	Fire Code Reference
Every 12 Years	
1. Conduct hydrostatic testing of dry chemical and vapourizing liquid fire extinguishers as required.	6.2.7.1
Every 15 Years	
1. Inspect dry pipe sprinkler systems for pipe obstructions. Flush the system when necessary.	6.5.4.2.
As Required	
1. Clean any combustible dust producing operations.	3.2.1.4. & 5.10.1.2.
2. Cleaning of residue in spray booths.	5.12.7.2.
3. Vacuum clean and dust any dry powder finishing operations.	5.14.6.8.
4. Inspect, clean and maintain all industrial ovens and associated ductwork.	5.18.5.1.

EMERGENCY PLANNING

Section 2.8. "Emergency Planning" of the Ontario Fire Code sets out specific requirements for the preparation and posting of fire safety procedures in all public assembly buildings, institutional buildings and all buildings equipped with a fire alarm.

The building owner is responsible for preparing an emergency plan, acceptable to the Fire Chief, and for ensuring that the building occupants and staff are familiar with the emergency plan. Building occupant instructions must be prominently posted on each floor area.

The following general procedures can be used to develop a comprehensive plan for your building. The Ontario Fire Code must be referred to for the exact regulation requirements. If you require any assistance you should contact the Fire Department. 896-5908

FIRE EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

IF YOU DISCOVER A FIRE:

1. Leave the fire area closing all doors behind you.
2. Activate the building fire alarm system using the closest fire alarm pull station.
3. Fight the fire only if you are confident that it may be controlled with the fire fighting equipment available.
4. Evacuate using the exit staircase and proceed to the main lobby to inform the superintendent of the fire location.
5. Ensure that the Fire Department has been called. Telephone **911.** Give the building address and name and your name and the telephone number.

IF YOU HEAR THE BUILDING FIRE ALARM:

1. Leave the building using the closest exit staircase.
2. Before opening you suite door test the door and the knob for heat.
3. If the door is hot remain in your suite.
4. If the door is cool to the touch open it slightly and check the corridor for smoke. If the corridor is filled with smoke remain in your suite. If the corridor is clear proceed to the closest exit staircase. If you find the staircase impassable try an alternate staircase. If all of the staircases are impassable return to your suite.
5. In no case should the elevators be used.
6. If you must remain in your suite, place damp towels or tape around the door frame to prevent smoke from entering your suite.
7. If the smoke enters the suite proceed to the balcony closing but not locking the doors behind you. Signal the Fire Department of your location using a towel or sheet.

BUILDING MANAGERS AND SUPERINTENDENTS

IF THE FIRE ALARM SOUNDS:

1. Contact the Fire Department by telephoning **911.** Give the name and address of the building and your name and telephone number.
2. Proceed to the main lobby and check the fire alarm annunciator to determine what floor the fire was located on and to meet the tenant who activated the fire alarm system.
3. Call all elevators to the main floor and remove them from service. If the building is equipped with fire fighters' elevators the elevators must be placed in Fire Department service ready for the fire fighters' use.
4. If the building is equipped with a smoke control measure the superintendent must ensure that the smoke control system is operating. He must be completely familiar with the system and be able to assist the fire fighters in operating this smoke control sytem.
5. If the building is equipped with a voice communications system the superintendent should use this system to inform the tenants of the location of the alarm and he should assist the Fire Department in using the voice communications system to co-ordinate the building evacuation and fire fighting activities.
6. The superintendent should have a list of infirm or handicapped persons along with their suite locations in order to assist the Fire Department in locating those persons who cannot evacuate themselves.
7. Upon the arrival of the Fire Department the superintendent must provide whatever assistance the Chief Fire Officer requires including building keys and information regarding the building and equipment.
8. The superintendent must be completely familiar with all the fire safety devices installed in the building. He must know where they are located and how they operate.
9. Alternate procedures must be provided for the warning of the building occupants if the fire alarm is out of service. Alternate procedures must also be provided for maintaining adequate life safety should any of the fire safety devices be removed from service for any reason.
10. The superintendent will be required to conduct regular maintenance duties on a daily, weekly, monthly and yearly basis.
11. Schematic diagrams showing the location of the building fire emergency sytems must be prepared and available for fire department use in an emergency.

SAGE FIRE PROTECTION

ONTARIO FIRE CODE FIRE SAFETY MAINTENANCE AND EMERGENCY PLANNING REGULATIONS

CANADIAN FIRE ALARM ASSOCIATION CFAA

MEMBER

AJAX
OFFICE: (905) 683-6600
FAX: (905) 683-6631

BRAMPTON
OFFICE: (905) 454-3473
FAX: (905) 454-3228

MAINTENANCE SCHEDULES REQUIRED BY THE ONTARIO FIRE CODE

The Ontario Fire Code sets out specific requirements for checking, inspecting and testing of fire safety equipment in existing buildings. There are also requirements for the maintenance of records. Whenever a defect or deficiency is discovered in any fire safety device, immediate corrective action must be taken by the property owner or his agent. Every building is unique and will have different maintenance requirements.

To assist owners and tenants, the Fire Department has prepared this pamphlet briefly listing the fire safety equipment maintenance requirements found in the Ontario Fire Code. The Ontario Fire Code or other documents referred to in the Fire Code must be consulted for a complete explanation of the procedures. The Fire Department is available to assist owners and occupants in complying with these regulations.

EXCERPTS FROM THE ONTARIO FIRE CODE

Article 1.1.1.1.
Unless otherwise specified the owner is responsible for carrying out the provisions of this Code.

Article 1.1.1.2.
Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established, and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

Article 1.1.2.1.
A written record shall be kept of all tests and corrective measures for a period of two years after they are made, and the record shall be made available upon request to the Chief Fire Official.

Definitions:
Check means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
Inspect means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
Test means operation of device or system to ensure that it will perform in accordance with its intended function.

The Fire Code contains specific requirements for the keeping of records. The Fire Department recommends that in addition to those records specifically required by the Fire Code, records **should be kept for all maintenance procedures.**

FIRE SAFETY MAINTENANCE DUTIES

Daily	Fire Code Reference
1. Exit lights should be checked to ensure that they have not been damaged and that they are illuminated	2.7.3.3.
2. Torches, regulators and welding equipment must be checked for defects.	5.17.2.6.
3. Fire alarm system, AC power lamp and trouble signal must be checked.	6.3.2.1.
4. Tank heating equipment and water temperature must be checked for fire protection water tanks.	6.6.2.2. & 6.6.2.3. & 6.6.2.4.
5. Temperature of fire pump rooms must be checked.	6.6.3.2.

Weekly	
1. Check hoods, filters and ducts in ventilation systems subject to the accumulation of combustible deposits.	2.6.1.4.
2. Check that sprinkler system control valves are open and properly supervised.	6.5.3.1.
3. Check that dry pipe sprinkler system air pressure is being maintained.	6.5.3.3.
4. Inspect valves controlling fire protection water supplies.	6.6.1.2.
5. Check the water level and pressure for fire protection system pressure tanks.	6.6.2.12.
6. Inspect relief valves on air and water supplies of fire protection pressure tanks.	6.6.2.13.
7. Check water level in fire pump reservoirs.	6.6.3.1.
8. Inspect and operate all fire pumps.	6.6.3.3. & 6.6.3.4.
9. Check all components for emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes.	6.7.1.1.

Monthly	
1. Inspect all doors in fire separations	2.2.3.4
2. Emergency lighting system, batteries, units and lamps to be inspected and tested.	2.7.3.3. & Canadian Electrical Code, Part 1, Section 46
3. Conduct fire alarm drills in day care centres and health care facilities	2.8.3.2.
4. Test all welding and cutting equipment.	5.17.2.6.
5. Inspect all portable fire extinguishers.	6.2.7.2.
6. Test the building fire alarm system and check all components including standby power batteries.	6.3.2.1.
7. Test the voice communications systems.	6.3.2.3.
8. Inspect all fire hose stations.	6.4.2.1.
9. Test the sprinkler system alarm.	6.5.5.2.
10. Inspect the water level in gravity tank fire protection water tanks.	6.6.2.8.

Every 2 Months	
1. Test sprinkler system central station connections.	6.5.5.7.

Every 3 Months	
1. Conduct a fire alarm drill in all highrise buildings.	2.8.3.2.
2. Test all fire safety devices in buildings regulated by Subsection 3.2.6. of the Building Code.	7.2.1.1.
3. Test fire fighters' elevators for proper operation.	7.2.2.1.

Every 6 Months	
1. Inspect fire protection systems for commercial cooking equipment.	2.6.1.13. & 6.8.1.1.
2. Check and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.
3. Conduct inspection and maintenance of special extinguishing systems.	6.8.1.
4. Test gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.	6.5.5.7.
5. Conduct fire alarms drill in schools attended by children (to be conducted 3 times in the Spring and Fall terms).	2.8.3.2.

Annually	
1. Inspect all fire dampers and fire stop flaps.	2.2.3.7.
2. Inspect all chimneys, flues and flue pipes.	2.6.1.5.
3. Inspect disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8.
4. Clean chimney spark arrestors.	2.6.3.3.
5. Conduct fire alarms drills in all buildings which have a fire alarm system.	2.8.3.2.
6. Carry out maintenance procedures for fire extinguishers.	6.2.7.1.
7. Conduct a complete test of the building fire alarm system by qualified personnel.	6.3.2.1.
8. Conduct a complete test of the building voice communication system by qualified personnel	6.3.2.3.
9. Inspect all standpipe hose valves.	6.4.2.4.
10. Remove and rerack all standpipe hose.	6.4.2.5.
11. Inspect all exposed sprinkler system pipe hangers.	6.5.3.2.
12. Check all sprinkler heads.	6.5.3.5.
13. Inspect auxillary drains (drum drips) and dry pipe sprinkler system (each Fall).	6.5.4.1.
14. Inspect dry pipe valve water priming level.	6.5.4.3.
15. Inspect and lubricate fire department connections.	6.5.4.4.
16. Conduct sprinkler system alarm test using the hydraulically most remote test valve.	6.5.5.3.
17. Conduct a dry pipe system trip test.	6.5.5.4.
18. Conduct a main drain flow test of the sprinkler system water supply.	6.5.5.5.
19. Inspect fire protection water supply tanks.	6.6.2.1.
20. Inspect the cathodic protection of steel fire protection water tanks.	6.6.2.7.
21. Inspect all parts of a gravity fire protection water tank.	6.6.2.9.
22. Conduct a fire pump flow test.	6.6.3.5.
23. Inspect and flow test all fire hydrants.	6.6.5.6.
24. Conduct general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1.

Every 2 Years	
1. Check all steel fire protection tanks for corrosion.	6.6.2.5.
2. Inspect all fire protection water tanks, connected to a non potable water supply, for the accumulation of sediment.	6.6.2.6.
3. Check valve adjustments and torque heads for emergency generator engines.	6.7.1.1.

Every 3 Years	
1. Clean and service injector nozzles and check valve adjustments for emergency generator diesel engines.	6.7.1.1.

Every 5 Years	
1. Hydrostatic test of carbon dioxide and water type fire extinguishers.	6.2.7.1.
2. Hydrostatic test of dry standpipe system.	6.4.3.6.
3. Inspect fire protection water tank, connected to a potable water supply, for accumulation of sediment.	6.6.2.6.
4. Check insulation of generator windings.	6.7.1.1.
5. Inspect closures in vent openings into smoke shafts.	7.2.3.

Every 6 Years	
1. Replace the extinguishing agent in dry chemical fire extinguishers.	6.2.7.1.