#)
Address: [Click here to enter text.](#)
Phone Number: [Click here to enter text.](#)
Key Holder: Yes No

3.2 PERSONS WITH SAFETY RESPONSIBILITIES

The Owners of the Building are responsible for the overall implementation of the requirements of the fire Safety Plan. This includes appointment of supervisory staff with responsibilities for occupant safety and maintenance of Life Safety Systems in the building.

These individuals are:

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

The Owner must ensure that the provisions of the Plan are followed on an ongoing basis in order to maintain an effective plan of action in case of an emergency.

Occupants/users of the building must be aware of the plan and trained in the maintenance of equipment and emergency procedures. This involves practice and yearly updates.

SECTION 4

EMERGENCY PROCEDURES & RESPONSIBILITIES

4.1 EMERGENCY PROCEDURES

Instructions regarding the correct emergency procedures are to be posted throughout the building. Post on each floor.



4.2 CONTAINMENT/CONTROL OF FIRE

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department.

Note: Use portable fire extinguishers only if fire is small, your exit is unobstructed and you are trained in the use of an extinguisher. Attempting to extinguish a fire is a voluntary act. Only persons who are properly trained and feel confident in the use of a fire extinguisher should contemplate their use. Improper use of a fire extinguisher can lead to severe injury or death.

Learn How to Use an Extinguisher (PASS)

1. **Pull** the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion or other motion.
2. **Aim** the extinguisher nozzle (horn) at the base of the fire.
3. **Squeeze** or press the handle.
4. **Sweep** from side-to-side at the base of the fire and discharge the contents of the extinguisher.

4.3 RESPONSIBILITY OF SUPERVISORY STAFF

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

The Supervisory Staff Should:

- Be in complete charge of the approved Fire Safety Plan and the specific responsibilities of the personnel.
- Designate and train sufficient assistants to act in this position, during any absence from the building.

Responsible Supervisory
Staff

[Click here to enter text.](#)

[Click here to enter text.](#)

[Type the document title]

- Educate and train all staff in the use of the existing fire safety equipment, and in the actions to be taken under the approved Fire Safety Plan. [Click here to enter text.](#)
- Survey the building to determine the number of exits available from each floor or area. [Click here to enter text.](#)
- Prepare and post on each floor or area, a schedule for use by the occupants of such exits (primary and secondary) in case of an evacuation. [Click here to enter text.](#)
- Ensure that a schematic diagram, showing type, location and operation of all building fire emergency systems, (e.g. location of Fire Alarm Control Panel, Fire Hose Cabinets, water control valves where present), is maintained [Click here to enter text.](#)
- Maintain a list of occupants requiring assistance, location and special procedures. [Click here to enter text.](#)
- Be responsible for the control of fire hazards in the building. [Click here to enter text.](#)

IN THE EVENT OF FIRE:

- Ensure the fire alarm has been activated (where present). [Click here to enter text.](#)
- Notify the Fire Department of the emergency condition. [Click here to enter text.](#)
- Supervise the evacuation of the occupants. Emergency voice communication systems should be used where available. [Click here to enter text.](#)
- Upon arrival of firefighters, inform the Fire Chief or person in command regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department. [Click here to enter text.](#)
- Provide access and vital information to firefighters (e.g. master keys for suites, service rooms, elevators, etc.; when so informed, provide record of location of handicapped persons). [Click here to enter text.](#)

[Type the document title]

- See the fire alarm system, (where present), is not silenced until the Fire department has responded and the cause of the alarm has been investigated.

[Click here to enter text.](#)

EMERGENCY PROCEDURES FOR KITCHEN STAFF:

(Where applicable)

Responsible Supervisory
Staff

Upon discovery of fire within the kitchen area:

1. Manually activate the cooking equipment fire suppression system (if safe to do so).
2. Alert occupants of the building.
3. Close all doors behind you.
4. Assist other staff with evacuating patrons and leave the building.

[Click here to enter text.](#)

Upon being alerted of a fire:

1. Isolate the cooking equipment by switching off all cooking equipment primary and main gas valves and/or electrical switches.
2. Close all doors behind you.
3. Assist other staff with evacuating patrons and leave the building.

[Click here to enter text.](#)

Upon discovery of fire within your area:

1. Alert everyone in the area that a fire is occurring.
2. Activate the fire alarm system (where present) by pulling the nearest pull station.
3. Assist occupants in evacuating the general area that you occupy until it becomes personally unsafe.
4. Proceed to the nearest exit and leave the building.
5. Remain at a safe distance and do not re-enter until advised that you may do so by the Chief or Officer in Command on site.

[Click here to enter text.](#)

Upon being alerted of a fire:

1. Activate the fire alarm system (where present) by pulling the nearest pull station.

2. Assist occupants in evacuating the general area that you occupy until it becomes personally unsafe. [Click here to enter text.](#)
3. Proceed outside to the main entrance to ensure access by the Fire Department.
4. When the fire fighters arrive, inform the Fire Chief or Officer in Command regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
5. Provide the fire fighters access and vital information.
6. See that the fire alarm system is not silenced until Severn Fire & Emergency Services has responded and the cause of the alarm has been investigated.

4.4 FIRE DRILLS

The purpose of fire drills, are to ensure that the occupants are totally familiar with the emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

All building occupants must participate in the fire drill. Following each drill, all persons of delegated responsibility should attend a debriefing to report on their actions and the reactions of the occupants.

Notify Alarm Company and Severn Fire & Emergency Services dispatch prior to and on completion of the Fire Drill.

As required by the Ontario Fire Code, Fire Drills must be carried out once a year and records must be kept for review at the request of the Fire Chief or designate. Information on these records would include, date, time, what pull station was used and any problems encountered and how they were resolved.

The Ontario Fire Code requires that fire drills be conducted:

- Day Care Centers and Group B occupancies
 - Every month.
- Schools attended by children
 - At least three total evacuation drills in each of the fall and spring school terms.
- All other buildings for supervisory staff:
 - Every 12 months.

SECTION 5

TRAINING

The safe operation of the building and the effective utilization of the fire and safety systems within the building depends heavily on the proper training and education of not only the Owner but also the occupants using the building as to the correct emergency procedures.

This would include anyone that becomes in care and control of the building such as rental of rooms or parts of the building.

5.1 OCCUPANTS OF THE BUILDING

All occupants of the building must be informed of the following;

- Know the contents and location of the Fire Safety Plan and their own role in providing the highest possible level of safety.
- Know how to operate the portable fire extinguishers and know when it is appropriate to fight a fire themselves.
- Know how and where to activate a fire alarm.
- Know all the evacuation routes from the building.
- Know how to operate all the building fire safety systems.
- Know the location of the main shut offs for the electrical service.
- Know their duties in protecting themselves as Residential and Commercial Occupants, as outlined in the Fire Safety Plan, and their responsibilities in the event of a fire.
- Know their duties in assisting Severn Fire & Emergency Services.

5.2 GENERAL PRINCIPALS OF FIRE SAFETY

- Always know escape routes.
- Be familiar with all the ways out of the building.
- Feel the door first with the back of your hand, if it is hot, do not open.
- Know the location and how to operate building fire alarm pull stations.
- Know the location and how to operate all available fire extinguishers in your area or on your floor.
- NEVER RISK YOUR LIFE.
- If possible, close all windows and doors as you make your escape to prevent the spread of fire.

SECTION 6

MAINTENANCE

6.1 ALTERNATIVE MEASURES FOR FIRE SAFETY

FIRE PROTECTION EQUIPMENT

In the event of any shutdown of fire protection equipment and systems, or part thereof, call Severn Fire Dispatch at 705-235-5201 (24 hours). Occupants must be notified and instructions must be posted as to alternate provisions or actions to be taken in case of an emergency.

FIRE WATCH

An alternate measure is to conduct periodic (every 30 minutes) patrols of all common areas of the building to monitor fire safety. A log book is kept for these occasions. These provisions and actions must be acceptable to Severn Fire & Emergency Services.

6.2 BUILDING MAINTENANCE

In addition to specific requirements for the maintenance of the various fire safety systems, the following points should be observed.

- Keep doors to stairways closed at all times. Fire doors must not be wedged open.
- Keep stairways, landings, hallways, passageways and exits (inside and outside) clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in any part of a stairway, fire escape or other means of egress.
- Do not permit combustible waste material to accumulate in quantities or locations which will constitute a fire hazard. Promptly remove and dispose of appropriately.
- Keep access roadways and fire routes clear and accessible for Fire Department use.
- Have a working knowledge of the fire alarm system and how it is reset.
- Note the condition of the fire alarm system and other fire protection equipment and report to Owner if it is not in good operating condition at all times.
- Ensure that the emergency number is posted by telephones. 9 1 1
- Repair if damaged any Fire Separations.

6.3 HAZARDS CONTROL

WASTE HANDLING

- Carefully manage and dispose of garbage and refuse.
- Carefully dispose of packaging materials, flammable liquids or aerosol cans.

SMOKING AND OPEN FLAMES

- Carefully dispose of burning material such as cigarettes and ashes. Avoid careless smoking, use ashtrays, and never smoke in bed.
- Avoid unsafe cooking practices, (deep frying, too much heat, unattended stoves, loosely hanging sleeves or curtains).

ELECTRICAL HAZARDS

- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or lamp wire for permanent wiring.

SPECIAL HAZARDS RELATING TO OCCUPANCY USE

- Spill procedures (4.1.6.4.(1)(2)(3) Ontario Fire Code)
- Laboratory Specifications (4.12.4.1.(1)(2)(3)(4) Ontario Fire Code)
- Copy of permits needed to perform “hot work” etc.
- Use of Oxygen

6.4 LIFE SAFETY SYSTEMS

The requirements for the maintenance of all systems in the building are outlined in the Ontario Fire Code. It is the Owners responsibility to ensure all systems are maintained. The following summary is a check list format and all “check”, “test”, “inspections” must be recorded and kept in the building in a log book for review upon request. This list has been prepared for the purposes of convenience only. For accurate reference, the Fire Code should be consulted.

DEFINITIONS

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

Test Means operation of 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.

6.5 SCHEDULE MAINTENANCE AS REQUIRED BY FIRE CODE

Daily

1.	Exit lights should be checked to ensure that they have not been damaged and that they are illuminated.	2.7.3.1
2.	Fire alarm system, AC power lamp and trouble signal must be checked.	6.3.2.1.
3.	Central alarm & control facility to be checked.	6.3.2.2.
4.	Tank heating equipment and water temperature must be checked for fire protection water tanks.	6.6.2.2. 6.6.2.3.
5.	Temperature of fire pump rooms and water tank enclosure must be checked during freezing weather.	6.6.3.2.

Weekly

1.	Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.	2.6.1.4.
2.	Check that sprinkler system control valves are open and properly supervised.	6.5.3.1.
3.	Check that dry pip sprinkler system air pressure is being maintained.	6.5.3.3.
4.	Inspect valves controlling fire protection water supplies.	6.6.1.2.
5.	Check the water level and pressure for fire protection system pressure tanks.	6.6.2.12.
6.	Inspect relief valves on air and water supplies of fire protection pressure tanks.	6.6.2.13.
7.	Check water level in fire pump reservoirs.	6.6.3.1.

[Type the document title]

8.	Inspect and operate all fire pumps. Inspect storage batteries etc.	6.6.3.3. (1) (2) 6.6.3.4. (1)(2)
9.	Check all components for emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes.	6.7.1.1.

Monthly

1.	Inspect all doors in fire separations.	2.2.3.4.
2.	Pilot lights, emergency lighting system batteries, units and lamps to be checked, inspected and tested.	2.7.3.3.
3.	Inspect all portable fire extinguishers.	6.2.7.2.
4.	Test the building fire alarm system and check all components including standby power batteries.	6.3.2.1.
5.	Test the voice communication systems and loudspeakers.	6.3.2.3. (1)(2)
6.	Test the sprinkler system alarm.	6.5.5.2.
7.	Inspect the water level in gravity tank fire protection water tanks.	6.6.2.8.

Every 2 Months

1.	Test transmitters and waterflow actuated devices.	6.5.5.7.(2)
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Every 6 Months

1.	Inspect fire protection systems for commercial cooking equipment.	2.6.1.12
2.	Check and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.

[Type the document title]

3.	Conduct inspection and maintenance of special extinguishing systems.	6.8.1.1.
4.	Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	6.5.5.7.3.(3)

Annually

1.	Inspect all fire dampers and fire stop flaps.	2.2.3.7.
2.	Test emergency lighting equipment.	2.7.3.3.(3)(b)
3.	Inspect all chimney, flues and flue pipes.	2.6.1.5.
4.	Inspect disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8.
5.	Clean chimney spark arrestors.	2.6.3.3.
6.	Conduct fire alarm drills in all buildings which have a fire alarm system.	2.8.3.2.
7.	Carry out maintenance procedures for fire extinguishers.	6.2.7.1.
8.	Conduct a complete test for the building fire alarm system by qualified personnel.	6.3.2.1.
9.	Conduct a complete test of the building voice communication system by qualified personnel.	6.3.2.3.(1)(2)
10.	Inspect plugs and caps on standpipe system.	6.4.1.3.(2)
11.	Inspect all standpipe hose valves.	6.4.2.4.
12.	Remove and rerack all standpipe hose.	6.4.2.5.
13.	Inspect all exposed sprinkler system pipe hangers.	6.5.3.2.
14.	Check all sprinkler heads.	6.5.3.5.
15.	Inspect auxiliary drains (drum drips) and dry pipe valve water priming level.	6.5.4.1.

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16.	Inspect dry pipe valve water priming level.	6.5.4.3.
17.	Inspect and lubricate fire department connections.	6.5.4.4.(2)
18.	Conduct sprinkler system alarm test using the hydraulically most remote test valve.	6.5.5.3.
19.	Conduct a dry pipe system trip test.	6.5.5.4.
20.	Conduct a main drain flow test of the sprinkler system water supply.	6.5.5.5.
21.	Inspect fire protection water supply tanks.	6.6.2.1.
22.	Inspect the cathodic protection of steel fire protection water tanks.	6.6.2.7.
23.	Inspect all parts of gravity fire protection water tank.	6.6.2.9.
24.	Conduct a fire pump flow test.	6.6.3.5.
25.	Inspect hydrants.	6.6.5.1.
26.	Inspect hydrant water flow.	6.6.5.6.
27.	Inspect and flow test all fire hydrants.	6.6.5.6.
28.	Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1.
29.	Inspect controls for air handling systems.	7.2.3.1.(4)

Every Two Years

1.	Inspect all fire protection water tanks, connected to a non potable water supply, for accumulation of sediment.	6.6.2.6.(1)
2.	Check valve adjustments and torque heads for emergency generator engines.	6.7.1.1.

Every 3 Years

1.	Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines.	6.7.1.1.
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Every 5 Years

1.	Hydrostatic test of carbon dioxide and water type fire extinguishers.	6.2.7.1.
2.	Hydrostatic test of dry standpipe system.	6.4.3.6.
3.	Inspect fire protection water tank, connected to a potable water supply. Scrape and repaint as required.	6.6.2.6.(2)
4.	Check insulation of generator windings.	6.7.1.1.

Every 6 Years

1.	Replace the extinguishing agent in dry chemical fire extinguishers.	6.2.7.1.
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Every 12 Years

1.	Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers as required.	6.2.7.1.
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Every 15 Years

1.	Inspect dry pipe sprinkler system for pipe obstructions. Flush system when necessary.	6.5.4.2.
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SECTION 7

RECORD KEEPING

7.1 RECORDS

Records of tests shall be kept for a period of two years after they are made, and the records shall be available upon request to the Chief Fire Official.

If the time interval between tests exceed 2 years, the written records shall be kept for the period of the test interval plus one year.

Location of records: [Click here to enter text.](#)