FIRE SAFETY PLAN

FOR

_____ _____

(ADDRESS)

(FORMER CITY)

_____

(BUSINESS NAME)

EXTRA HAZARDOUS AREA ☐ NO ☐YES - SEE APPENDIX LAST PAGE

The building owner hereby certifies the information contained in this Fire Safety Plan is complete and correct.

_____ ___/___/___

(Signature) YY MM DD

_____

(Print)

APPROVED

____ / ____ / ____

YY MM DD

_____

Signature

TORONTO FIRE SERVICES

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Topic

PART 1: INTRODUCTION

This Fire Safety Plan is required by the Ontario Fire Code, Section 2.8

This Fire Safety Plan is designed to provide occupant safety in the event of fire, to provide effective utilization of the fire safety features of the building and to minimize the possibility of fires. This plan discusses what occupants are to do in the event of fire, fire safety, supervisory staff and related duties, and other related issues.

The Fire Safety Plan will also assist firefighters in the performance of their duties, by providing floor plans, building and tenant information, if an emergency ever occurs.

In order for this plan to be effective, management must know the Fire Safety Plan and be able to implement it in the event of fire. The Fire Code requires the owner to be responsible for carrying out the provisions for fire safety, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

The Fire Safety Plan has been approved by the TORONTO FIRE SERVICES, but this does not in any way relieve the owner, the lessee, or the management, of their responsibilities as set out under the Ontario Fire Code. The Fire Protection and Prevention Act states that "every person who contravenes any provision of the Fire code and every director or officer of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than $50,000 for an individual or $100,000 for a corporation or to imprisonment for a term of not more than one year or both".

The TORONTO FIRE SERVICES may require this plan, or parts thereof, once approved, to be resubmitted if there are any changes to occupancy or use, if there is any change in standards, if the Fire Safety Plan has not been kept current or up to date, or because the Chief Fire Official judges the current Fire Safety Plan as no longer being acceptable.

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

Revision Submission Procedures

At least two (2) copies of the Plan (8-l/2" x 11" format) or revised sections along with a copy of the original approved plan or page(s) 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 TORONTO FIRE SERVICES.

NOTE: **The Ontario Fire Code can be purchased from:**
Ontario Publications
880 Bay Street
Toronto, Ontario. M7A 1N8

PART 2: AUDIT OF RESOURCES

DESCRIPTION OF BUILDING

OCCUPANCY TYPE

☐BUSINESS ☐INDUSTRIAL
☐ASSEMBLY
☐RETAIL

☐RESIDENTIAL # of suites _____
(residential buildings only)

STOREYS INCL. BASEMENT_____ FLOOR AREA (in m2)_____

TYPE OF CONSTRUCTION _____YEAR OF CONSTRUCTION _____

HEATING SYSTEM (TYPE) _____ (LOCATION) _____

MAIN GAS SHUTOFF LOCATION _____

MAIN ELECTRICAL SHUTOFF LOCATION _____

MAIN WATER SHUTOFF LOCATION _____

HUMAN RESOURCES

BUILDING OWNER _____

OWNER ADDRESS _____

_____

PHONE NUMBER _____

SUPERINTENDENT _____

PHONE # _____ SUITE # _____

ASSISTANT SUPT. _____

PHONE # _____ SUITE # _____

MONITORING AGENCY _____

PHONE NUMBER _____

NOTE: Information to be updated on owner's copy only. **DO NOT** send updates to Toronto Fire Services.

PART 2: AUDIT OF RESOURCES

FIRE DEPARTMENT ACCESS

DESIGNATED FIRE ACCESS ROUTE ☐ **NO** ☐ **YES**

NEAREST HYDRANT LOCATION: _____

PRIVATE HYDRANTS: ☐NO ☐YES (LOCATION(S)): _____

_____

KEY SAFE: ☐NO ☐YES (LOCATION):

_____

EXITS

NUMBER OF STAIRWELLS: _____

STAIRWELL LOCATIONS: _____

SCISSORS STAIRS: ☐NO ☐YES (DESIGNATION):

_____

CROSSOVER FLOORS: ☐NO ☐YES (FLOOR NUMBERS):

_____

AREA(S) OF REFUGE: ☐NO ☐YES (LOCATION & DESCRIPTION):

_____

_____

ELECTROMAGNETIC LOCKING DEVICES: ☐NO ☐YES

_____

_____

(MANUAL RELEASE SWITCH LOCATION):

EMERGENCY LIGHTING ☐ **NO** ☐ **YES**

TYPE: BATTERY PACK ☐ GENERATOR POWERED ☐

DURATION _____

BATTERY PACK LOCATION _____

COVERAGE _____

PORTABLE FIRE EXTINGUISHERS ☐ **NO** ☐ **YES**

TYPES: ☐ PRESSURIZED WATER ☐ DRY CHEMICAL ☐MULTI PURPOSE ☐ OTHER

GENERAL LOCATIONS: _____

_____

PART 2: AUDIT OF RESOURCES

STANDPIPE SYSTEM ☐ **NO** ☐ **YES**

NUMBER OF RISERS _____

SIZE OF RISERS _____

RISER ISOLATION VALVE LOCATIONS_____

_____

HOSE STATIONS: NUMBER PER FLOOR _____ (LOCATION): _____

_____

SIZE OF HOSE OUTLETS _____

PRESSURE REGULATING HOSE VALVES ☐ NO ☐ YES

PRESSURE RESTRICTING DISCS ☐ NO ☐ YES

LENGTH OF HOSE _____ NOZZLE

TYPE_____

FIRE DEPARTMENT CONNECTION (LOCATION): _____

FIRE PUMP(S) ☐NO ☐YES (LOCATION): _____

(CAPACITY): _____

STORAGE TANKS ☐NO ☐YES (LOCATION): _____(SIZE)

_____

SMOKE ALARMS: ☐ **NO** ☐ **YES**

TYPE: ☐ BATTERY
☐120V HARDWIRED

LOCATIONS _____

_____

_____

CARBON MONOXIDE DETECTOR ☐ **NO** ☐ **YES**

LOCATIONS _____

_____

_____

PART 2: AUDIT OF RESOURCES

SPRINKLER SYSTEM ☐ **NO** ☐ **YES**

TYPE (S): ☐ WET ☐ DRY ☐ OTHER

_____

AREA OF COVERAGE _____

_____

_____

_____

SHUTOFF OR ISOLATION VALVES

NUMBER	LOCATION	COVERAGE

FIRE DEPARTMENT CONNECTION ☐NO ☐YES (LOCATION): _____

FIRE PUMP(S) ☐NO ☐YES (LOCATION): _____(CAPACITY)_____

SPARE HEADS LOCATION: _____

GENERATOR ☐ **NO** ☐ **YES**

LOCATION _____

FUEL _____ IF NATURAL GAS, DOES IT HAVE A SEPARATE SUPPLY LINE ☐ NO ☐ YES

FUEL SUPPLY LOCATION _____

TRANSFER SWITCH LOCATION(S) _____

LOCATION OF MANUAL STARTING INSTRUCTIONS _____

EQUIPMENT POWERED BY GENERATOR _____

_____

_____

PART 2: AUDIT OF RESOURCES

FIRE ALARM SYSTEM ☐ **NO** ☐ **YES**
(see schematic for component locations)
MANUFACTURER _____ MODEL _____
TYPE: ☐ SINGLE STAGE ☐ TWO STAGE
☐ INTERCONNECTED S/A

☐ WITH PULL STATIONS
ACKNOWLEDGE SWITCH ☐ NO ☐ YES (LOCATION): _____
SECONDARY POWER SUPPLY _____
CONTROL PANEL LOCATION _____
ANNUNCIATOR LOCATION _____ (TYPE)_____
AUDIBLE SIGNAL DEVICES (TYPE) _____

TYPE OF DETECTION	GENERAL LOCATIONS

MONITORED ☐ NO ☐ YES
COMPANY_____
_____
SEQUENCE OF OPERATION _____
_____

ANCILLARY DEVICES

FAN SHUT DOWN ☐ NO ☐ YES
ELEVATORS RETURN TO GRADE ☐ NO ☐ YES
CLOSING OF FIRE DOORS ☐ NO ☐ YES
(LOCATIONS): _____
GAS SHUT-OFF ☐ NO ☐
YES (LOCATIONS): _____
ELECTROMAGNETIC LOCKING
DEVICES ☐ NO ☐ YES

PART 2: AUDIT OF RESOURCES

PERSONS REQUIRING ASSISTANCE

INFORMATION CURRENT AS OF ___ / ___ / ___
YY MM DD

FLOOR LEVEL	SUITE / APT. #	NAME	REASON

PART 3: DISTRIBUTION

Entire Plan

Toronto Fire Services
Business Owner
Manager
Site Office within
Building Owner
Approved Location _____

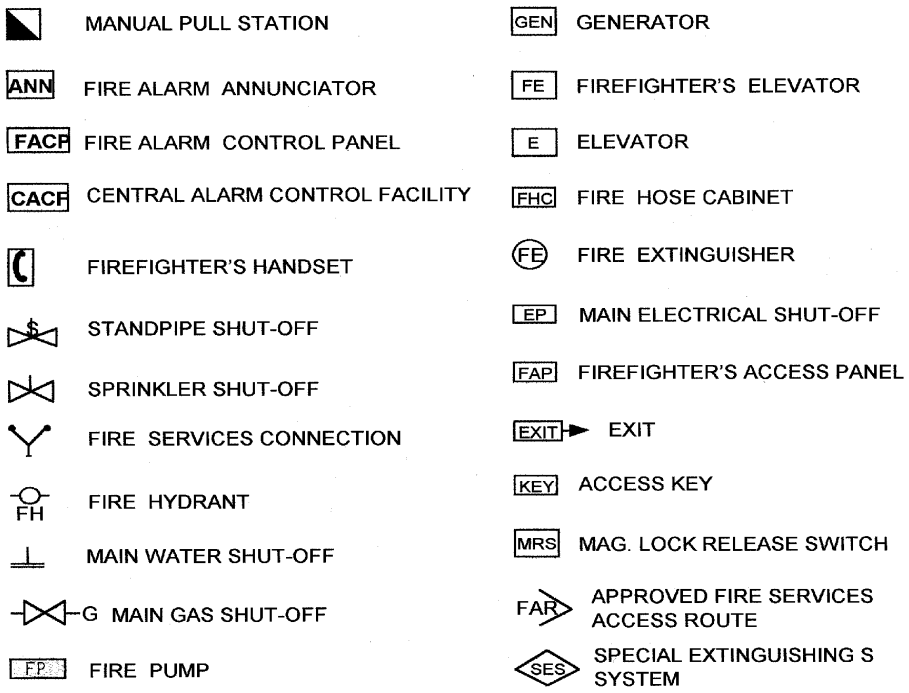
Parts 4 & 5

All Building Occupants/Employees
(Commercial tenants shall ensure that every employee receives Parts 4 & 5 or these parts shall be posted in a conspicuous location each floor area of the workplace)

SCHEMATIC DIAGRAMS

Basement ☐ First Floor ☐ Other ☐ _____

TORONTO FIRE SERVICES
FIRE SAFETY PLAN SYMBOLS



INSERT FLOOR PLANS:

(EG. SITE, GROUND FLOOR, TYPICAL FLOOR, BASEMENT, UNDERGROUND GARAGE AND ROOF)

SITE/FLOOR PLANS

PART 4: OCCUPANT FIRE PROCEDURES

Upon discovery of fire:

- Alert occupants and leave the fire area, take suite key if readily available.
- Close all doors behind you.
- Alarm the occupants of the building. Yell **"FIRE"**. Activate the fire alarm system, use pull station.
- Telephone the TORONTO FIRE SERVICES, from a safe location, dial 9-1-1. Never assume that this has been done.
- Give the correct building address and location of the fire and your name.
- Use exit to leave the building.
- Do not use elevators.
- Do not return until it is declared safe to do so by a Fire Official.

Immediately upon hearing the fire alarm:

- To go or to stay, the decision is yours. In either case, you must act quickly and you must protect yourself from smoke.

If you decide to leave the building:

- Before opening the suite door, feel door and doorknob for heat. If they are not hot, brace yourself against the door and open it slightly. If you see smoke, or feel air pressure or a hot draft, close the door quickly.
- If the corridor is free of fire and/or smoke, take the suite key if readily available, close the door behind you and leave by the nearest exit.
- Do not use elevator.

Before entering the stairway, open the door carefully and:

- If there is no smoke, use the stairway to leave the building.
- If there is smoke, do not enter the stairway, close the stairway door. Go to alternate exit and again open the door carefully.

PART 4: OCCUPANT FIRE PROCEDURES

Before entering the stairway, open the door carefully and: (continued)

- If there is no smoke here, use the stairway to leave the building.
- If there is smoke, return to your apartment and protect yourself from smoke.

Once inside the stairway:

- If you encounter smoke on your way down the stairs, do not continue!
- Leave the stairway onto the closest available floor area, and proceed to an alternate stairway. Open the door carefully and if there is no smoke, continue down the stairway and leave the building.
- If you cannot use any stairway to exit the building, return to your suite (if possible), or enter an available floor area and bang on suite doors until you are able to take shelter.
- Never go to the roof, smoke rises! Doors to the roof are locked and you could become trapped.
- Remember stay low to the ground if you are in a smoke filled environment. The air is cleaner near floor level.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in the suite and:

- Close the door but leave it unlocked for possible entry by fire fighters.
- Dial 9-1-1 and tell the TORONTO FIRE SERVICES where you are.
- Seal all cracks where smoke can enter by using wet towels or sheets. Seal mail slots, transoms and air-conditioning outlets as necessary (a roll of wide masking/duct tape may be useful).
- Keep low to the floor if smoke enters the room.
- Move to the balcony or the most protected room and partially open the window for air. Signal to fire fighters by waving a sheet/towel. Close the window if smoke comes in.
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen to instructions or information given by authorized personnel.

PART 4: EMERGENCY PROCEDURE SIGNAGE

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

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- LEAVE THE FIRE AREA IMMEDIATELY.
- CLOSE ALL DOORS BEHIND YOU. YELL “FIRE”.
- ACTIVATE THE FIRE ALARM SYSTEM, USE THE PULL STATION.
- CALL FIRE DEPARTMENT 9-1-1 **(FROM A SAFE LOCATION).**
- USE EXIT TO LEAVE THE BUILDING.
- DO NOT USE ELEVATORS

UPON HEARING ALARM

- LEAVE BUILDING VIA NEAREST EXIT.
- CLOSE ALL DOORS BEHIND YOU.

CAUTION

- IF SMOKE IS HEAVY IN THE CORRIDOR IT MAY BE SAFER TO STAY IN YOUR AREA. CLOSE DOOR AND PLACE A WET TOWEL AT BASE OF DOOR.
- IF YOU ENCOUNTER SMOKE IN STAIRWAY USE ALTERNATE EXIT OR FIND REFUGE IN NEAREST SUITE.

REMAIN CALM

PART 4: FIRE EXTINGUISHMENT/CONTROL/CONFINEMENT

This is primarily the responsibility of the TORONTO FIRE SERVICES. The production of toxic fumes in buildings makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring everyone has evacuated the area, the alarm has been raised and the TORONTO FIRE SERVICES notified, should an experienced person (familiar with fire extinguisher operation) attempt to extinguish a small fire. This is a voluntary act. Never attempt to fight a fire alone. If it cannot be easily extinguished with the use of a portable fire extinguisher, leave the area and confine the fire by closing the door. Leave the building and await the arrival of the TORONTO FIRE SERVICES.

PART 5: CONTROL OF FIRE HAZARDS

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.
- Never use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.
- 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 dryer lint collector before and after use.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the TORONTO FIRE 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 is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation. Read and follow the 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 stairwell designation and the crossover floors (if any).

PART 5: CONTROL OF 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.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned regularly.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the TORONTO FIRE 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 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 5: CONTROL OF FIRE HAZARDS

General information continued

Electromagnetic Locking Devices

Electromagnetic locking devices have been installed on several exit doors throughout the building and are signed "EMERGENCY EXIT UNLOCKED BY FIRE ALARM". These devices have been installed for security reasons but will open when the building fire alarm is sounding.

In an emergency, if you discover a locked exit, activate fire alarm pull station beside door and lock will release. Exit via the stairs.

PART 6: RESPONSIBILITIES OF BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING THE PROPERTY

The Ontario Fire Code is a provincial regulation made under Section 12 of the Fire Protection and Prevention Act. The owner is responsible for carrying out the provisions of this Code. The **"owner**" is defined as any person, firm or corporation controlling any portion of the building or the property under consideration and includes the persons in the building or property.

The building owner/manager has numerous responsibilities as specified in the Fire Code and must ensure that the following measures in the Fire Safety Plan are implemented:

- Establishment and implementation of emergency procedures to be used in case of a fire emergency.
- Appointment and organization of designated "supervisory staff" to carry out fire safety duties and specific responsibilities as per the approved Fire Safety Plan.
- Training of "supervisory staff" and other occupants so that they are aware of their general and specific 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 the safety of occupants (keeping records of same).
- Provisions of alternate measures for safety of occupants during shutdown of fire and life safety systems.
- Ensure the information in the Fire Safety Plan is current, and notify the Chief Fire Official regarding any changes in the approved Fire Safety Plan.
- Designate and train sufficient alternates to replace supervisory staff' during any absence.
- Post and maintain on each floor area emergency procedures for occupants.
- Ensure the approved Fire Safety Plan or parts thereof are distributed to all occupants.
- Instruct occupants in the operation of the fire alarm manual pull stations.
- Ensure each residential tenant receives the specific manufacturers' instructions for the smoke alarm and/or carbon monoxide detector (as applicable) installed in their dwelling unit.

PART 6: TRAINING AND GENERAL RESPONSIBILITIES OF SUPERVISORY STAFF

Training of Supervisory Staff

Ongoing inspections, training and fire drills are necessary to ensure an effective fire safety program.

- The training of all designated supervisory staff, including new personnel, is the responsibility of the building owner/manager.
- Training will be scheduled at time of fire drills and as often as necessary to ensure the supervisory staff know their responsibilities.
- All supervisory staff must know their duties when an emergency occurs and the location and operation of all building fire and life safety systems (refer to Part 1: Building Audit and Floor Plans).

General Responsibilities

- Keep the doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits 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, or in elevator and ventilation shafts.
- Keep access roadways, fire routes and Fire Department connections clear and accessible at all times.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- In the event of any shutdown of fire and life safety systems, initiate alternative measures as specified in the maintenance section of this plan.
- Participate in fire drills. Occupants' participation should be encouraged.
- Comply with the Ontario Fire Code.
- Arrange for substitute in your absence.

PART 6: SUPERVISORY STAFF EMERGENCY PROCEDURES

In the event of a fire, sound judgement is necessary in deciding which action is appropriate in a given situation. The safety of occupants must always be the primary motive for any action.

The supervisory staff is responsible for the following actions in the event of fire:

Upon discovery of smoke or fire:

- Alert occupants and leave the fire area.
- Close all doors behind you. Yell “Fire”.
- Activate the fire alarm system, use the pull station.
- Call the TORONTO FIRE SERVICES, from a safe location, by dialing 9-1-1, give the correct address, access to building, location of the fire and your name.
- Proceed to the firefighters’ entrance via stairs to ensure access by the TORONTO FIRE SERVICES.
- Ensure elevators are returned to ground.
- If possible, manually de-activate electromagnetic locking devices, if building is so equipped.
- If applicable, supervisory staff may use voice communication system.
- When firefighters arrive, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the TORONTO FIRE SERVICES.
- Provide firefighters access, vital information and emergency keys (copy of Fire Safety Plan to be available).
- Provide firefighters with current list of persons requiring assistance.
- Ensure the fire alarm is not silenced or reset until the TORONTO FIRE SERVICES gives the “all clear”.

PART 6: SUPERVISORY STAFF EMERGENCY PROCEDURES

Upon hearing the fire alarm:

- Call the TORONTO FIRE SERVICES by dialing 9-1-1- from a safe location, give the correct address, access to building and your name.
- Proceed to the firefighters' entrance via stairs to ensure access by the TORONTO FIRE SERVICES.
- Ensure elevators are returned to ground.
- If possible, manually de-activate electromagnetic locking devices.
- If applicable, supervisory staff may use voice communication system.
- When firefighters arrive, inform the Fire Officer regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the TORONTO FIRE SERVICES.
- Provide firefighters' access, vital information and emergency keys (copy of Fire Safety Plan to be available).
- Provide firefighters with current list of persons requiring assistance.
- Ensure the fire alarm is not silenced or reset until the TORONTO FIRE SERVICES gives the "all clear".

PART 7: PERSONS REQUIRING ASSISTANCE

SAMPLE OCCUPANT INFORMATION FORM

Notice to all Occupants

Dear Occupants:

In order to ensure your safety during an emergency situation, we are asking your co-operation in providing the following information. Please indicate any person(s) residing in your suite requiring assistance in the event that an evacuation of the building becomes necessary. (Commercial tenants must provide copy of form to every employee.)

The information received will be given to emergency personnel upon arrival at the building.

Please return the completed form to the building owner or property management.

Occupants are to ensure information is up to date, advise building owner/property management of any changes.

Detach here and return
(please print clearly)

Name: _____

Suite No./Location:

Telephone No.:

Reason assistance required:

NOTE: Property owners are responsible for the safety of occupants in premises under their control. While Toronto Fire Services may be able to effect limited evacuation operations during a fire emergency, this cannot be guaranteed. Provisions should be in place to provide for the safe evacuation of persons requiring assistance to exit a building during a fire emergency. Planning should take into consideration the fact that elevators will not be available for non emergency evacuation. Procedures should be formulated based on the physical resources in a particular building. It may be necessary to stage persons needing assistance in areas of refuge to await assistance in evacuation. Specific procedures should be discussed with a Toronto Fire Services representative prior to implementation.

PART 8: FIRE DRILLS

The purpose of a fire drill is to ensure that the occupants and staff are familiar with emergency evacuation procedures. This will ensure an orderly evacuation should it become necessary.

Ideally, fire drills should begin with practices on each floor or area. Advance notice (at least 48 hours), should be posted advising the occupants of the time and date of these drills. Do not notify the TORONTO FIRE SERVICES as fire drills are to be handled internally. Notify the monitoring agency (if any), just prior to commencement of the fire drill. Give the address of the building, your name and the expected duration of the drill.

Activate one of the pull stations or detectors and record the actions of the occupants and staff. Ensure that the fire alarm operates as it should and that it is audible in all areas of the building. Note any deficiencies/problems. Contact monitoring company upon completion of drill and ensure proper signal was received.

Following each drill, all supervisory staff should attend a debriefing to report on their observations. Fire drills must be conducted in accordance wit the FIRE CODE. All results must be recorded and kept on site.

NOTE: For this building, the Ontario Fire Code requires that fire drills be conducted annually.

RECORD OF FIRE ALARM DRILL

Date of fire alarm drill _____ Time of fire alarm drill

Device activated

Fire alarm activated properly

Alarm audibility

Supervisory Staff Present

General Comments:

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

CHECK, INSPECT AND TEST REQUIREMENTS OF THE FIRE CODE

The Chief Fire Official (Fire Prevention personnel) periodically inspect buildings to ensure that the required checks, inspections and tests are being carried out.

Definitions for key words are as follows:

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

Inspect Means a **physical examination**, to determine that the device or system will apparently perform in accordance with its intended function.

Test Means the **operation of a device or system** to ensure that it will perform in accordance with its intended operation or function.

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a minimum of 2 years and made available to the fire department on request.

The owner is responsible to ensure that all checks, inspections and tests are completed. Always refer to the Ontario fire Code for complete requirements.

The owner will assign supervisory staff and/or qualified contractor(s) to fulfill the following maintenance requirements.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

GENERAL LIFE SAFETY SYSTEMS

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 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.	_____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

EMERGENCY LIGHTING SYSTEM

DAILY **RESPONSIBILITY**

- **Check** pilot lights for indication of proper operation daily. _____

MONTHLY

- Electrolyte level and specific gravity shall be **inspected** monthly and maintained as per manufacturer's specifications. _____

- Ensure that battery surface is clean and dry monthly**.** _____

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

- Ensure that terminal clamps are clean and tight as per manufacturer's specifications monthly. _____

- 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 the charging system is in accordance with the manufacturer's specifications. _____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

PORTABLE FIRE EXTINGUISHERS

GENERAL — RESPONSIBILITY

- Except as otherwise stated in this section maintenance and testing of portable fire extinguishers shall be in conformance with NFPA 10.

- 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 recharged with new chemicals or water, as applicable. _____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

PORTABLE FIRE EXTINGUISHERS

5 YEAR

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

6 YEAR

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

12 YEAR

Every twelve years, mild steel or aluminium shell fire extinguishers shall be hydrostatically **tested**. _____

ALTERNATIVE MEASURES

Portable fire extinguishers shall be recharged as soon as possible after use. Where the premises will be open to the public during the recharge delay, replacement extinguishers shall be provided.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

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 connection 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. _____

ALTERNATIVE MEASURES

In the event that the standpipe and hose system becomes inoperative, all staff shall be made aware of the situation and repairs shall be effected as soon as possible.

Notify Toronto Fire Services at **416-338-9000** any time the standpipe and hose system is not operational.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

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

- 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. _____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

SPRINKLER SYSTEMS (WET)

YEARLY	RESPONSIBILITY
- 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** 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.	_____

ALTERNATIVE MEASURES

In the event that the automatic sprinkler system becomes inoperative, all staff shall be made aware of the situation and repairs shall be effected as soon as possible.

Notify Toronto Fire Services at **416-338-9000** any time the sprinkler system is not operational.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

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. _____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

SPRINKLER SYSTEMS (DRY)

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. _____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

SPRINKLER SYSTEMS (DRY)

3 YEARS

- Dry pipe valves shall undergo a full flow trip **test** at least every three years. _____

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. _____

ALTERNATIVE MEASURES

In the event that the automatic sprinkler system becomes inoperative, all staff shall be made aware of the situation and repairs shall be effected as soon as possible.

Notify Toronto Fire Services at **416-338-9000** any time the sprinkler system is not operational.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

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 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

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

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

FIRE ALARM / VOICE COMMUNICATION 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 and if a fault is established, appropriate corrective action shall be taken.

a) **Check** the principle and remote trouble lights for trouble indication;

b) **Inspect** the AC power-on light 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 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. _____

SAFETY SYSTEMS

FIRE ALARM / VOICE COMMUNICATIONS SYSTEM

MONTHLY **RESPONSIBILITY**

INTERGRATED VOICE COMMUNICATION SYSTEMS:

- 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. _____

NON INTERGRATED VOICE COMMUNICATION SYSTEMS:

- Loudspeakers shall be **tested** monthly as an all-call signal to ensure they function as intended. _____

- At least one fire fighters 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 shall be conducted by a certified fire 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". **CERTIFIED FIRE ALARM CONTRACTOR**

- Voice communications between floor areas and the central alarm and control facility shall be **tested** annually, as required for fire alarm initiating and signalling devices. **CERTIFIED FIRE ALARM CONTRACTOR**

ALTERNATIVE MEASURES

In the event that the fire alarm system becomes inoperative, a responsible staff member shall be assigned to conduct hourly fire watch inspections of the whole building and to calmly alert all occupants in the event of fire. The system shall be restored to proper operating condition as soon as possible. Person conducting fire watch duties shall have a portable communication device so as to be able to contact Toronto Fire Services immediately in the event of a fire emergency.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

SMOKE ALARMS

GENERAL	RESPONSIBILITY
- Ensure dwelling unit smoke alarms are maintained in operating condition as per manufactures instructions.	_____

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

WATER SUPPLIES FOR FIRE FIGHTING (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.	_____

ALTERNATIVE MEASURES

In the event that the fire pump becomes inoperative, all staff shall be made aware of the situation and repairs shall be effected as soon as possible.

Notify Toronto Fire Services at **416-338-9000** any time the fire pump is not operational.

PART 9: MAINTENANCE REQUIREMENTS OF BUILDING FIRE AND LIFE SAFETY SYSTEMS

WATER SUPPLIES FOR FIRE FIGHTING (HYDRANTS)

GENERAL	RESPONSIBILITY
- Hydrants shall be readily available and unobstructed for use at all times.	_____
YEARLY	
- Hydrants shall be **inspected** annually and 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 waterflow shall be **inspected** annually and a record shall be kept.	_____

ALTERNATIVE MEASURES

In the event that the private fire hydrant becomes inoperative, all staff shall be made aware of the situation and repairs shall be effected as soon as possible.

Notify Toronto Fire Services at **416-338-9000** any time the private fire hydrant is not operational.