

Fire Safety Plan

(No Fire Alarm System)

FOR:

(Building / Business Name)

, Georgina, ON

(Building / Business Address)

Phone Number:

(Building / Business Phone #)

Date:

(Date Fire Safety Plan Developed)

Submitted by:

(Person Preparing Plan)

Signature: _____
(Signature of Person Preparing Plan)

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

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Introduction – Part 1

This is a Fire Safety Plan for _____, located at _____, in the Town of Georgina, Ontario.

This plan is required and has been developed in accordance with Division B, Section 2.8 of the Ontario Fire Code, Ontario Regulation 213/07.

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

The plan also assists firefighters in the performance of their duties during an emergency by providing floor plans, building information and occupant information.

In order for this plan to be effective, building management must know the plan and be able to implement it immediately in the event of a fire. The implementation of the plan helps to ensure effective utilization of life safety features in the building to protect people from fire. The required plan should be designed to suit the resources of each individual building or complex of buildings.

The Ontario Fire Code requires the owner to be responsible for carrying out the provisions for fire safety and defines the “**owner**” as “**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.**” 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, having been accepted and approved by Georgina Fire Department, 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, 1997, states that every person who contravenes any provision of the Act or the Fire Code, and every director or officer of a corporation who “knowingly commits” an offence, upon conviction is liable to a fine of not more than \$50,000 for a first offence and not more than \$100,000 for a subsequent offence, or to imprisonment for a term of not more than one year. A corporation convicted of an offence is liable to a fine of not more than \$500,000 for a first offence and not more than \$1,500,000 for a subsequent offence.

Do not make any changes to this plan without the approval of Georgina Fire Department. The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan. Georgina Fire Department may require this plan, once approved, to be resubmitted if there are any changes to occupancy or use, if there are any changes 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.

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

The Fire Safety Plan shall be reviewed, as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the building.

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

The approved on site location of this Fire Safety Plan is .

Submission Procedures

At least two (2) copies of the Fire Safety Plan in 8 ½" X 11" format must be submitted to the Chief Fire Official of Georgina Fire Department. Upon approval, one copy, with Georgina Fire Department approval stamp applied, will be returned to the person submitting the plan for approval and one copy will be retained by Georgina Fire Department.

The Chief Fire Official of Georgina Fire Department is to be notified regarding any subsequent changes in the approved Fire Safety Plan. Contact Georgina Fire Department at 905-476-5167.

Mailing Address:

Georgina Fire Department
165 The Queensway South
Keswick, ON L4P 3S9

Email: georginafire@georgina.ca

Distribution of the Fire Safety Plan – Part 1

This Fire Safety Plan was prepared by:

Name:
Title / Position:
Address:
Phone Number:
E-mail Address:

One copy of the approved Fire Safety Plan **must** be kept on site in the approved location and readily available at all times.

The approved on site location of this Fire Safety Plan is .

Additional copies of the approved Fire Safety Plan have been distributed as follows:

- Georgina Fire Department Complete Plan
- On site approved Fire Safety Plan location..... Complete Plan
- Building Owner..... Complete Plan
- Building Manager / Superintendent..... Complete Plan
- Supervisory Staff..... Complete Plan
- Building Occupants**Part 3 – Emergency Procedures AND**
Part 4 – Control of Fire Hazards

Responsibilities of the Building Owner – Part 1

The Ontario Fire Code, Ontario Regulation 213/07, is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. The Ontario Fire Code requires the owner to be responsible for carrying out the provisions of this Code and defines the “owner” as ***“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.”*** Consequently, the “owner” may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups.

The Building Owner is responsible for ensuring the fire safety of the occupants at all times. The building owner and business operator, if applicable, have numerous responsibilities as outlined in this Fire Safety Plan. They must work together to ensure that the following measures are in compliance:

- The building and facilities comply with the provisions of the Ontario Fire Code;
- Establishment of Emergency Procedures to be followed in the event of a fire emergency;
- Instruction of Supervisory Staff and other occupants on their responsibilities for fire safety;
- 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;
- Holding of Fire Drills;
- Control of Fire Hazards in the building;
- Maintenance of the building’s facilities providing for safety of the occupants;
- Assuring that Checks, Inspections and Tests, as required by the Ontario Fire Code, are completed on schedule and that records of such are retained on site;
- Provisions of Alternative Measures for Occupant Safety during the shutdown of fire protection equipment or systems;
- 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;
- Notification of the Chief Fire Official (or designate) regarding changes in this Fire Safety Plan.

The Building Owner and Business Operator, if applicable, are required to have an understanding of applicable sections of the Ontario Fire Code, as it applies to this building, and review this Fire Safety Plan at intervals not greater than 12 months.

Appointment and Organization of Supervisory Staff – Part 1

The Building Owner is in charge of this Fire Safety Plan. The Building Owner will appoint and train sufficient supervisory staff to successfully implement this Fire Safety Plan.

Supervisory Staff shall be instructed on all aspects of this Fire Safety Plan **before** they are given any responsibility for fire safety. Designated Supervisory Staff, as outlined in this Fire Safety Plan, shall be available on notification of a fire emergency to fulfill their obligations, as described in this Fire Safety Plan.

Building Owner

Business Operator (if applicable)

Designated Lead Supervisory Staff

Designated Supervisory Staff

The (Building Owner, Business Owner, etc.) will act as the Lead Supervisory Staff, and
the (Building Manager, Business Manager, Superintendent, etc.) is/are Supervisory Staff.
The and the will work together to successfully implement this Fire Safety Plan.

Responsibilities of the Lead Supervisory Staff – Part 1

(Building Owner, Business Owner, etc.)

The Lead Supervisory Staff is responsible for the following:

- Being in charge of implementing the approved Fire Safety Plan for the building;
- Ensuring the information contained in the Fire Safety Plan is current;
- Maintaining a copy of the approved Fire Safety Plan on the premises in an approved location;
- Notifying the Chief Fire Official regarding changes in the Fire Safety Plan;
- Establishing Emergency Procedures to be followed at the time of a fire emergency;
- Ensuring a copy of the approved Emergency Procedures is given to each staff member / resident;
- Posting and maintaining at least one (1) copy of the Fire Emergency Procedures on each storey of the building;
- Appointing and Organizing Supervisory Staff to carry out fire safety duties;
- Instruction of Supervisory Staff, other employees and building occupants so that they are aware of their responsibilities for fire safety;
- Assuring maintenance of the building facilities provided for safety of the building's occupants;
- Assuring that **checks, inspections and tests**, as required by the Ontario Fire Code, are completed on schedule and that records of same are made and retained on site;
- Provision of Alternative Measures for the fire safety of the occupants;
- Ensuring that Alternative Measures for fire and life safety are instituted during any shutdown of the fire protection equipment. Notify Georgina Fire Department and institute a Fire Watch patrol of the building once every hour. Occupants and/or employees must be notified and instructions must be posted as to the alternative provisions or actions to be taken in case of a fire emergency. These provisions and actions must be acceptable to the Chief Fire Official or their designate.
- Comply with the Ontario Fire Code to control the fire hazards in the building;
- Organize fire drills;
- Train all Supervisory Staff as outlined in this Fire Safety Plan;
- Ensure all means of egress and exits are maintained free of obstructions at all times;
- Designate and train sufficient Assistants to act in this position of Lead Supervisory Staff during your absence;
- Be in compliance with the Ontario Fire Code.

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Responsibilities of the Supervisory Staff – Part 1

(Building Manager, Business Manager, Superintendent, etc.)

The Supervisory Staff is responsible for the following:

- Keeping the doors to stairways closed at all times;
- Keeping stairways, landings, hallways, passageways and exits (inside and out) clear of obstructions at all times;
- Do not permit combustible materials to accumulate in any part of a stairway or other means of egress or ventilation shafts;
- Do not permit combustible waste materials to accumulate in quantities or locations which would constitute a fire hazard;
- Promptly remove all combustible waste from all areas where waste is placed for disposal;
- In the event of any shutdown of the fire protection equipment, notify Georgina Fire Department at 905-476-5167, and institute a Fire Watch patrol of the building once every hour;
- Conduct Alternative Measures during any shutdown of the fire protection equipment, as specified in this plan.
- Be in compliance with the Ontario Fire Code.

Training of the Supervisory Staff – Part 1

(Building Manager, Business Manager, Superintendent, etc.)

The Lead Supervisory Staff is responsible for ensuring that Supervisory Staff are trained on the following procedures and equipment:

- Location of the on site Fire Safety Plan;
- Emergency Evacuation Procedures;
- Location of all exits;
- Method of sounding the alarm;
- Procedures established to facilitate Georgina Fire Department access to the building and to specific locations within the building;
- Evacuating occupants and persons requiring assistance;
- Evacuation location and procedures;
- Operation and location of portable fire extinguishers;
- Location of all utility shut-offs.

Human Resources Audit – Part 2

Building / Business Name:

Building / Business Address: , Georgina, Ontario,

Building / Business Phone #:

Building Owner:

Name:

Address:

Phone #:

E-mail:

Business Owner (if applicable):

Name:

Address:

Phone #:

E-mail:

Emergency Contacts (24 hour contact):

Name:

Title / Position:

Address:

24 hr. Phone #s:

On site at Bldg: YES ☐ NO ☐

Name:

Title / Position:

Address:

24 hr. Phone #s:

On site at Bldg: YES ☐ NO ☐

Name:

Title / Position:

Address:

24 hr. Phone #s:

On site at Bldg: YES ☐ NO ☐

Other Contracted Service Companies (if applicable):

Name:

24 hr. Phone #:

Equipment Serviced:

Name:

24 hr. Phone #:

Equipment Serviced:

Name:

24 hr. Phone #:

Equipment Serviced:

Listing of Persons Requiring Special Assistance – Part 2

This list is to be updated as often as necessary by the Lead Supervisory Staff to ensure occupant safety during a fire emergency situation. This list was last updated on .

	Name	Location within Bldg.	Phone	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Building Resources Audit – Part 2

This audit is designed to gather and record specific construction information about the building.

Occupancy Type (residential, commercial, etc.):

Occupant Load:

Date of Construction:

Date(s) of Major Renovations:

Height / Area:

Building Area:

Building Height:

Number of Floors:

Type of Construction:

Combustible: ☐

Non Combustible: ☐

Combination: ☐

Basement:

Number of Basement Levels:

Full: ☐

Partial: ☐

None: ☐

Floor Construction:

Non-Combustible: ☐

Combustible: ☐

Roof Construction:

Non-Combustible: ☐

Combustible: ☐

Flat: ☐

Gable: ☐

Peaked: ☐

Other: ☐

Fire Department Access:

Designated Fire Route: YES ☐ NO ☐

Nearest Municipal Fire Hydrant Location:

Private Hydrants: YES ☐ NO ☐

Location(s):

F. D. Lock Box: YES ☐ NO ☐

Location(s):

Heating – Electric – Water Shut-off:

Natural Gas ☐ Electric ☐ Other (specify) ☐

Main Gas Shut-off: YES ☐ NO ☐

Location(s):

Main Electrical Shut-off Location:

Main Domestic Water Shut-off Location:

FIRE PROTECTION EQUIPMENT:

Alarms & Detectors:

NOTE: “**SMOKE DETECTORS**” are hard-wired and send a signal to the fire alarm system to activate fire alarm bells within the bldg.

“**SMOKE ALARMS**” are battery-operated or hard-wired and sound an audible alarm to alert people nearby to the presence of smoke, **BUT** they **DO NOT** send a signal to the building’s fire alarm system.

DETECTION WITHIN RESIDENTIAL SUITES:

Smoke Alarms – Hard-wired YES ☐ NO ☐

Smoke Alarms – Battery-operated YES ☐ NO ☐

Emergency Lighting:

YES ☐

NO ☐

Location(s):

Description:

Portable Fire Extinguishers (also indicated on floor plan schematic drawings):

TYPE (i.e.; pressurized water, multi-purpose dry chemical, standard dry chemical, carbon dioxide CO ²)	SIZE	FLOOR LOCATION	NUMBER

Exits from all Floor Areas (also indicated on site plan and floor plan schematic drawings):

Basements:

Number of Exits Available:

Location of Exits and Area Served:

Ground Floor:

Number of Exits Available:

Location of Exits and Area Served:

Typical Floor above Grade:

Number of Exits Available:

Location of Exits and Area Served:

Underground Garage:

Number of Exits Available:

Mechanical Penthouse:

Number of Exits Available:

Additional Comments / Notations:

Building Resources Audit – Additional Information – Part 2:

Any additional information relating to the building resources audit not already covered:

Emergency Procedures – Part 3

Emergency Procedures for Occupants and Posting on Floor Areas

Emergency Procedures Signage shall be securely affixed to the wall on each floor area of the building.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave fire area immediately
Close doors behind you as you escape
Alert occupants of the building – yell “FIRE”
Leave the building by the nearest exit

Call Georgina Fire Department
DIAL 9-1-1

DO NOT USE ELEVATORS

UPON HEARING OF A FIRE CONDITION

Leave building immediately via nearest exit
Close doors behind you as you escape
Take door keys

CAUTION

If smoke is heavy in the corridor, it may be safer to stay in your area.
Close door and place wet towel at base of door. If you encounter
smoke in stairway, use alternate exit or seek refuge in nearest suite.

REMAIN CALM

Fire In Your Residential Building

TO STAY OR GO

Your safety depends on the right decision.

Your fire safety is your responsibility! If you live in an apartment or condominium, your safety also depends on the actions of the building management and other residents. Every fire is potentially dangerous and unpredictable, so do not underestimate the risk to your life. Fire and smoke move very quickly, and the conditions in any part of the building may change in an instant. Smoke can spread throughout a building and enter your suite even when the fire is many floors away. During an emergency, you will not have much time to decide what to do. Make sure you know what to do ahead of time.

Some information I have read tells me to evacuate immediately in case of fire. Other information says that I will be safer if I stay in my suite. Which is correct?

To go or to stay ... the decision is yours. Each option involves a major commitment on your part. Your choice will depend on the circumstances at the time of the emergency. You should understand the consequences of this important decision. Most of the time, the best thing to do in a fire is leave the building as soon as possible. If you let this opportunity pass, you must be prepared to protect yourself from smoke and other effects of fire until you are rescued or told by the fire department that it is safe to leave. This may take a long time and the conditions in the building may deteriorate. Do not try to leave your suite a long time after the fire alarm has sounded. The longer you wait to evacuate, the more risk there is that heavy smoke and heat will have spread into the stairways and corridors. Your chances of survival are significantly reduced. The following information will help you to make the right decision and to develop a personal fire emergency response plan ahead of time.

When should I go?

Evacuation is appropriate under any of the following conditions:

A: As soon as possible when you hear the fire alarm or discover a fire. The earlier you leave, the better are your chances of getting out safely no matter where you are located in relation to the fire area. It is extremely rare for stairways and corridors to be contaminated by smoke in the early stages of a fire. Proceed as quickly as possible to the outside.

B: When the fire is in your suite. You are in immediate danger and should ensure that everyone who is in your suite leaves with you. If you have physical limitations, plan ahead to ensure that you can get the assistance you need to evacuate quickly. Close the suite door behind you. Activate the fire alarm system and warn other residents located on your floor as you exit the building. Call the fire department when it is safe to do so.

C: When the fire is on your floor or the floor below you. You are at high risk and should evacuate as quickly as possible if you have reason to believe that the fire is on your floor or on the floor immediately below you. Activate the fire alarm system (if the bells are not yet ringing) and warn other residents located on your floor as you exit the building.

When should I stay in the suite?

Remaining in the suite is appropriate under any of the following conditions:

A: If you encounter smoke in the corridor on your floor. This may be an indication that the fire is in an advanced stage or is located on your floor. If you cannot safely reach an exit stairway, return to your suite as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation..

B: If you encounter smoke in the exit stairs. The fire may have breached the stairway enclosure. Do not travel through smoke. Do not go to the roof. Re-enter the floor area immediately. If the corridor is free of smoke, try an alternate exit stairway. Otherwise, seek refuge in a suite on that floor as quickly as possible. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

C: If instructed to remain in the suite by fire department personnel handling the fire emergency. Attempting to evacuate at this stage may expose you to smoke unnecessarily and may impede firefighting operations. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Take actions to protect yourself from smoke. Call the fire emergency number and provide details of your situation.

D: If you are physically unable to use the stairs. Take actions to protect yourself from smoke. If you are located on the fire floor or on the floor immediately above the fire floor, you are at high risk and may require rescue. Call the fire emergency number and provide details of your situation.

What else can I do to prepare myself before a fire emergency occurs?

Become familiar with the fire safety features provided in your building. For example, the effects of fire will be significantly reduced in a fully sprinklered building. This is an important consideration if you are unable to use stairs to evacuate the building during a fire emergency (e.g. physical disabilities, medical condition, etc.) or where the fire department has limited capacity to carry out rescue. Learn the location of the exit stairways and practice using them. Know which floors you can use to cross from one stairway to another. Familiarize yourself with the fire alarm signal. Identify the location of fire alarm manual pull stations and read the instructions about how to operate them. If your building has a voice communication system, learn how it will be used by supervisory staff during an emergency. Get a copy of the fire emergency procedures from your building management and read them carefully. They may also be able to provide you with other important information. Keep this material in a prominent place and review it periodically. Contact your fire department for more information or to request a fire safety presentation for all residents.

How can I identify the location of a fire when I hear the fire alarm?

In some buildings, the fire alarm system may have different tones (evacuation and alert signals) which will assist you to identify when immediate evacuation is required for your floor. If the building is equipped with a voice communication system, supervisory staff may be appointed to provide information on the location of the fire to the building occupants. Find out if these features apply to your building by becoming familiar with the building fire safety plan and emergency procedures as discussed in item No. 2 above.

What actions can I take to protect myself from smoke entering the suite during a fire?

The following steps can be taken to protect yourself from smoke entering the suite during a fire emergency:

Use duct tape (masking tape may also be effective) to seal cracks around the door to your suite and place wet towels at the bottom. Seal vents, air ducts and other areas where smoke is entering the suite in the same manner.

If smoke is worse in one room (e.g. bathroom), close the door and seal off the room with tape and wet towels as noted above.

If the suite fills with smoke, move to the balcony (if you have one) and close the doors behind you. Take a cordless or cellular phone with you if available. Call the fire emergency number and provide details of your situation. Also, take warm clothes or blankets if the weather is cold.

If you do not have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. Open the window for fresh air but be prepared to close it again if this makes the conditions worse. Never break the window to get fresh air or you will not be able to seal it off if conditions change.

Keep low to the floor where the air is cleaner.

Make sure that you have a roll of duct tape readily available. Duct tape can be purchased in most hardware stores.

I have read that most people die trying to evacuate during a fire. Is this true?

Experience shows that people who evacuate in the early stages of a fire can safely reach the outside. Most people die because they attempt to leave the building through smoke-filled corridors and stairs in the advanced stages of a fire. Although the conditions are different for each fire, this could occur as early as 10 minutes after the start of the fire. If you made the decision to stay in the suite during the fire emergency, do not change your mind and attempt to evacuate later. Please refer to item No. 1 for details of when evacuation is and is not appropriate. If you encounter smoke during evacuation, look for an alternate route that is clear of smoke, return to your suite or seek refuge with other occupants on the nearest floor. Do not use the elevator for evacuation (except under direction of the fire department) and never go to the roof since it is not designed as an exit.

What else should I know?

Many people are reluctant to evacuate unless they are certain that there is a real fire. This problem is made worse by nuisance alarms. Remember, a real fire grows for every minute that you delay and you may lose the only opportunity to evacuate safely. For this reason, all occupants who are able should begin evacuation procedures immediately upon hearing the alarm. If you made an initial decision to stay in your suite when a fire emergency occurs, do not attempt to evacuate in the advanced stages of the fire. You cannot outrun the effects of fire and smoke and will be placing yourself in extreme danger. Each suite is designed as a fire compartment and will afford you a degree of protection during the fire emergency. However, smoke spread into your suite is very likely so be prepared to protect yourself from smoke for the duration of the emergency. This may be a long time.

Where can I get more information?

Your building management or local fire department can provide copies of the following materials:

Georgina Fire Department

165 The Queensway South

Keswick, ON L4P 3S9

General Email: georginafire@georgina.ca

Emergency Procedures for Supervisory Staff – Part 3

Emergency Procedures to be followed by Supervisory Staff in the event of a fire emergency:

UPON DISCOVERY OF FIRE

Leave fire area immediately

Close doors behind you as you escape

Alert occupants of the building – yell “FIRE”

Leave the building by the nearest exit

Call 9-1-1 from a safe location

Await arrival of Georgina Fire Department at the main entrance, if safe to do so

DO NOT USE ELEVATORS

UPON HEARING OF A FIRE CONDITION

Ensure that the other occupants have been notified of the emergency

Call 9-1-1 from a safe location and notify Georgina Fire Department of the emergency condition

If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance

Upon arrival of the fire service, inform the fire officer of the conditions in the building and coordinate the efforts of Supervisory Staff with those of the fire service.

Provide access and vital information to the fire service – location of persons, master keys for occupancies and service rooms, etc.

RELATED DUTIES FOR SUPERVISORY STAFF

- Keep 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's fire and life safety systems;
- Ensure the building's fire and life safety systems are in operating condition;
- Arrange for a trained substitute in your absence;
- Comply with the Ontario Fire Code;
- In the event of any shutdown of fire and life safety systems, notify Georgina Fire Department s by calling 905-476-5167 and initiate alternative measures.

Emergency Procedures – Part 3

Additional Information / Comments:

Control of Fire Hazards – Part 4

COPIES TO BE PROVIDED TO BLDG. OCCUPANTS

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 garbage chutes;
- Never wedge open doors or tamper with self-closing devices installed on doors;
- Never force cartons, coat hangers, bundles of paper into the garbage chute causing it to become blocked;
- Avoid unsafe cooking practices – deep-fat frying, excessive heat, unattended stoves, loose hanging sleeves;
- Avoid careless smoking – never smoke in bed;
- Never leave anything in the halls, corridors and / or stairways that can burn, block access or become a trip hazard;
- Clean out clothes dryer lint collector before and after each use;
- Do not use unsafe electrical appliances, frayed or damaged electrical cords, overloaded electrical outlets, extension cords for permanent wiring;
- Report any damaged or exposed electrical wiring to the Building Owner or representative.

In general – occupants should:

- Know how to alert occupants of the building to a fire emergency – know where EXITS are located;
- Call Georgina Fire Department immediately, by calling 9-1-1, in the event of a fire emergency;
- Know the correct address of the building;
- Notify the Building Owner, or representative, if you require special assistance in the event of a fire emergency;
- Know the Emergency Evacuation Procedures for the building to ensure safe evacuation in the event of a fire emergency – know where EXITS are located;
- Read and follow the manufacturers' instructions for smoke alarms and carbon monoxide alarms, if applicable, provided by the Building Owner or representative;

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

- Know the Supervisory Staff in the building;
- Report any fire hazards to Supervisory Staff;
- Know the stairwell designation and the crossover floors (if any).

COMMERCIAL, RETAIL & INDUSTRIAL PROPERTIES:

A high standard of housekeeping and building maintenance is the most important factor in the prevention of fire. The following information on control of fire hazards may ensure the building continually meets the requirements of Section 2.4.1. of the Ontario Fire Code.

- Combustible materials in the building shall not be permitted to accumulate in quantities or locations which will constitute a fire hazard;
- Combustible materials shall not be permitted to accumulate in any part of a means of egress; i.e.; stairway, hallway, corridor or fire escape;
- Combustible refuse shall be removed from the building on a regular basis;
- No combustible materials, other than those for which the room or space is designed, shall be permitted in any service room or service space;
- Combustible materials shall not be used to absorb flammable or combustible liquid spills within the building;
- Greasy or oily rags, or materials subject to spontaneous heating, shall be deposited in a proper safety container or be removed from the premises;
- Flammable liquids shall not be used for cleaning purposes;
- Combustible materials shall not be stored on a roof or adjacent to any building so as to create a fire hazard to the building or its occupants;
- All flammable liquids are to be dispensed and stored in approved containers;
- Flammable or combustible liquid spills shall be removed immediately with an absorbent material that will not increase the hazard and shall be disposed of in a safe manner;
- Devices having open flames shall be securely supported in noncombustible holders and located or protected to prevent accidental contact of the flame with combustible materials.

Control of Electrical Hazards – Part 4

All electrical equipment must be labeled Canadian Standards Association (CSA) and/or Underwriters Laboratories of Canada (ULC) approved.

Electrical Equipment Wiring shall be:

- Continuous runs or spliced at junction boxes;
- Kept from under rugs;
- Free of cuts, significant abrasions or damage;
- Connected directly to a junction box or outlet – NO EXTENSION CORDS;
- Grounded appropriately;
- Extension cords must be for temporary use only or be an approved power bar – temporary use is considered 90 days or less.

Permanent Electrical Wiring requirements:

- Junction boxes and panels must have protective cover plates;
- Electrical panels must have appropriately sized fuses or breakers;
- All wiring must have proper splices and joints;
- Damaged or exposed wiring shall be repaired immediately.

Fire Extinguishment – Control or Confinement – Part 4

Fire extinguishment is primarily the responsibility of the local fire service. The production of toxic fumes in buildings makes fire fighting potentially dangerous, especially if a large amount of smoke is being produced.

Only after ensuring that evacuation of the building has begun and Georgina Fire Department has been notified of the fire emergency (call 9-1-1), should a trained and experienced person familiar with fire extinguisher operation attempt to extinguish a small fire.

USING A FIRE EXTINGUISHER TO EXTINGUISH A FIRE IS A *VOLUNTARY ACT*.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher, or smoke presents a hazard to the operator, leave the fire area immediately and confine the fire by closing the door to the area.

To determine what type of fire extinguisher you have, look at the label on the extinguisher. It should indicate Class A, BC, ABC, D or K. Ensure you are using the correct extinguisher for the type of fire you are trying to extinguish.

	Class A Ordinary Combustibles	Class B Flammable Liquids	Class C Electrical Equipment	Class D Combustible Metals	Class K Cooking Oils
Fire Classification Pictogram					
Fire Classification Symbol	 Ordinary Combustibles	 Flammable Liquids	 Electrical Equipment	 Combustible Metals	 Cooking Oils
Combustible Materials	Cloth Plastics Paper Wood Rubber	Gasoline Flammable Liquids Oil-based Paints Flammable Gases Alcohols Tars	Fuse Boxes Computers Appliances Machinery Transformers	Magnesium Potassium Titanium Metal Dust	Cooking Oils Fats Animal Fats
Fire Extinguisher Selection	Class A or Multipurpose ABC Dry Chemical	Multipurpose ABC or BC Dry Chemical or Carbon Dioxide CO ²	Multipurpose ABC or BC Dry Chemical or Carbon Dioxide CO ²	Class D	Class K

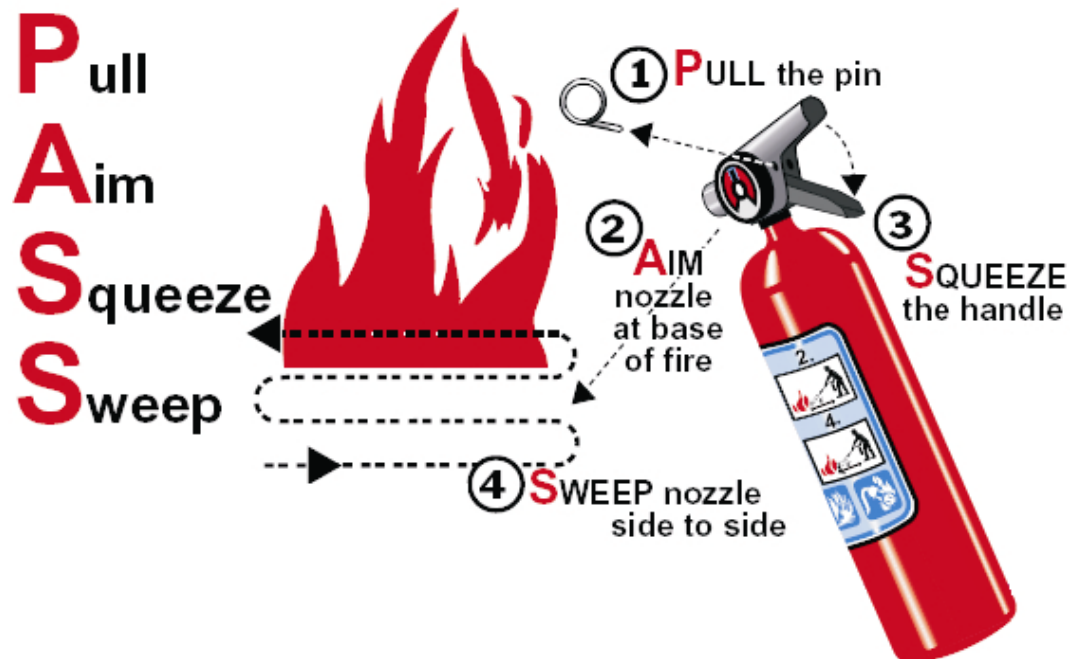
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Operation of Portable Fire Extinguishers – Part 4

Ensure that the pin is intact and the seal has not been broken. Set the fire extinguisher down on the ground; break the plastic seal by twisting and pulling the pin.

Remember the **P – A – S – S** method:

To operate an extinguisher: (Check your own extinguisher's label for detailed instructions.)



Pull the pin.

Aim low and direct the hose nozzle or cone at the base of the fire.

Squeeze the lever above the handle to discharge the extinguishing agent.

Sweep the nozzle or hose from side to side at the base of the fire.

Important Safety Information – Fire Extinguishers:

- Ensure you can get out fast if you can't control the fire. Don't get trapped. Make sure the fire is not between you and your escape. **Always keep an exit at your back!**
- Never re-hang a fire extinguisher after it has been used; discharged. Have fire extinguishers recharged by a person qualified to service portable fire extinguishers and install a replacement fire extinguisher while awaiting service.
- Keep fire extinguishers visible by maintaining a one meter clearance around them.
- **USING A FIRE EXTINGUISHER IS A VOLUNTARY ACT.** Do not use a fire extinguisher if you are unsure of how to use it, do not feel confident using it, or if it endangers yourself or others.
- **ALWAYS** – before attempting to fight a fire – ensure that people have been evacuated from the fire area and that someone has called **9-1-1** to alert Georgina Fire Department.

Smoke Alarm Maintenance Information for Tenants and Occupants in Rental Units

The Ontario Fire Code requires that every place of residence have smoke alarms installed and kept in working condition. Smoke alarms are very important for the safety of you and your neighbours by giving early warning of fire. Your landlord is responsible for installing smoke alarms and keeping them in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

Your residence has been provided with a smoke alarm(s) that is:

Battery-Operated ☐

Hard-Wired ☐

Equipped with Hush Feature ☐

A summary of the main features and the operation
of the smoke alarm is available from the landlord.

For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to cooperate with the landlord in carrying out the necessary testing and maintenance.

Here are some steps that you can take:

- **Notify the landlord when the low battery signal is activated** (on battery operated smoke alarms only) and make arrangements for replacement of the battery.
- **Notify the landlord if the “power on” indicator goes out** (on electrically wired smoke alarms only) and arrange for appropriate repairs.
- **Notify the landlord if the smoke alarm is damaged** and make arrangements for the repair or replacement of the unit.
- **When you have been absent for seven (7) or more days (such as vacation), arrange for the smoke alarms to be tested by the landlord** to ensure that the smoke alarms are operable (on battery operated smoke alarms only).
- **Notify the landlord of any electrical problems** that may affect the operability of electrically wired smoke alarms.
- **Contact your local fire department if you have serious concerns about the operability of your smoke alarm or any other fire safety matters in your building.**

Alternative Measures for Occupant Safety – Part 5

In the event of any shutdown of the fire protection systems and equipment, or part thereof, Georgina Fire Department shall be notified by calling 905-476-5167. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in the case of a fire emergency. These provisions and actions must be acceptable to the Chief Fire Official, or designate.

Every attempt to minimize the impact of the malfunctioning equipment will be undertaken. Where portions of a sprinkler system are placed out of service, service to remaining portions must be maintained. Where necessary, the use of watchmen, bull horns, walkie-talkies, etc. will be used to notify concerned parties of fire emergencies. Assistance and direction for specific situations will be sought from Georgina Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system or equipment:

- ALL SHUTDOWNS WILL BE CONFINED TO AS LIMITED AN AREA AND DURATION AS POSSIBLE;
- Cooking operations shall be suspended in Commercial Kitchens until the commercial cooking fixed extinguishing system is restored to service;
- Notify Georgina Fire Department by calling 905-476-5167 – DO NOT USE 9-1-1. Provide your name, address, contact phone number, description of equipment / system shutdown and when you expect it to be restored to service;
- Post signage at the main entrance, all exits and throughout the common areas of the building indicating what fire protection system is temporarily out of order and display the emergency evacuation procedures, as outlined within the approved Fire Safety Plan;
- Provide reliable personnel to conduct a Fire Watch to patrol the affected area(s) at least once per hour and maintain a written record of the time each round was completed and sign or initial each entry;
- Notify Georgina Fire Department, and the building's occupants, when repairs have been completed and the fire safety equipment / systems are fully operational.

Fire Watch Requirements – Part 5

In the event that any fire alarm systems or sprinkler systems are off-line, a Fire Watch through the use of Fire Watch personnel is to be implemented immediately.

The Ontario Fire Code requires that buildings equipped with fire alarm systems and/or sprinkler systems be fully operational at all times. Therefore, in the event any of these systems are off-line for any reason whatsoever, a Fire Watch through the use of Fire Watch personnel is to be implemented **immediately**. During a Fire Watch, a responsible occupant, employee or contracted security guard actively looks for evidence of smoke and fire, listens for in-room smoke detectors sounding and, if smoke or fire is found, they are to contact Georgina Fire Department, by calling **9-1-1**, and notify them of the emergency within the building.

The Fire Watch is only intended as a short term alternative that permits continued occupancy of the building. **Georgina Fire Department** requires the **IMMEDIATE ACTION** of the building owner, business operator or management firm to arrange for corrective measures to be taken on the particular system which is temporarily out of service. Alternative measures for the temporary shutdown of the building's fire protection and life safety equipment are to be outlined within the fire department approved Fire Safety Plan for the building.

NOTE: All building occupants are to be notified in writing that the fire protection systems in the building are not functional and that a Fire Watch has been instituted until repairs have been made. See Sample "Fire Watch – Out of Service Signage".

1. At least one (1) qualified person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied.
2. The elected Fire Watch personnel are to contact Georgina Fire Department by calling 905-476-5167 to advise what fire protection system is off-line and that a Fire Watch has been implemented in the building. If the fire protection system is monitored by an outside agency, they are also to be notified that the system is off-line.
3. Fire Watch personnel are to post signage throughout the common areas of the building indicating what fire protection system is temporarily out of order and display the emergency evacuation procedures, as outlined within the approved Fire Safety Plan.
4. The Fire Watch must be continuous until the fire protection system is repaired and on-line. If the system(s) remains off-line for more than one day, notify Georgina Fire Department of the status daily, by calling 905-476-5167.
5. Each person assigned to Fire Watch duties should be provided with the following equipment:
 1. Suitable means of communication (cell phone, portable radio, etc.) for notifying Georgina Fire Department

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

2. A portable air horn, whistle or other approved means of sounding an alarm
 3. Flashlight
 4. Clipboard and pen
 5. Copy of Fire Watch duties
 6. Copy of the Fire Watch Log Sheet
 7. Keys and/or access codes to provide entry to all rooms/spaces
 8. Floor plan(s) of the building under Fire Watch
 9. A list of persons requiring assistance in evacuation / special needs
6. Fire Watch personnel are to be familiar with the building and procedures for sounding an alarm and alerting the fire service in the event of a fire.
 7. Fire Watch personnel must tour the entire building **each hour** and immediately document, upon the completion of each round, on the Fire Watch Log Sheet that the building inspection was completed. The person completing the rounds will record the time each round was completed and sign or initial each entry.
 8. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
 9. If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the Chief Fire Official.
 10. A telephone must be readily available at all times to notify Georgina Fire Department by calling **9-1-1. Always call from a safe area.**
 11. Do not attempt to extinguish the fire unless it is safe to do so.
 12. Once building evacuation is completed, await emergency response personnel at a safe location and direct them to the scene. **Do not re-enter the building** without permission from Georgina Fire Department.
 13. "Hot works" such as welding or cutting shall be prohibited in the area where the sprinkler protection is impaired, or be limited to areas where approved precautions have been put into place.
 14. While the sprinklers are shut down, assigned Fire Watch personnel shall patrol the area until both the fire alarm system and the sprinkler system have been restored.
 15. Exit doors, access to exits and corridors are to be checked periodically for proper operation and obstructions while performing Fire Watch duties.
 16. When the fire protection system(s) is restored and on-line, Fire Watch personnel must call the monitoring station, if fire protection system is monitored, and advise them to put the fire protection system(s) back on line.
 17. Cancelling the fire watch is based on an assessment that the fire protection system(s) is fully operational – at which time Georgina Fire Department must then be notified by calling 905-476-5167.

FIRE WATCH LOG SHEET

In the event that any of the following fire protection systems are off-line, a FIRE WATCH is to be implemented IMMEDIATELY – Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be retained on site for 2 years after they are made, and shall be made available upon request to the Chief Fire Official.

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the Chief Fire Official. Notify Georgina Fire Department by calling **9-1-1 from a safe area.**

_____ System OUT OF SERVICE	Date: _____	Time: _____
Notification to Georgina Fire Dept. – System Out of Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Out of Service	Date: _____	Time: _____

_____ System BACK IN SERVICE	Date: _____	Time: _____
Notification to Georgina Fire Dept. – System Back in Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Back in Service	Date: _____	Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
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1.	
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2.	
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3.	
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4.	
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This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

FIRE WATCH PATROL LOG SHEET

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

Fire Watch Duties Conducted By: _____
(print name & position)

Fire Watch Commenced: **Date:** _____ **Time:** _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		

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FIRE WATCH – OUT OF SERVICE SIGNAGE

INSTRUCTIONS: Note what fire protection system is out of service and post copies of this sign at main entrance, at exits and on all floor areas

(fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE

CALL 911

**FOLLOW POSTED
EMERGENCY
PROCEDURES**

Fire Drill Procedures – Part 6

The purpose of conducting fire drills is to ensure that occupants of the building are completely familiar with the emergency evacuation procedures. The procedures for conducting fire drills shall be included in this Fire Safety Plan, taking into consideration the following:

- The building occupancy and its fire hazards;
- The fire and life safety features provided in the building;
- The degree of participation desired of occupants, other than Supervisory Staff;
- The number and degree of experience of participating Supervisory Staff.

Fire Drills will be held at least once every _____ (enter frequency of fire drills; i.e.; 3 months, year, etc.).

Notices must be posted 24 hours prior notifying occupants that a Fire Drill will be taking place the following day and to call Georgina Fire Department by calling **9-1-1** if they discover an actual fire. Notices are posted to prevent false alarm calls to Georgina Fire Department by occupants during a Fire Drill.

Written records of Fire Drills conducted are required to be completed and retained on site for a period of one year after completion of the Fire Drill.

Instructions for Supervisory Staff on Fire Drills:

- Notify Georgina Fire Department at 905-476-5167 prior to and after the Fire Drill to ensure they do not respond;
- Notify the alarm monitoring company, if applicable, prior to and after the Fire Drill to ensure they received the alarm;
- Supervisory Staff participating in the Fire Drill shall meet prior to the Fire Drill for a briefing;
- Designated Supervisory Staff will initiate the alarm and implement the Emergency Evacuation Procedures;
- After completion of the Fire Drill, Supervisory Staff will reset the fire alarm system and notify Georgina Fire Department and the alarm monitoring company, if applicable, that the Fire Drill has been completed and the fire alarm system is restored and in full service;
- Supervisory Staff participating in the Fire Drill will meet following the drill to evaluate the drill, discuss deficiencies encountered and complete a Record of Fire Drill Report.

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Record of Fire Drill – Part 6

Date of Fire Drill: _____

Time of Fire Drill: _____

Name of person conducting Fire Drill: _____

Names of participating Supervisory Staff / Occupants:

Notices posted 24 hrs. prior to Fire Drill: YES ☐ NO ☐

Georgina Fire Department notified prior to Fire Drill: YES ☐ NO ☐

Alarm Monitoring Company notified prior to Fire Drill: YES ☐ NO ☐

Alarm signals clearly heard within the building: YES ☐ NO ☐

All EXITS clear, unobstructed and accessible: YES ☐ NO ☐

All EXIT doors operated and opened properly: YES ☐ NO ☐

All EXIT signs clear and visible: YES ☐ NO ☐

Did Alarm Monitoring Company receive alarm signal: YES ☐ NO ☐

Did Fire Alarm Panel annunciate the alarm properly: YES ☐ NO ☐

Did Fire Alarm System reset properly: YES ☐ NO ☐

Georgina Fire Department notified of completion of Fire Drill: YES ☐ NO ☐

Alarm Monitoring Company notified of completion of Fire Drill: YES ☐ NO ☐

Deficiencies noted:

General Comments:

Maintenance Requirements of Building FIRE & LIFE SAFETY SYSTEMS – Part 7

The Ontario Fire Code, Ontario Regulation 213/07 is a provincial regulation made under Part IV of the *Fire Protection and Prevention Act, 1997*. The Ontario Fire Code mandates that the owner is responsible for carrying out the provisions of the Fire Code and defines the “**owner**” as “**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.**” Consequently, the “owner” may be any one of, or a combination of parties, including building management, maintenance staff and tenant groups, and includes the persons in the building or property.

It is the owner’s responsibility to ensure that the following required **checks, inspections, and tests** are carried out in accordance with the applicable standards at the prescribed time intervals. All deficiencies found during checks, inspections, and tests shall be corrected.

Fire prevention staff may request the required documentation to ensure that the prescribed checks, inspections and / or tests are being done when conducting their inspections.

Written records shall be kept and maintained readily available, on site at all times, for a period of two (2) years after they have been made.

DEFINITIONS for key words:

- CHECK** – Means a visual observation to ensure that 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 operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

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

NOTE: This maintenance requirement listing has been prepared for convenience purposes only – for accurate reference, consult the Ontario Fire Code, O. Reg. 213/07.

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Maintenance Requirements of Building FIRE & LIFE SAFETY SYSTEMS – Part 7

The Ontario Fire Code also requires, under various sections and parts, that the owner maintain the premises free of fire hazards and life safety hazards.

The following is a partial listing prepared for convenience purposes only – for accurate reference, consult the Ontario Fire Code, O. Reg. 213/07.

- Unobstructed exit passageways and doorways (means of egress);
- Exit doors readily opened from within the building without the use of keys and with panic style hardware, where required;
- No chains or similar locking devices on exit doors;
- Doors in fire separations are kept closed and latched at all times, except when persons are passing through OR held open with approved devices and are automatically closed by the activation of the fire alarm;
- Maintenance of fire protection equipment such as fire extinguishers, fire hose cabinets, etc.
- Maintenance of life safety systems such as fire alarm systems, emergency lighting, illuminated exit signage, etc.

Maintenance Requirements – SMOKE ALARMS – Part 7

The Ontario Fire Code, Ontario Regulation 213/07, requires that smoke alarms located inside dwelling units be maintained in operating condition.

It is the responsibility of the owner to have the following tests and inspections completed.

Smoke alarms shall be maintained in accordance with the manufacturer's instructions. Consult the operating instructions provided by the manufacturer with each type of smoke alarm.

Maintenance records shall be maintained on-site at the building for a period of at least two years with respect to all inspections, testing and maintenance of smoke alarms installed within dwelling units.

Smoke alarms shall be inspected and tested during any change of tenancy in rental units.

ITEM	ACTION TO BE TAKEN	FREQUENCY	CONDUCTED BY WHOM
Ensure dwelling unit smoke alarms are maintained in operating condition	INSPECT & TEST	ANNUALLY	
For proper operation, smoke alarms must be kept clean and free of dust, cobwebs, etc. Clean smoke alarms by gently vacuuming them using the soft brush attachment on a vacuum. Follow the manufacturer's cleaning instructions at all times. Never clean smoke alarms using water, solvents or cleaners as they may damage the unit.	MAINTAIN & TEST	ANNUALLY	
Ensure dwelling unit smoke alarms are securely fastened to ceiling or wall	CHECK	ANNUALLY	
Ensure batteries in dwelling unit battery-operated smoke alarms are replaced with a fresh battery and tested to confirm fully functioning	MAINTAIN & TEST	ANNUALLY	
Ensure a copy of the smoke alarm manufacturer's maintenance instructions, or approved alternative, has been provided to tenants		AS REQUIRED	
Ensure smoke alarms are inspected and tested during any change of tenancy in rental units	INSPECT & TEST	AS REQUIRED	

This official document is to be kept readily available, on site, at all times for use by supervisory personnel and fire department officials in the event of an emergency.

Maintenance Requirements – SMOKE ALARMS – Part 7

OFC Div. B Reference	ITEM
6.3.3.2.	Smoke alarms shall be maintained in operating condition by the owner
6.3.3.3.	The landlord shall provide a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative to the occupant in each rental dwelling unit
6.3.3.4.	No person shall intentionally disable a smoke alarm so as to make it inoperable
6.3.3.5.	When smoke alarms are being replaced, the installation shall not reduce the level of detection (<i>NOTE: hard-wired smoke alarms cannot be replaced with battery-operated smoke alarms</i>)

Maintenance Requirements – MEANS OF EGRESS & FIRE DEPARTMENT ACCESS

OFC Div. B Reference	ITEM	ACTION TO BE TAKEN	FREQUENCY	CONDUCTED BY WHOM
2.4.1.2.	Ensure that combustible waste materials do not accumulate in quantities or location, which will constitute a fire hazard, or in any part of a stairway, fire escape, or other means of egress	CHECK	DAILY	
2.7.1.7.	Door openings and the surrounding areas to ensure that they are kept clear of everything that would be likely to obstruct or interfere with the free operation of the door	CHECK	DAILY	
2.5.1.3.	Access to roadways and fire routes are kept clear and accessible so as to be immediately ready for use at all times by fire service vehicles	CHECK	DAILY	
2.7.1.7.	Maintenance of access to exits, including corridors used by the public and exits, including outside areas, are maintained free of obstructions	CHECK	DAILY	
2.7.1.7.	Maintenance of lighting provided for illumination in exits and access to exits, including corridors used by the public	CHECK	DAILY	
2.7.1.7.	Exterior walkways and stairways to ensure that they are kept in good repair and kept free of snow and ice accumulations	CHECK	DAILY	
2.7.2.1.	Devices on any required exit door be such that the door may be readily opened from the inside without the use of keys	CHECK	DAILY	
2.7.3.1.	Exit lights for blown bulbs and damage	CHECK	DAILY	

Maintenance Requirements – FIRE SEPARATIONS

OFC Div. B Reference	ITEM	ACTION TO BE TAKEN	FREQUENCY	CONDUCTED BY WHOM
2.2.3.1.	Closures in fire separations to ensure that they are operable at all times	CHECK	DAILY	
2.2.3.3.	Closures in fire separations are not blocked or wedged open	CHECK	DAILY	
2.2.3.5.	Doors in fire separations to ensure that they remain closed	CHECK	DAILY	
2.6.1.3.(1)	Hoods, filters and ducts that are subject to accumulations of combustible deposits	CHECK	WEEKLY	
2.2.3.4.	All doors in fire separations to ensure proper operation to maintain the integrity of the fire separations	INSPECT	MONTHLY	
7.2.3.1.	Closures in vent openings into smoke shafts from each floor area shall be inspected sequentially over a period not to exceed five years. Every closure in an opening to the outdoors at the top of a smoke shaft shall be inspected annually to ensure that it will open – manually from outside the building, on a signal from the smoke or heat actuated device in the smoke shaft, and when a closure in an opening between a floor area and the smoke shaft opens.	INSPECT	ANNUALLY	
2.2.3.7.	Fire dampers and fire-stop flaps	INSPECT	ANNUALLY	
2.6.1.4.(1)	Chimneys, flues and flue pipes	INSPECT	ANNUALLY	

Maintenance Requirements – EMERGENCY LIGHTING

OFC Div. B Reference	ITEM	ACTION TO BE TAKEN	FREQUENCY	CONDUCTED BY WHOM
2.7.3.3.	Emergency lighting unit equipment to ensure that the terminal connections are clean, free of corrosion and lubricated when necessary. Ensure that the terminal clamps are clean and tight as per the manufacturer's specifications, the electrolyte level and specific gravity are maintained as per the manufacturer's specifications, and that the battery surface is kept clean and dry	INSPECT	MONTHLY	
2.7.3.3.	Emergency lighting unit to ensure that the emergency lights will function upon failure of the primary power supply	TEST	MONTHLY	
2.7.3.3.	Emergency lighting unit equipment to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions	TEST	ANNUALLY	
2.7.3.3.	Emergency lighting units charging conditions for voltage, current and the recovery period to ensure that the charging system is in accordance with the manufacturer's specifications	TEST	ANNUALLY	

Maintenance Requirements – PORTABLE EXTINGUISHERS

Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers".

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

Portable extinguisher shall be replaced and recharged after use in conformance with instructions given on the extinguisher nameplate.

Extinguisher shells, cartridges or cylinders that show leakage or permanent distortion or that rupture shall be removed from service immediately.

Ensure portable extinguishers are conspicuously located, readily accessible in case of fire, set on a hanger, shelf or bracket.

Ensure the portable extinguisher is installed so that the top of the extinguisher is not more than 1.1m (4 ft.) above the floor, if the gross weight of the extinguisher is greater than 18kg (40 lbs), OR 1.5m (5 ft) above the floor, if the gross weight of the extinguisher is 18kg (40 lbs) or less.

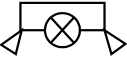
OFC Div. B Reference	ITEM	ACTION TO BE TAKEN	FREQUENCY	CONDUCTED BY WHOM
6.2.7.2.	All portable extinguishers as per NFPA 10 – Portable Fire Extinguishers	INSPECT	MONTHLY	
6.2.7.1.	All portable extinguishers as per NFPA 10 – Portable Fire Extinguishers	INSPECT	ANNUALLY	
6.2.7.1.	Conduct hydrostatic testing of Carbon Dioxide (CO ²) and Pressurized Water Extinguishers	TEST	5 YEARS	
6.2.7.1.	Replace extinguishing agent inside stored pressure extinguishers	INSPECT	6 YEARS	
6.2.7.1.	Conduct hydrostatic testing of stored pressure fire extinguishers	TEST	12 YEARS	

Maintenance Requirements of Building FIRE & LIFE SAFETY SYSTEMS – Part 7

Additional Comments / Information:

See Appendix(s)

Building Schematic Diagrams – LEGEND – Part 8

	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (i.e.; shut off valve for natural gas, sprinklers, etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Lighting – Battery-Powered
	Illuminated Exit Sign – Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Smoke Alarm
	Heat Detector
	Smoke Detector
	Fire Extinguisher – BC Type
	Fire Extinguisher – ABC Type
	Fire Extinguisher – Water
	Hose Cabinet
	Sprinkler Riser – indicate whether Wet or Dry System
	Pull Pin For Kitchen Fire Suppression System

Building Schematic Diagrams Part 8

Site Plan Drawing – Part 8

Site plan drawings of your building indicate the building's footprint and incorporate fire department truck access routes, fire department connections, fire hydrants (municipal & private), fire alarm control panel, fire alarm annunciator panel (if applicable), natural gas shut-off, entrances and exits for the building including main entrance, parking areas and evacuation assembly point (if applicable).

NOTE: Always include a north indicator symbol on your diagram. Owner or owner's agent to sign and date each page of the schematic verifying the accuracy of the information. Schematic shall be a neat and accurate line drawing of the premises.

Insert Site Plan Drawing – Appendix(s)

Floor Plan Drawing – Part 8

Floor plan drawings of your building to indicate egress locations, fire protection equipment, i.e.; fire extinguishers, manual pull stations, emergency lighting, fire alarm control and annunciator panels, heat and smoke detectors, smoke alarms, exit signs, hose cabinets, sprinkler risers and shut-offs, fixed extinguishing systems, gas, domestic water and electrical shut-offs, mechanical and service rooms, etc.

NOTE: For multiple identical floors – a sample representative floor drawing will suffice.

NOTE: Always include a north indicator symbol on your diagram. Owner or owner's agent to sign and date each page of the schematic verifying the accuracy of the information. Schematic shall be a neat and accurate line drawing of the premises.

Insert Floor Plan Drawing(s) – Appendix(s)