

# Fire Safety Plan



P Prepared for: Prince Edward County Fire Department  
Prepared by: Michael von Teichman & Alex Portman

I, Michael von Teichman & Alex Portman, have read and understand my responsibilities under this Fire Safety Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Fire Department Final Approval

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REVIEW AND REVISION HISTORY

Fire Safety Plans **MUST** be reviewed annually.

All changes **MUST** be forwarded to The County Fire Department for review and approval before implementation.

[illegible]

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## Introduction

The Ontario Fire Code, Div. B, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved Fire Safety Plan Box, in the Front entrance of the barn, and the side door of the main house. A third copy will be kept in the office at 15786 Loyalist Parkway.

The implementation of this Fire Safety Plan helps to ensure effective utilization of life safety features in the building to protect people from fire. This Fire Safety Plan is designed to suit the resources of the building. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete. The Fire Code defines “OWNER” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be Property Managers or Maintenance staff.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the Fire Code, An individual convicted of an offence under subsection (1) 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, or to both. 2019, c. 7, Sched. 29, s. 2 (1). A corporation convicted of an offence under subsection (1) 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. 2019, c. 7, Sched. 29, s. 2 (1). A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on 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, or to both. 2005, c. 33, s. 8; 2019, c. 7, Sched. 29, s. 2 (2). Despite subsections (1) and (3), every director or officer of a corporation who knowingly commits an offence under subsection (1) is guilty of an offence and on 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, or to both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency. This plan should be reviewed and amended as often as required, with intervals not greater than 12 months.

## SUBMISSION PROCEDURES

“Just Fire Safety Plans” will submit an “Electronic Draft” copy of the Plan (8 ½ X 11 format) to the Chief Fire Official at the Guelph Fire Dept. Upon approval, three “Final copies” will be printed and signed. One electronic copy will be retained by the Guelph Fire Department.

Please Note. The Chief Fire Official is to be notified in writing of requests for subsequent changes in this approved Fire Safety Plan.

# Building Resources

## Occupancy Type:

**Occupancy Loads:** Approximately 90

## Building Information:

Date of Construction: 1860

Building Type: Masonry in Main House and timber in the barn and out buildings.

Building Height: 2 stories above grade, 1 below.

Barn is 2 levels

Basic Area: Main house, carriage house and barn.

Basement: Accessible from East side of Main house.

There are 4 exits on the main floor of the main house and 2 stairwells.

Barn is two levels with 3 exits on the ground floor and 5 on the second floor.

## Additional Information

- ☐ There is a sprinkler system in the barn with a connected annunciator system, and monitored fire and smoke alarms in all buildings.

## Access

The Driveway access is off Loyalist Parkway and the road allows for fire truck access through the whole property to the millennium trail.

A **Fire Route** has been designated through the middle of the property. The fire route will remain clear of all obstructions at all times.

The Fire Department connection is near the east side of the barn and marked.

There is a pond on the property as well.

When applicable, the Customer Relations staff will have a list of occupants who may require special assistance by the side entrance to the main house and at the front of the barn.

## Nearest Municipal Hydrant Location:

**Private Hydrant:** Yes, near the East entrance and Fire Dept. Connection.

**Lockbox:** No, but access is available through the storage room doors and the centre door under the barn.

**Fire Alarm System:** Make: Mircom FX 2000

Main Panel Location: Second Floor Bar Annunciator

Panel Location: Bar Entrance

Fire Alarm Type:

Fire Alarm Panel Instructions can be found at the end of this section.

**Heating:** Natural Gas and propane

**Main Gas Shut-off:** Located on the East side of the Main House and in the barn east entrance

**Main Electrical Shut-off Location:** Panels are marked on the attached schedule. \_\_\_\_\_.

**Main Water Shut-off Location:** Main House Basement for all buildings, including carriage house and barn.

**Sprinkler System:** Yes, Connected to the Fire Alarm System;

**Location of Sprinkler Shut Off Valves:** Sprinkler Room at the back of storage area at north side of barn, lower level, accessible from the east storage room door.

**Standpipe System:**

location of Shutoff/Isolation Valves: **Flower Shop Barn and all buildings, basement of main house-North East Corner room**

**Fire Department Connection:** Yes, Located east side of Red Barn

**Fire Pump:** Pond??

**Fixed Extinguishing System for Commercial Cooking Equipment:** No open flame

**Emergency Lighting:** Yes, as required in barn.

**Combination Smoke and CO Alarms:** Yes, in each Bedroom unit and Alarms are tied into the Fire Alarm System.

**Carbon Monoxide Alarm:** Yes, in the basement

**Smoke Detectors:** interconnected with the Fire Alarm System

**Exits:** Refer to schematics for location of exits.

**Emergency Power:** No

**Portable Fire Extinguishers:** (Refer to schematic drawings) All portable extinguishers are either    or    dry powder multipurpose extinguishers, in each of the Hose Cabinets throughout the buildings and strategically placed as per the attached floor plans

**Extra Hazardous Area:** Propanme tanks on east side of barn and greenhouse.

**Proper Signage:** Yes, Fire and Life Safety instruction can be found in every suite, gathering rooms

# Human Resources

**Building Owner: Michael von Teichman and Alex Portman, leased to The Eddie Hotel and FARM Inc. 15786 Loyalist Parkway**

**Alex Portman 647-268-3978**

**Michael von Teichman 416-817-3337**

**Business Hours Contact: 1-833-732-3276**

**Alex Portman 647-268-3978**

**Michael von Teichman 416-817-3337**

**Night Time Contact:**

**Alex Portman 647-268-3978**

**Michael von Teichman 416-817-3337**

**Ms. Melissa Nevills- 519-855-9858**

**Maintenance Manager: Paul Burris**

**Fire Alarm Monitoring Company: Alarm Systems**

## **Fire Department**

**Shire Hall – 332 Main Street, Picton ON, K0K2T0**

**Telephone: 613.476.2148 x 1023 / 613.962.9108 x 1023**

**Emergency: 9-1-1**

**Fire Prevention Division: 613-476-2148**

**Location of Nearest Station: Station 7 Wellington**

**44 Belleville Street**

**Distance from 15786 Loyalist Parkway 2.6 KM's**

**Municipal Water Supply: No**

**Location of Nearest Hydrant:**

## Emergency Procedures for Occupants

# The Barn

You are at 15786 Loyalist Parkway

## IN CASE OF FIRE

### Upon Hearing the Fire Alarm

- Leave the building via the nearest and safest exit. Close doors behind you.
- Exit using the nearest and safest stairwells.
- Call the Fire Dept. at 9-1-1
- Report to the Meeting Place in the area between the barn and the house and carriage house.

**Do not return to the Barn**

**for any reason.**

### Upon Discovery of Fire

- Sound the Fire Alarm by pulling a Pull Station near your exit or by pushing the fire button on the alarm panel in the main house kitchen.
- Only attempt to extinguish a fire if you have been trained and it is safe to do so!
- Leave fire area immediately and close doors behind you.
- Leave the building via the nearest and safest exit
- Call Fire Dept. at 9-1-1
- Report to the Meeting Place between the barn, carriage house and barn.



### IF YOU ENCOUNTER SMOKE...

Crawl low under smoke or use an alternate exit.

**Please Remain Calm**



# Emergency Procedures for Occupants

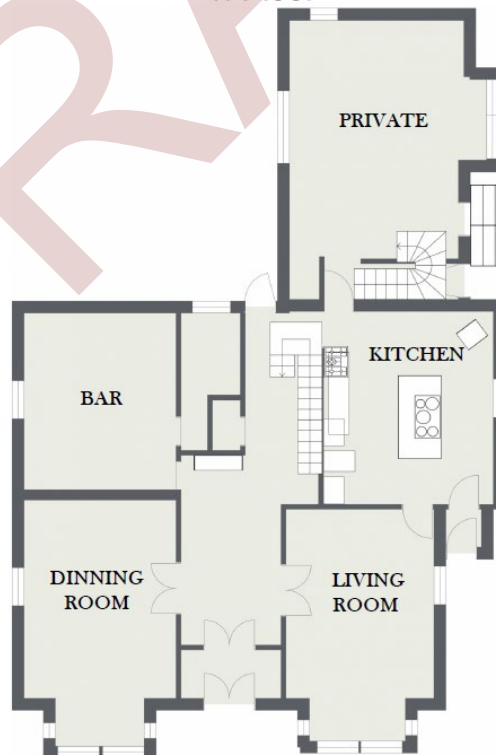
You are at 15786 Loyalist Parkway, Bloomfield

## IN CASE OF FIRE

### Upon Hearing the Fire Alarm

- Leave the building via the nearest and safest exit. Close doors behind you.
- Exit using the nearest and safest stairwells.
- Call the Fire Dept. at 9-1-1
- Report to the Meeting Place between the Barn, main house and carriage house.
- **Upon Discovery of Fire**
  - Sound the Fire Alarm by pulling a Pull Station near your exit.
  - Only attempt to extinguish a fire if you have been trained and it is safe to do so!
  - Leave fire area immediately and close doors behind you.
  - Leave the building via the nearest and safest exit
  - Call Fire Dept. at 9-1-1
  - Report to the Meeting Place between the Barn, main house and carriage house.

Main House  
1. Floor



### IF YOU ENCOUNTER SMOKE...

Crawl low under smoke or use an alternate exit.

**Please Remain Calm**

# Emergency Procedures for Occupants

You are at 15786 Loyalist Parkway, Bloomfield

## IN CASE OF FIRE

### Upon Hearing the Fire Alarm

- Leave the building via the nearest and safest exit. Close doors behind you.
- Exit using the nearest and safest stairwells.
- Call the Fire Dept. at 9-1-1
- Report to the Meeting Place between the Barn, main house and carriage house.
- **Upon Discovery of Fire**
  - Sound the Fire Alarm by pulling a Pull Station near your exit.
  - Only attempt to extinguish a fire if you have been trained and it is safe to do so!
  - Leave fire area immediately and close doors behind you.
  - Leave the building via the nearest and safest exit
  - Call Fire Dept. at 9-1-1
  - Report to the Meeting Place between the Barn, main house and carriage house.

### IF YOU ENCOUNTER SMOKE...

Crawl low under smoke or use an alternate exit.

**Please Remain Calm**

# **Emergency Procedures/ Fire Safety Duties for Supervisory Staff**

**The following positions shall be deemed Supervisors under this Fire Safety Plan**

- 1) Alex Portman- 647-268-3978
- 2) Michael Von Teichman 416-817-3337
- 3) Bonnie Clarke- 416-949-6740
- 4) Paul Burris 613-920-5366
- 5) Melissa Nevills- 519-855-9858

**There will not be an onsite Superintendent or Supervisory staff.**

If they are on Site, Management Staff will act on behalf of the owner to assign the specific tasks, and he/she or their designate will be in complete charge of the Fire Safety Plan and be aware of the specific responsibilities of the personnel involved in the plan.

## **In the Event of Fire or Fire alarm Activation**

- Be available or if not available have a designate in place to attend to assist fire crews as required.
- Be available or if not available have a designate in place to attend to re-set fire alarm system once given permission by fire official

In case of a fire emergency, each department and Supervisory Staff member has been assigned emergency procedures and specific tasks, as outlined in this plan. As a requirement of Div. B 2.8.2.1(2b) the duties include, but are not limited to; Establish and Implement a Fire Safety Plan, reviewing the Fire Safety Plan often, or at least once each 12 months, ensuring occupants are aware with emergency procedures, ensuring drills are conducted as required, have an action plan to alleviate fire hazards in the building, all maintenance and test requirements are kept up, make sure a copy of emergency procedures are on each floor, make sure a copy of schematics are on every floor, keep stairs clear, not permit combustibles to accumulate, keep access roads and egresses clear, knowledge on all fire and life safety systems, sprinkler system, elevator, HVAC; know to initiate an alternative if emergency equipment is shut down, participate in drills, notify the Fire Department of shutdowns to fire protection equipment. It is the responsibility of the owner to provide instructions in these emergency procedures to all supervisory staff members.

## **TRAINING OF SUPERVISORY STAFF**

All Supervisory Staff have been provided a copy of their responsibilities within the Fire Safety Plan and are familiar with the entire document and its location for reference (The Kitchen, bar and office)

All Supervisory Staff members shall receive annual training at the time of being hired and on an annual basis with respect to their delegated areas of fire safety responsibilities. This training will be provided by the onsite Customer Relations Manager. Each Supervisory Staff member shall fully understand all of his or her responsibilities and shall feel comfortable and confident with these responsibilities before assuming the role.

**Annual review of the Fire Safety Plan**, all staff's roles and responsibilities will be scheduled and led by the Customer Relations Manager.

**Note: Staff will be made aware of their responsibilities for Fire Safety and guest areas well sign posted.**

## **Responsibilities of the Owner**

- Be in complete charge of the Fire Safety Plan and be aware of the specific responsibilities of the personnel involved in the Plan
- Establishment and Implementation of the Fire Safety Plan.
- Appoint and organize designated supervisory staff to carry out safety duties.
- Instruct supervisory staff and other occupants of their responsibilities for fire safety.
- Hold fire drills in accordance with the Ontario Fire Code.
- Prohibit fire hazards in the building.
- Maintain building facilities provided for safety of the occupants.
- Provide alternate measures for safety of occupants during shut down of fire protection equipment.
- Post and maintain at least one (1) copy per floor of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in the Fire Safety Plan Box and in the Customer Relations Managers office.
- Notify the Chief Fire Official, of pending changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.
- Assure checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained on site for a minimum period of two (2) years.

## **EMERGENCY PROCEDURES FOR PERSONS REQUIRING ASSISTANCE**

Persons who may require assistance to evacuate during a fire situation should be advised that if they cannot evacuate in a timely manner and the fire is not in their unit, they should remain in their unit, seal the crack at the bottom of their unit door, call 9-1-1 and advise that they cannot evacuate, provide their exact location to the 9-1-1 operator, and proceed to a window to be seen. Open the window and make as much noise as possible to attract attention. Should smoke or fire present a hazard, close the window.

If the fire is in their unit, they should make an attempt to exit their unit and ensure their unit door is closed. Should this not be possible, they should proceed to a room or safe area in their unit where there is no smoke or fire, close the door to the room, seal the crack at the bottom of the door, call 9-1-1 if possible, proceed to a window to be seen, and open the window and make as much noise as possible to attract attention. Should smoke or fire present a hazard, close the window. Should smoke infiltrate their entire unit, they should stay as low as possible to the floor and make every attempt to exit their unit to a point of safety.

Information about the entrapment of any occupants in a fire situation should be relayed to the 9-1-1 Dispatcher and first arriving fire officials.

## Fire Hazards

- Combustible materials shall not be permitted in locations or quantities that constitute a fire hazard;
- Combustible materials will not be used to absorb flammable or combustible liquids spills;
- Lint Traps and Vent ducts in Laundry equipment will be cleaned regularly to prevent the accumulation of lint or obstructions;
- Flammable liquids shall not be used for cleaning purposes.
- Combustible materials shall not be stored on any roof top or in areas adjacent to the building;
- Burning materials such as cigarettes or ashes should not be put in garbage bins or garbage chutes;
- Practice safe cooking measures. Do not overheat any cooking utensil. Constantly attend all cooking operations. While cooking, avoid clothing that contains loosely hanging sleeves and highly combustible fabrics;
- Do not use unsafe electrical appliances or frayed extension cords
- No open flame in the barn.
- Do not use extension cords as permanent wiring or overload circuitry;
- Avoid careless smoking habits. Use non-combustible ashtrays. Never smoke in bed. Never smoke if feeling sleepy;
- Articles such as shoes, floor mats umbrellas, bicycles, power wheel chairs etc... shall not be left or stored in stairwells, corridors or outside your suite.
- Do not wedge or prop open fire or smoke barrier doors;
- Ensure that all doors and hardware operate and are maintained in accordance with the Ontario Fire Code;
- Oily rags shall be disposed of in accordance to the Ontario Fire Code;
- Keep exits, stairways, landings, corridors, all access to exits and exits clear of obstructions and combustible materials at all times;
- Keep doors to stairs closed at all times;
- Ensure designated occupant loads are not exceeded;
- Store and use flammable and combustible liquids in quantities, locations and containers as set out in the Ontario Fire Code;
- Report fire hazards and unsafe conditions to the Customer Relations Manager;

### **In general, Occupants will:**

- Know how to alarm occupants of building, know where exits are located.
- Call Guelph Fire Department immediately (9-1-1) whenever you need emergency assistance.
- Know the correct address of the building, 15786 Loyalist Parkway
- Notify the Manager and/or the Manager on Duty in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the Meeting Place, between the Main Barn, Main House and Carriage House

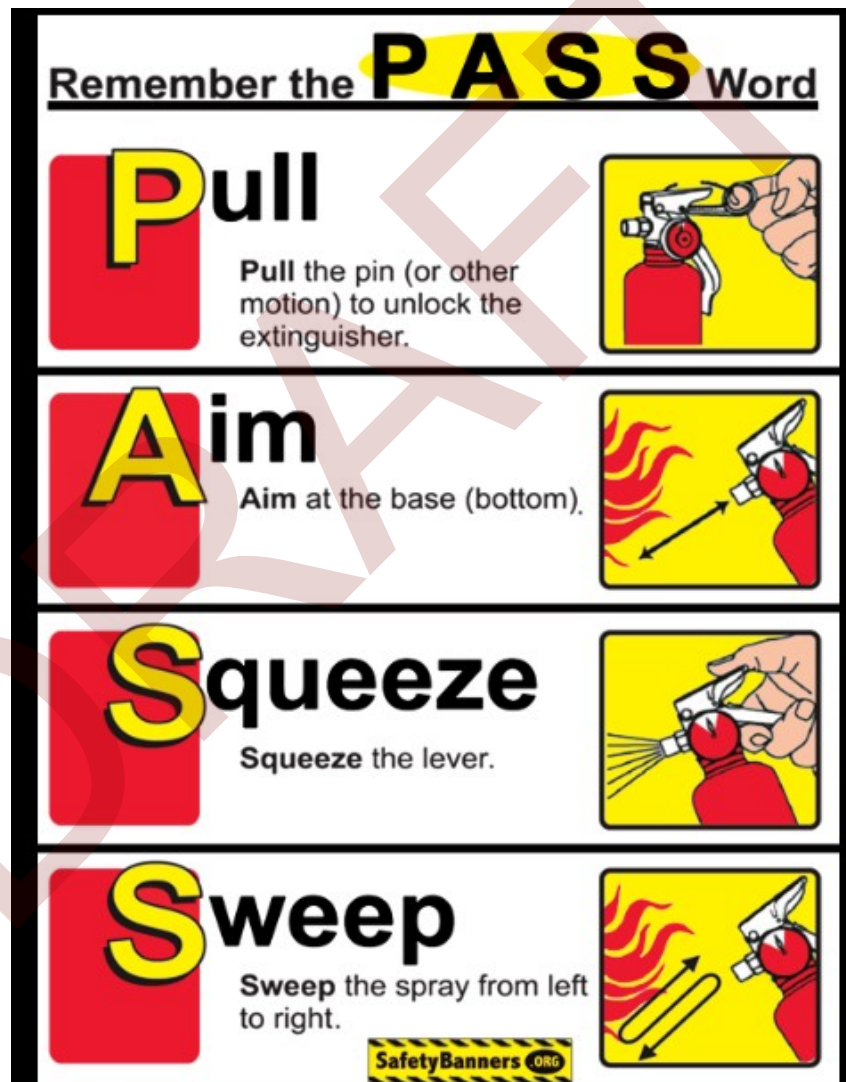
# Fire Extinguishment, Control or Confinement

Only those persons who are trained and familiar with extinguisher operation should attempt to fight the fire. This is a Voluntary Act.

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, close the door to the area to confine and contain the fire and leave the area immediately. Ensure that the occupants are alerted and that the Guelph Fire Department (9-1-1) has been notified prior to any attempt to extinguish the fire.

## Suggested Operation of Portable Fire Extinguishers

There is a safety seal holding a pin in place on the extinguisher. Twist the pin to break the seal, then...



- Never turn your back on the fire.
- Never allow the fire to get between you and the exit.
- Never re-hang extinguishers after use.
- Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.
- Keep extinguishers in a visible area without obstructions around them.
- Ensure that the occupants are alerted by activating a fire alarm pull station.

# Alternative Measures for Occupant Fire and Life Safety

## Fire Watch

Definition: Fire Watch is required in the event of a shut down or temporary failure of the fire alarm system, the sprinkler system or other life safety system, or part thereof; or where activities require the interruption of any fire detection, suppression or alarm system component. The term “Fire Watch” is used to describe a dedicated Supervisory staff member or members whose sole responsibility is to look for fires within an established area during any interruption.

All building occupants will be notified in writing that the fire protection system in the building are not functional and that Fire watch has been instituted until repairs have been made.

1. At least one (1) qualified staff person shall be employed to complete fire watch duties of the unprotected building area whenever the building is occupied. Each person assigned to fire watch will be provided with the following equipment;
  - A suitable means of notifying the Guelph Fire Department.
  - A whistle or other approved means of sounding an alarm.
  - A flashlight
  - A clipboard and pen.
  - A list of “fire watch” duties and a “fire watch” log sheet
  - Keys to provide access to all rooms and spaces.
  - Floor plans of the building under “fire watch”.
2. Fire watch personnel will be familiar with the building and procedures for alerting the Fire Department and all building occupants in the event of a fire. A cell phone and a whistle or other notification device approved by the Chief Fire Official will be accessible at all times.
3. Rounds shall be diligently completed at least once each hour, and recorded immediately upon conclusion of each round, by the person(s) completing the round, on a Fire Watch Log sheet. The Fire watch personnel should periodically check exit doors and access to exits to ensure safe operation and clear passage.
4. Fire watch personnel must have fire extinguishing equipment readily available and the Fire watch personnel must be trained in their use.
5. If smoke or fire conditions are discovered the Fire watch personnel will immediately notify the building occupants, using a whistle and yelling “Fire” and then call 9-1-1 to report the fire to the Fire Department from a safe location.
6. Do not attempt to extinguish the fire unless it is safe to do so.
7. Once a building evacuation is completed, await emergency response personnel at the meeting place, in front of the barn and behind the main house and direct the Fire Dept. accordingly. DO NOT re-enter the building without permission of the Fire Dept.
8. ” Hot Works” such as welding or cutting will be limited to areas where approved precautions have been put in place.
9. The assigned Fire watch personnel will continue his or her patrol until either relieved of duties by another qualified Fire watch personnel or until the Fire Alarm system has been reinstated.
10. Signs shall be posted at all exits notifying the occupants that the fire protection/detection system is not functioning along with the temporary audible device that will sound should a fire occur and to notify the Fire Department via 9-1-1 should a fire be discovered.



## Fire Watch Log Report

Fire Alarm System -	Date: _____	Time: _____ hrs
Notified the Fire Dept. Dispatch- 519-824-3232 Fire Prevention- 519-763-8111	Contact Name  (FPO) _____	Time: _____ hrs Time: _____ hrs

Fire Alarm System –Back in Service	Date: _____	Time: _____ hrs
Notified the Fire Dept. Dispatch Fire Prevention	Contact Name  (FPO) _____	Time: _____ hrs Time: _____ hrs

Fire Watch Duties Completed by: \_\_\_\_\_ Title \_\_\_\_\_.

ROUND	START	FINISH	PRINT and SIGNATURE	COMMENTS
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## Fire Drills

As per the Ontario Regulation 213/07, the Ontario Fire Code, Subsection 2.8.3. Fire Drills shall take into consideration; the building occupancy and its fire hazards, the safety features provided in the building, the desirable degree of participation of occupants other than supervisory staff, the number and degree of experience of participating supervisory staff, and the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code. Fire drills shall be held at least once during each 12-month period for the supervisory staff. Records of a fire drill required by this Article shall be kept for 12 months after the fire drill. The owner, operator or manager must ensure that fire drills are effectively planned, conducted, appropriately monitored and documented to achieve compliance with this regulation.

### **The fire drill procedure is as follows:**

- Phone Alarm Sys to alert them of the drill 15 minutes prior to the drill taking place.
- Phone the Fire Department to alert them of the drill 15 minutes prior to the drill taking place.
- Alert all of the occupants in the building that a fire drill is to take place and that participation is voluntary. (Notices should be posted on all entrances 24 hours before the Fire Drill)
- Pull the pull station at one of the exits to activate the fire alarm system (each time a drill is performed, the same pull station will not be used).
- Make certain all occupants follow their emergency evacuation procedures which are recorded in the emergency procedures section of this fire safety plan.
- The Owner/Manager or an assigned supervisory staff member will be at the rear parking lot with a stop watch to time the full evacuation so that it is recorded for the debriefing afterwards.
- The fire alarm system will be re-set by the Owner/Manager or an assigned supervisory staff member.
- Once all occupants and visitors (including those who require assistance) have evacuated, an “all clear” signal will be given by the company manager or assigned supervisory staff member.
- Any deficiencies in the Fire Alarm system must be corrected immediately. Contact your service provider.

## Debriefing of Fire Drill

- The following checklist will be used for the debriefing after the fire drill to determine if there were any problems or issues that require attention. The debriefing will be attended by all supervisors. Any improvements discussed will be relayed by each supervisory member to his/her colleagues.
- Did Supervisors check the Annunciator or Fire Alarm Panel upon hearing the fire alarm system activate?
- Did all occupants quickly leave using the closest exit? (Participation by occupants is voluntary.)
- Did all occupants assemble at the Meeting Place?
- Were there any people whom required assistance leaving such as visitors with physical/developmental challenges? Who assisted them and did they follow the section in this plan regarding assisting people who require assistance?
- Did the Elevator function as required, coming to the Ground Floor \* unless that was the fire floor?
- Did the appropriate person call the fire department to alert them of a drill 15 minutes before the alarm activated?
- Were all occupants alerted 15 minutes prior to the drill?
- Were doors closed to confine areas upon evacuation?
- Were supervisory staff members prepared to relay any pertinent information to responding fire fighters?
- Did supervisory staff members check all of the areas upon exiting to determine if anyone was still within the building or if doors were open?
- Were instructions given clearly by supervisory staff members to all occupants prior to, during and after the drill?
- Was the Supervisor able to reset the device and Fire Alarm Panel efficiently?
- All information during the debriefing will be documented and any concerns will be discussed to improve the evacuation at the next fire drill or real emergency. The fire department will be notified of any changes that we feel may assist in the better evacuation of all occupants to determine if the changes meet with the fire department's approval.
- Each time a fire drill is enacted, a supervisory staff member will be assigned by the company manager to stand at an exit to indicate that the exit is blocked so that evacuees test their evacuation to a secondary exit.
- At times, a supervisory staff member will conduct a drill without the fire alarm activation. This will test the evacuation similar to when alternative procedures need to be implemented in the event the fire alarm system is down. In such instances, the alternative procedures set forth in this plan will be followed for the activation while the emergency procedures for evacuation will remain the same.

## FIRE DRILL RECORD

Date and Time		
Supervisor on Duty		
Contact Fire Dept.		
Contact Monitoring Agency ALARM SYSTEM		
Staff Participating		
Device Used to Activate		
Deficiencies Noted		
General Comments		
Fire Drill Completed		
Contact Monitoring Agency	Back in Service	Out of Service
Contact Fire Dept.	Back in Service	Out of Service
Next planned Fire Drill		

**Maintain Records on site for 2 Years.**

# Ontario Fire Code Requirements of Building, Fire and Life Safety Equipment

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

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for convenience. For accurate reference, the Ontario Fire Code should be consulted.

Definitions for key words are as follows:

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

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

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

It is stated in the Ontario Fire Code that records of all tests and corrective measures are required to be retained on site for a period of two years after they are made.

## **The Manager on Duty or designate must;**

### **Daily**

- **Check** the principle and remote trouble lights for trouble indication;
- **Inspection** of the AC power-on light shall be done to ensure its normal operation.
- Ensure that doors in fire separations shall be **checked** as frequently as necessary. They must remain closed unless controlled by Magnetic Hold Open Devices.
- **Check** that Exit signs are clearly visible and kept illuminated at all times.
- Fire alarm and voice communication system components shall be kept unobstructed.
- **Check** Fire alarm system components shall be kept unobstructed. (Annunciator Panel, Manual Pull stations, Hose cabinets and Portable extinguishers, Sprinkler Heads)
- Fire alarm system power supply disconnect switches shall be locked on in an approved manner.
- Ensure keys required to recall elevator and to permit independent operations are available.
- Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided to each tenant.
- Auxiliary drains shall be **inspected** as required to prevent freezing. (for those times of the year)
- The temperature of pump rooms shall be **checked** daily during freezing weather.
- Ensure access to exits remain unobstructed and that product construed as a fire hazard be safely stored or removed from the premise.

### **Weekly**

- Filters and ducts shall be **checked** and be cleaned when deposits create an undue fire hazard.
- 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.
- 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.
- 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**

- **Inspect** Portable extinguishers monthly.
- **Inspect** doors in fire separations for proper operation
- **Check** pilot lights on Emergency Lighting for indication of proper operation.
- Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.
- **Test** Emergency lighting equipment monthly to ensure that the emergency lighting will function upon failure of the primary power supply.
  - Ensure that battery surface is clean and dry.
  - Ensure that terminal connections are clean, free of corrosion and lubricated.
  - Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.
- **Test** the Alarm Panel every month under battery backup power and if a fault is established, appropriate corrective action shall be taken:
  - a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition
  - b) function of all signal devices shall be ensured
  - c) the annunciator panel shall be checked to ensure correct annunciation
  - d) intended function of the audible and visual trouble signals shall be ensured
  - e) fire alarm batteries shall be checked to ensure that:
    - i) terminals are clean and lubricated where necessary;
    - ii) terminal clamps are clean and tight;
    - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

- **Inspect** the nozzle for obstructions and free movement.
- **Inspect** the portable extinguisher as per above.

### **Two Months (Sprinkler Systems (Wet))**

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

### **Three Months**

- Every three months the elevator door opening devices operated by means of photo-electric cells shall be **tested** to ensure that the devices become inoperative after the door has been held open for more than 20 seconds with the photo-electric cell covered.
- The key operated switch located outside an elevator shaft shall be **tested** to ensure that the actuation of the switch will render the emergency stop button in each car inoperative and bring all cars to the street floor or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.
- Key operated switches in each elevator car shall be **tested** to ensure that the actuation of the switch will:
  - a) enable the elevators to be operable independently of other elevators
  - b) allow operation of the elevator without interference from floor call buttons
  - c) render door re-opening devices inoperative
  - d) control the opening of power operated doors only by the continuous pressure on the “door open” button to ensure that if the button is released while the door is opening, the doors will automatically close.

### **Six Months**

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

### **Annual Testing to be completed by a Certified Licensed Technician**

#### **Fire Alarm System;**

- Fire alarm system power supply disconnect switches shall be locked on in an approved manner.
- Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.
- Voice communications between floor areas and the central alarm control facility shall be **tested** annually, as required for fire alarm initiating and signally devices.

#### **Emergency Lighting System**

- 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.

### **Portable Extinguishers;**

- 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.
- 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
- 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.

### **Smoke Alarms and Carbon Monoxide Alarms**

- Smoke Alarms, Carbon Monoxide Alarms and Visual Signaling Devices in Units are to be tested and inspected annually

### **Sprinkler Systems (Wet)**

- Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.
- Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.
- Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.
- Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair.
- 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.
- Controls for air-handling systems for venting in the event of a fire, shall be **inspected** annually to ensure that air is exhausted from each floor area to the outdoors.
- 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.

## Smoke Shafts and HVAC Equipment

- Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.
- 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.
- 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.

























### 5 Years

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

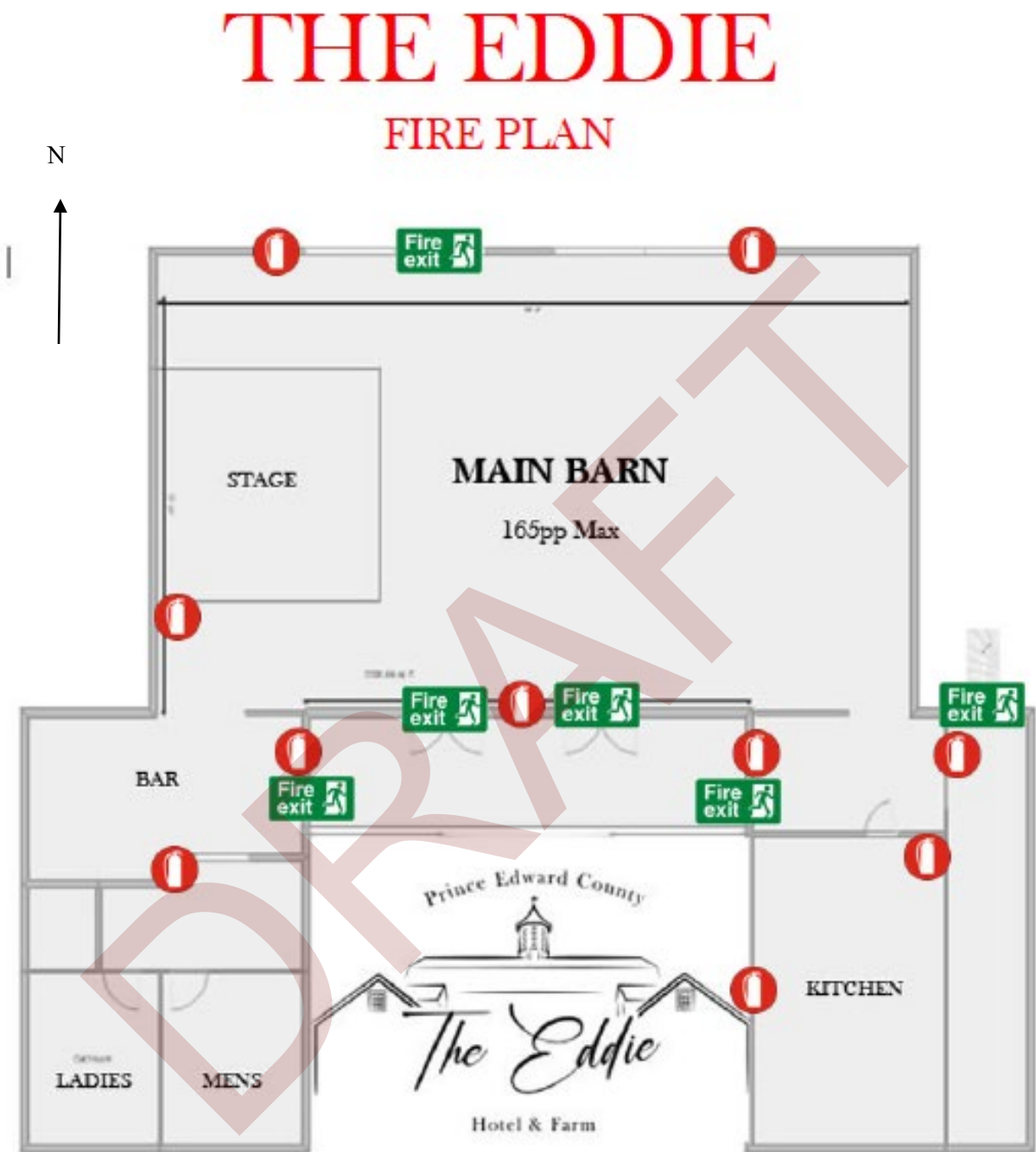
### 6 Years and 12 Years

- Every **six years**, stored pressure extinguishers that require a 12-year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures. The 12-year hydrostatic testing shall apply to all pressurized portable extinguishers.

#### Floor Plan Key

	North
	Elevator
	Exit Route
	Exit Route
	Hose Cabinet
	Manual Pull Station
	Portable Extinguisher
	Electrical Shut Off
	Natural Gas Shut Off
	Water Shut Off
	Roof Access
	HVAC Shut Offs
	Fire Alarm Annunciator Panel
	Fire Alarm Control Panel
	Fire Safety Plan Box
	Municipal Fire Hydrant
	Private Fire Hydrant
	Fire Department Connections
	Sprinkler Room
	Smoke Detector
	Carbon Monoxide Detector
	Combination CO/Smoke Detector
	Emergency Lights
	Meeting Place







## MAIN HOUSE

EXITS & EXTINGUISHER.

