

Fire Safety Plan

Address

Prepared By

Prepared On

Reviewed By

Table of Contents

Part 1	Introduction.....	4
Part 2(a)	Audit of Human Resources.....	5
Part 2(b)	Audit of Building Resources.....	6
Part 3	Emergency Procedures for Occupants.....	11
Part 4	Emergency Procedures for Supervisory Staff.....	13
Part 5	Fire Hazards.....	14
Part 6	Alternative Measures for Occupant Safety.....	15
Part 7	Fire Drills.....	18
Part 8	Requirements of the Ontario Fire Code.....	19
Part 9	Delegation of Responsibilities & Maintenance Requirements.....	20
	Fire Department Access.....	
	Closures and Means of Egress.....	
	Portable Fire Extinguishers.....	
	Exit Lighting and Emergency Lighting Systems.....	
	Fire Alarm System.....	
	Smoke Alarms.....	
	Interconnected Smoke Alarms.....	
	Carbon Monoxide Alarms.....	
	Sprinkler Systems.....	
	Standpipe and Hose Systems.....	
	Fire Pumps.....	
	Hydrants.....	
	Commercial Cooking Equipment.....	
	Special Fire Suppression Systems.....	
	Elevators.....	
	Emergency Power Systems.....	
	Smoke Control Measures.....	
	Smoke Shafts and Venting Equipment.....	
	Service Equipment.....	
	Water Supplies for Fire Protection (Water Tanks).....	

Part 10 Additional Information 21
Part 11 Building Schematics 22
Part 12 Site Plan..... 23

Part 1 Introduction

As per the Ontario Fire Code sentence 2.8.2.1.(4), “The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.”

It is the responsibility of the [owner](#) (defined by the Ontario Fire Code as any person, firm or corporation controlling the property under consideration) to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act, Part VII, Section 28, outlines that in the case of an offence for contravention of the fire code, a corporation 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. An individual is liable to a fine of \$50,000 for a first offence and not more than \$100,000 for a subsequent offence or imprisonment for a term of not more than one year or both.

The Ontario Fire Code and the Fire Protection and Prevention Act 1997 can be viewed online via the following link <https://www.ontario.ca/laws/regulation/070213>.

Additionally, the Ontario Fire Code sentence 2.8.2.1.(3) of Division B states, “the fire safety plan shall be kept in the building or on premises in an approved location.”

On April 30, 2013, the City of London enacted [By-law #F.-167-159, “Fire Safety Boxes By-law”](#). It establishes where the approved location for the fire safety plan shall be kept and how the required box is to be installed. Ensure the installed fire safety plan box location adheres to this bylaw.

The location of the Fire Safety Plan box is:

Note for Industrial Occupancies:

The Ontario Fire Marshal has issued [Fire Safety Planning for Industrial Occupancies](#), which is a guideline and contains additional information, that could be useful in completing this document and creating an audit, if your facility requires one to be made.

Part 2(a) Audit of Human Resources

Business [Owner](#):

Phone Number:

After Hour Contacts (24-hour telephone numbers)

Phone Number

Building Owner:

Other Important Contacts:

Phone Number

Part 2(b) Audit of Building Resources

Occupancy Type

Access

[Designated Fire Route](#)

Nearest [Municipal Hydrant](#)

[Private Hydrants](#)

Fire Alarm System

[Fire Alarm](#) Type

Is your Fire Alarm zoned?

Make

Model

Location of [Fire Alarm Panel](#)

Location of [Fire Alarm Annunciator](#)
Panel

Fire Alarm Reset Procedures

Fire Alarm Silence Procedures

If you have magnetic locks or door
release devices, are they activated by
the Fire Alarm System?

Sprinkler System

If Yes, is it connected to the Fire Alarm System?

The system is:

Wet	Dry
Antifreeze Loop	Deluge
Foam	Preaction
Mist	
Other _____	

Standpipe System

If yes, the system is:

Wet	Dry
-----	-----

Fire Department Connection

If yes, where is it located?

Fire Pump

If yes, what model?

What is the fire pump rated at?	gpm	psi
---------------------------------	-----	-----

Fixed Extinguishing System for Commercial Cooking

If you have a fixed extinguishing system, please download, complete, and attach Appendix A: [Commercial Cooking](#) Equipment Instructions.

Do you have a fixed system?

If you have a fixed extinguishing system, what type?

Is your system connected to the Fire Alarm System?

Is there an audible bell?

Is there a visual indicator?

Fuel Source of Cooking Equipment	Natural Gas	Electric
	Solid Fuel	

Fixed Extinguishing System for Spray Booth

If Yes, what type?

Is your system connected to the
Fire Alarm System?

Is there an audible bell?

Is there a visual indicator?

Special Fire Suppression Systems

Please list any other extinguishing systems you might have, ie. pre-action, sprinkler, halon, inergen, dry chemical, as pertaining to OFC Section 6.8.

Emergency Power

Do you have emergency back-up power?

If yes, please indicate which form?

What is connected to your emergency power?

Generator

If you have a generator, how is it fuelled?

If other, please list how it is fuelled:

Please list the equipment that is powered by the generator:

Hazardous Areas

Do you have any hazardous areas on premise that should be identified?

If Yes, please identify.

Spill Control Measures

Does your location require spill control measures?

Where are your SDS sheets located?

If you require spill control measures, please download, complete, and attach Appendix B: Spill Control Procedures.

If you have more than 500 L of flammable liquids and combustible liquids or more than 250L of Class 1 liquids, please fill out Appendix F: Overflow of Spilled Liquids in an Industrial Building.

Elevators

Do you have elevators on premise?

If yes, please select which designation you have:

[Firefighter Elevator \(Red Helmet Designation\)](#)



[Firefighter Service \(Yellow Helmet Designation\)](#)



No Designation

Location of recall/operating keys:

If there are any special operating instructions (ie. how they recall in a state of alarm), please outline below.

Provide procedures for the use of elevators in the event of a fire.

Part 3 Emergency Procedures for Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations (when fire alarm system is not monitored) or one per floor area where the building is monitored, as per Division B, Article 2.8.2.5. of the Ontario Fire Code.

The following is an example of an emergency procedures sign that can be posted for occupants to follow.

In Case of Fire

UPON DISCOVERY OF FIRE

Leave fire area immediately and close doors.
Sound the Fire Alarm and/or yell, "FIRE!"
Leave building via nearest EXIT.
Call the London Fire Department at **911**.

UPON HEARING FIRE ALARM

Leave building via nearest EXIT.
Close doors behind you.

CAUTION

If you encounter smoke in the stairway,
use alternate exit.

Remain Calm

Most of the time, the best thing to do in a fire is leave the building as soon as possible. But in some cases you may not be able to leave and you may have to stay and shelter-in-place. **WHETHER YOU DECIDE TO STAY OR GO, YOU MUST ACT QUICKLY AND PROTECT YOURSELF FROM THE SMOKE.** Please see the following page for further directions issued by the Ontario Fire Marshal's Office.

FIRE SAFETY IN HIGH-RISE BUILDINGS

FIRE SAFETY BEGINS WITH YOU!

Learn what to do if a fire happens in your building!

Know the fire safety features in your building and the emergency procedures outlined in the building's fire safety plan!

Know the locations of all available exit stairs from your floor in case the nearest one is blocked by fire or smoke!



IF THERE IS A FIRE IN YOUR UNIT:

- Tell everyone in the unit to leave. **Close all doors behind you.**
- Pull the fire alarm on your floor and yell "FIRE".
- Leave the building using the nearest stairway.
- Call **9-1-1** when you are safe.
- Meet the firefighters and tell them where the fire is.

TO STAY OR GO?

Most of the time, the best thing to do in a fire is leave the building as soon as possible. But in some cases you may not be able to leave and you may have to stay in your apartment. **WHETHER YOU DECIDE TO STAY OR GO, YOU MUST ACT QUICKLY AND PROTECT YOURSELF FROM THE SMOKE.**

IF YOU DECIDE TO LEAVE THE BUILDING, WHEN YOU HEAR THE FIRE ALARM:

- Feel the door to your unit before opening it. If it is hot, use another way out. If it is cool, leave the building immediately, using the closest stairway. **Close all doors behind you.**
- **DO NOT** use the elevator.
- If you encounter smoke in the stairway, use another stairway.
- If this is not an option, return to your unit, or seek shelter in another unit.
- If an announcement is made throughout the building, listen carefully and follow the directions.
- Call **9-1-1** and let them know where you are.

IF YOU CAN'T GET OUT OF YOUR UNIT OR YOU DECIDE TO STAY IN YOUR UNIT:

- Stay in your apartment until you are rescued or until you are told to leave. *This may take a long time.*
- **DO NOT** try to leave your apartment a long time after the alarm has sounded. The longer you wait, the more risk there is that heavy smoke will have spread into stairways and corridors. Your chances of survival are less.
- Keep smoke from entering your apartment. Use duct tape to seal cracks around the door and place wet towels at the bottom. Seal vents or air ducts the same way.

IF SMOKE ENTERS YOUR APARTMENT:

- Call **9-1-1** and tell them where you are and then move to the balcony. **Close the doors behind you.**
- If you don't have a balcony, go to the most smoke-free room, close the door and seal it with tape and towels. If necessary, open the window for fresh air. Show emergency personnel where you are by hanging a sheet from the window or balcony.
- Keep low to the floor where the air is cleaner.
- Listen for instructions from authorities.

FOR MORE INFORMATION CONTACT YOUR LOCAL FIRE DEPARTMENT OR VISIT [ONTARIO.CA/FIREMARSHAL](https://ontario.ca/firemarshal)

Part 4 Emergency Procedures for Supervisory Staff

The following is a list of positions who are considered supervisory staff:

As per the OFC, Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

How are the supervisory staff trained?

Duties of Supervisory staff:

Do you have any occupants who require assistance evacuating in an emergency?

If yes, please complete the form, "Persons Requiring Assistance" at the end of this document and keep it with your Fire Safety Plan.

Will Supervisory staff will be trained on [voice communication systems](#) and smoke control procedures in [high buildings](#)?

Hotels

Employees have been trained on the Fire Safety Plan and use of [firefighting equipment](#).

Care & Treatment and/or Retirement Homes

If you are operating a care, care and treatment, and/or retirement home – training of supervisory staff shall be recorded. If you require documentation of training for supervisory staff, please download Appendix C: Fire Emergency Procedures Training with Supervisory Staff.

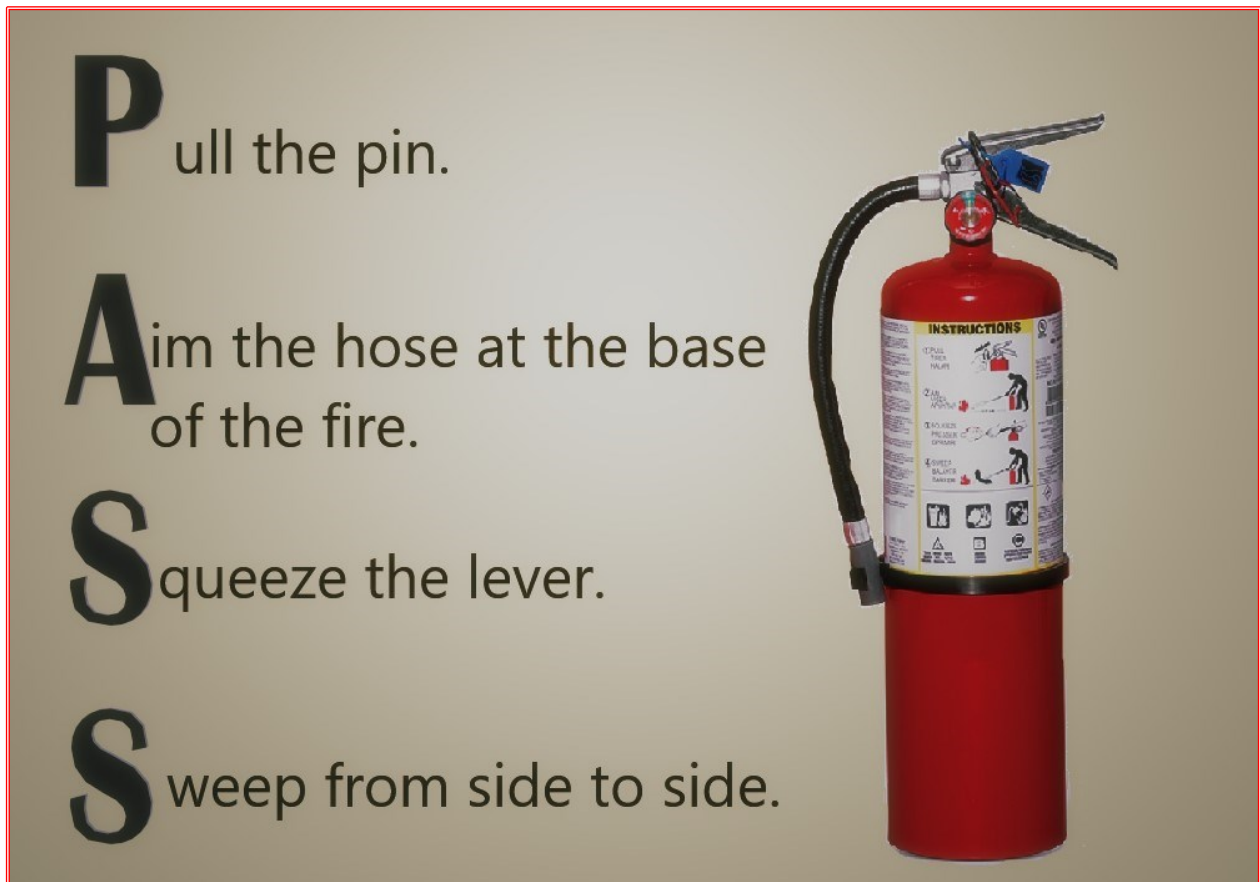
Suggested Operation of Portable Fire Extinguishers

In the event of a fire, the ability to either control or confine the fire will greatly impact fire service operations.

NEVER FIGHT A FIRE:

- ! If the fire could block your only exit.
- ! If the fire is spreading quickly.
- ! If the fire is too large.
- ! If the type or size of the extinguisher is wrong.
- ! If you don't know how to use a fire extinguisher.

If you become aware of a small fire and believe that it may be extinguished using a [portable fire extinguisher](#), follow the P.A.S.S. acronym.



The above graphic is of a portable fire extinguisher with the acronym PASS, P is for pull the pin, A is for aim the hose at the base of the fire, S is for squeeze the lever and S is for sweep from side to side.

Special Notes:

- Keep extinguishers in a visible area without obstructions around them.
- Never rehang extinguishers after use.
- After use, ensure the extinguisher is properly recharged by a person that is qualified to service portable fire extinguishers, ensure a replacement extinguisher is provided.
- Prior to using a [K-type extinguisher \(commercial kitchens\)](#), activate the kitchen extinguishing system to avoid electrocution and shut off fuel sources (Gas/Electrical) if it is safe to do so.
- Use of a portable fire extinguisher is strictly a voluntary act.

Part 5 Fire Hazards

Residential Properties

To avoid fire hazards in the building, occupants MUST:

- Always clean out the clothes dryer lint collector before and after use.
- Avoid careless smoking and use designated smoking areas. Never smoke in bed.
- Avoid unsafe cooking practices: deep fat frying, cooking with excessive heat, unattended stoves and loosely hanging sleeves.
- Do not use unsafe electrical appliances, frayed extension cords, overloaded outlets or temporary wiring for permanent use.
- Never dispose of flammable liquids or aerosol cans in garbage chutes.
- Never force cartons, coat hangers, bundles of paper or any oversized item into the chute, as it may become blocked.
- Never leave anything that may burn or cause a trip hazard in the halls, corridors and/or stairways.
- Never put burning materials such as cigarettes and ashes into the garbage chute.

Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is an important factor in the prevention of a fire. Please ensure the following:

- Combustible materials are stored only in approved areas.
- Dispose of oily rags in proper containers.
- Do not use defective electrical wiring and/or appliances; avoid over-fusing, and the use of extension cords as permanent wiring.
- Ensure that the clothes dryer lint collector is cleaned out after each use and is properly vented.
- Ensure fire and smoke barrier doors are operating properly and never wedged open.
- Only smoke in designated smoking areas and avoid careless smoking.
- Properly clean kitchen hoods and filters.
- Properly store flammable liquids and gases.

Part 6 Alternative Measures for Occupant Safety

Procedures to be followed in the event of shutdown, or any part of a fire protection system out of service, are listed below. Also, in the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in [writing/e-mail](mailto:fireforms@london.ca) (fireforms@london.ca). Occupants shall be notified, and instructions posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out-of-service, service to the remaining portions must be maintained. Where necessary, a [fire watch](#) will be initiated to patrol the building and notify occupants of a fire emergency. Assistance and direction for specific situations will be sought from the London Fire Department.

1. Notify the London Fire Department. Dial 519-661-5615 (DO NOT USE 911).

Give:

- | | |
|---------------------------------|---|
| ✓ Your name | ✓ A description of the problem |
| ✓ Address of the shut down | ✓ When you expect the shut down to be corrected |
| ✓ A direct contact phone number | |

2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour and document their Fire Watch patrols (Download, complete and attach Appendix D: Duties Under A Fire Watch. It also includes a Fire Watch Record template that you can print and use).
4. Notify the London Fire Department and the building occupants when repairs have been completed and systems are operational.

Note: In commercial kitchens, cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Part 7 Fire Drills

See Appendix E: Fire Drills Procedure for more details on preparing your fire drill procedure, and maintaining compliance with the Ontario Fire Code requirements. The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

A Fire Drill Log, which can also be found under Appendix E: Fire Drills Procedure, has also been created for your use. All fire drill logs will be retained on site for a period of at least 12 months after the drills. Fire drill logs will identify the date and type of drill, persons participating, fire drill scenario, and the summary analysis and outcomes of the fire drill.

Fire Drills for your business/property type are required to be conducted:

The Ontario Fire Code (2.8.3.1.(1) of Div. B) states that the procedure for conducting fire drills shall be included in the fire safety plan, taking into consideration:

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of occupants other than supervisory staff,
- (d) the number and degree of experience of participating supervisory staff, and
- (e) the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Ontario Building Code.

Note: In hotels, every employee shall participate in at least one fire drill within a twelve-month period.

The London Fire Department shall be notified before and after each fire drill. Contact the Communications Division at 519-661-5615.

Part 8 Requirements of the Ontario Fire Code

Check/Inspect/Test requirements of the Ontario Fire Code

To assist you in fulfilling your obligations, included is a list of portions of the Ontario Fire Code that requires checks, inspections and/or tests to be conducted for the facilities. It is required that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items that 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 purposes of convenience only. For accurate reference, the Ontario Fire Code should be consulted.

Definitions for key words are all follows:

Check means visual observation to ensure the device or system is in place and 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 the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

1.1.2.2.(1) of the Ontario Fire Code states, "Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the building to which the record relates:

- (a) for a period of at least two years after being prepared,
- (b) so that at least the most recent and the immediately preceding record of a given test or inspection are retained."

Part 9 Delegation of Responsibilities & Maintenance Requirements

Fire Department Access

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	2.5.1.3.	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	As Required	

Closures and Means of Egress

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	2.2.3.2.(1)	Closures in fire separations shall be maintained to ensure that they are operable at all times.	As Required	
Check	2.2.3.4.(2)	Doors in fire separations shall be checked as frequently as necessary to ensure they remain closed.	As Required	
Inspect	2.2.3.4.(4)	A door in a fire separation shall be inspected monthly.	Monthly	
Check	2.7.1.7.	Means of egress shall be maintained in good repair and free of obstructions.	As Required	
Inspect	2.2.3.5.	Fire dampers and fire-stop flaps shall be inspected annually, or an approved time schedule.	Annually	

Portable Fire Extinguishers

*Additional reference NFPA 10

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	6.2.7.2.	Portable extinguishers shall be inspected.	Monthly	
Inspect	6.2.7.1.(1)	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers".	Annually	Contractor
Test	6.2.7.1.(1)	Hydrostatically test carbon dioxide and water extinguishers.	Every 5 Years	Contractor
Test	6.2.7.1. (1)	Hydrostatically test dry chemical and vaporizing liquid type extinguishers.	Every 12 Years	Contractor

Exit Lighting and Emergency Lighting Systems

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	2.7.3.1.	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	As Required	
Check	2.7.3.2	Exit signs shall be illuminated externally or internally, as appropriate for the sign's design, while the building is occupied.	As Required	
Check	2.7.3.3.(1)	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.	Monthly	

Inspect	2.7.3.3.(2)	Batteries shall be inspected and maintained as per manufacturers specifications. (Ensuring battery: i) surface is clean and dry, ii) terminal connections are clean, iii) free of corrosion and lubricated, iv) terminal clamps are clean and tight)	Monthly	
Test	2.7.3.3.(3)(a)	Emergency lighting unit equipment shall be tested to ensure that the emergency lights will function upon failure of the primary power supply.	Monthly	
Test	2.7.3.3.(3)(b)	Emergency light unit equipment shall be tested to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Annually	
Test	2.7.3.3.(4)	The charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Annually	

Fire Alarm System

*Additional reference to CAN/ULC-S536

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	6.3.1.1.	Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.	Daily	
Check	6.3.2.3.	The central alarm and control facility shall be checked for indication of trouble in the system.	Daily	
Inspect And Test	6.3.2.2.(1)	Except as provided in Sentence (2), a fire alarm system , with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".		
Test	6.3.2.2.(1) CAN-ULC-S536-04 Article 4	Test all fire alarm system components while on emergency power supply.	Monthly	
Inspect And Test	6.3.2.2. (1) CAN-ULC-S536-04 Article 5	Inspect and test all fire alarm system components by persons certified for service of Fire Alarm Services.	Annually	Contractor

	6.3.2.2.(4)	A record of each device, component and circuit of the fire alarm system that is inspected and tested in accordance with Sentence (1) shall (a) indicate whether the device, component or circuit is in proper working order, and (b) be kept in accordance with Subsection 1.1.2.	Monthly And Annually	Contractor
Test	6.3.2.4.	Voice communication systems that are integrated with a fire alarm system shall be tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".	Annually	Contractor
Test	6.3.2.5.(1)	Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3).	Monthly	
Test	6.3.2.5.(2)	Loud speakers shall be tested monthly as an all-call signal to ensure they function as intended.	Monthly	
Test	6.3.2.5.(3)	Communication from at least one remote firefighter emergency telephone location to the control unit shall be tested on a rotational basis. All remote firefighter emergency telephone	Monthly	

Smoke Alarms

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
	6.3.3.4.	The landlord of each rental suite shall give the tenant a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative maintenance instructions.	As Required	
Test	6.3.3.8.(2)	The landlord shall test smoke alarms annually and after every change in tenancy.	Annually	
Test	6.3.3.8.(3)	The landlord shall test battery-operated smoke alarms after the battery is replaced.	As Required	
Inspect	6.3.3.3.(1)	Smoke alarms shall be maintained in operating condition. (For example, ensuring cleaning of alarm and smoke chamber, proper installation, installation of fresh batteries and testing of alarm function.)	Annually	
	6.3.3.7.(1)	A smoke alarm shall be replaced within the time frame indicated in the manufacturer's instructions.	As Required	
Check	2.13.2.1.(1)(a)(b)	Smoke alarms shall be installed between each sleeping area in	Annually	

		the hallway and/or remainder of the dwelling unit.		
Check	2.13.2.1.(1)(d)	Smoke alarms shall be installed on each storey of a dwelling unit without a sleeping area.	Annually	

Interconnected Smoke Alarms

*Additional reference CAN/ULC S552

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	6.3.2.6.(3)	The power supply shall be checked.	Weekly	
Test	6.3.2.6.(4)	One smoke alarm shall be tested using its test function, on a rotational basis.	Monthly	
Test	6.3.2.6.(5)	Every pull station shall be tested to ensure a complete activation.	Annually	Contractor
	6.3.2.6.(6)	Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official.	Weekly	

The above is not applicable to single family homes or two-unit residential occupancies as per 6.3.2.6.(1)

Carbon Monoxide Alarms

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	6.3.4.3.(1)	Carbon monoxide alarms shall be maintained in operating condition. (For example, ensuring cleaning of alarm, properly installed, installation of fresh batteries and testing of alarm function.)	Annually	
	6.3.4.4.	The landlord of each rental suite of residential occupancy shall give the tenant a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative maintenance instructions.	As Required	
	6.3.4.7.(3)	A carbon monoxide alarm shall be replaced within the time frame indicated in the manufacturer's instructions.	As Required	
Test	6.3.4.8.(2)	Carbon monoxide alarms shall be tested annually and after every change in tenancy.	Annually/ As Required	
Test	6.3.4.8.(3)	The landlord shall test battery-operated carbon monoxide alarms after the battery is replaced.	Annually/ As Required	

Sprinkler Systems

*Repairs/Replacement/Alterations – reference NFPA 13, NFPA 13D, NFPA 13R

Inspection/Testing/Maintenance – reference NFPA 25

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	6.5.4.1.	Auxiliary drains shall be inspected to prevent freezing.	As Required	
Inspect	6.5.4.5.(1)	Unsupervised valves controlling sprinkler water supplies or alarms shall be sealed in the open position.	Weekly	
Inspect	6.5.4.5.(2)	Electronically supervised valves or valves that are locked open shall be inspected.	Monthly	
Check	6.5.3.2.	Water supply pressure and system air or water pressure shall be checked by using gauges to ensure that the system is maintained at the required operating pressure.	Weekly	
Test	6.5.5.2.(1)	On all unsupervised sprinkler systems, sprinkler alarms shall be tested using the alarm test connection located at the sprinkler valve.	Monthly	
Test	6.5.5.7.(2)	If electrical supervision is provided for a sprinkler system, transmitters and water-flow-actuated devices shall be tested.	Every 2 Months	

Test	6.5.5.7.(3)	If electrical supervision is provided for a sprinkler system, valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested.	Every 6 Months	Contractor
Check	6.5.3.1.	Exposed sprinkler piping hangers shall be checked to ensure that they are kept in good repair.	Annually	Contractor
Check	6.5.3.4.	Sprinkler heads shall be checked to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Annually	Contractor
Test	6.5.5.3.	On wet sprinkler systems , water-flow alarm test using the most hydraulically remote test connection shall be performed.	Annually	Contractor
Test	6.5.5.5. 6.5.5.6.	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.	Annually	Contractor
Inspect	6.5.4.4.(2)	Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust	Annually	Contractor

		or obstruction and corrective action shall be taken as needed. Re-secure plugs or caps, wrench tight.		
Check	6.5.3.3.	Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.	As Required	
Inspect	6.5.4.3.	The priming water supply for dry-pipe systems shall be inspected to ensure that the proper level above the dry pipe valve is maintained.	Every 3 Months	
Test	6.5.5.4.	Dry-pipe valves shall be trip tested annually. A full flow trip test, with the control valve fully open, shall be conducted at least every 3 years.	Annually	Contractor
Inspect	6.5.4.2.	Dry-pipe systems shall be inspected for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.	Every 15 Years	Contractor

Standpipe and Hose Systems

*Additional reference to NFPA 25

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	6.4.2.1.	Hose stations shall be inspected to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Monthly	
Inspect	6.4.2.4.	Hose valves shall be inspected to ensure that they are tight so that there is no water leakage into the hose.	Annually	Contractor
Inspect	6.4.2.5.	Standpipe hose shall be unracked, unreeled or unrolled and inspected annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced. If the hose is replaced on the rack, reel or storage area, it shall be reracked, rereeled or rerolled so that any folds do not occur at the same position they were previously on the hose.	Annually	Contractor
Inspect	6.5.4.4.(2)	Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction and corrective action	Annually	Contractor

		shall be taken as needed. Re-secure plugs or caps, wrench tight.		
Test	6.4.3.6.	Standpipe system piping which normally remains dry shall be hydrostatically tested at intervals not greater than 5 years per OFC.	Every 5 Years	Contractor
Test	6.4.3.1.(1)	Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year shall be tested.	As Required	Contractor
Test	6.4.3.7.(1)	The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours where: (a) the fire department connection piping has been in service for more than thirty years, or (b) the age of the fire department connection piping cannot be determined.	Every 5 Years	Contractor
Inspect	6.4.3.7.(3)	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure that:	Annually	Contractor

		<ul style="list-style-type: none">(a) the fire department connection is physically unobstructed and readily accessible,(b) the fire department connection identification sign is in place and visible,(c) the fire department connection is free of wear, rust or obstruction,(d) couplings or swivels are not damaged and rotate smoothly,(e) gaskets are in place and in good condition,(f) the check valve is not leaking,(g) the automatic drain valve is in place and operating properly, and(h) fire department connection clappers are in place and operating properly.		
--	--	---	--	--

Fire Pumps

*Additional references to NFPA 25

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	6.6.3.1.	The water level in the fire pump reservoir shall be checked.	Weekly	
Inspect	6.6.3.2.	The temperature of pump rooms shall be inspected during freezing weather.	Daily	
Test	6.6.3.3.(1)	Fire pumps shall be operated at rated speed.	Weekly	
Inspect	6.6.3.3.(2)	Fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be inspected.	Weekly	
Test	6.6.3.4.(1)	Internal combustion engine fire pumps shall be operated for a sufficient time to bring the engine up to normal operating temperature.	Weekly	
Inspect	6.6.3.4.(2)	The storage batteries, lubrication systems, oil and fuel supplies shall be inspected.	Weekly	
Test	6.6.3.5.	Fire pumps shall be tested at full rated capacity to ensure that they are capable of delivering the rated flow.	Annually	Contractor

Test	6.6.3.6.	In buildings containing a hotel, the intervals referred to in Articles 6.6.3.3. and 6.6.3.4. are permitted to be once per month.	Monthly	
------	----------	--	---------	--

Hydrants

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Check	6.6.4.3.	Hydrants shall be readily available and unobstructed for use at all times.	As Required	
Inspect	6.6.5.1.	Hydrants shall be inspected annually and after each use.	Annually	City of London
Inspect	6.6.5.2.(1)	Hydrants shall be equipped with port caps that are secured wrench-tight.	Annually	City of London
Inspect	6.6.5.2.(2)	Port caps shall be removed and the connections inspected for wear, rust or obstructions that in any way hamper easy removal and corrective action shall be taken as needed.	Annually	City of London
	6.6.5.2.(3)	If the caps are missing, the hydrant shall be examined for obstructions or accumulated refuse and flushed and the port caps shall be re-installed.	As Required	City of London
Inspect	6.6.5.3.	The hydrant barrel shall be inspected to ensure that no water has accumulated within the barrel when the main valve is in the closed position.	Annually	City of London
Inspect	6.6.5.4.	Where the hydrant barrel is found to contain water under Article	Annually	City of London

		6.6.5.3., the drain valve shall be inspected for operation.		
Inspect	6.6.5.6.	Hydrant water flow shall be inspected.	Annually	City of London
Check	6.6.5.7.	The main valve of the hydrant shall be fully opened, and the hydrant operated with one port open and the water flow checked.	Annually	City of London

Commercial Cooking Equipment

*Additional reference to NFPA 96

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
	2.6.1.13.	Exhaust and fire protection systems required under Article 2.6.1.12. shall be maintained in accordance with NFPA 96, “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”.		
	6.2.6.12.	Portable extinguishers suitable for Class K fires shall be provided to protect cooking operations.		
Check	2.6.1.3.(1)	Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked, and shall be cleaned if the accumulation of combustible deposits creates a fire hazard.	At Intervals Not Greater Than 7 Days	
Inspect	6.8.2.1.(1)	Except as otherwise provided in this Section, where special fire suppression systems have been installed, inspection and maintenance shall be provided in conformance with the appropriate standards set out in	As Often As Required But No Less Than Every 6 Months	

		Sentences 6.8.1.1. (3), (4) and (5).		
Inspect	2.6.1.13 NFPA 96 11.4	The entire exhaust system shall be inspected for grease buildup and cleaned by a properly trained, qualified, and certified person.		Contractor

Special Fire Suppression Systems

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	6.8.2.1.(1)	Except as otherwise provided in this Section, where special fire suppression systems have been installed, inspection and maintenance shall be provided in conformance with the appropriate standards set out in Sentences 6.8.1.1. (3), (4) and (5).	As Often As Required But No Less Than Every 6 Months	

Elevators

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
	7.2.5.1.(2)	The keys required to recall elevators and to permit independent operation of each elevator shall be kept in an approved location.		
	7.2.5.1.(4)	The firefighters' elevator symbol shall be maintained in identifiable condition.		
Test	7.2.2.1.(1)	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.	Every 3 Months	
Test	7.2.2.1.(2)	Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch 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.	Every 3 Months	

Test	7.2.2.1.(3)	<p>Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will:</p> <ul style="list-style-type: none">(a) enable the elevator to operate independently of other elevators,(b) allow operation of the elevator without interference from floor call buttons,(c) render door protective devices inoperative, and(d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the "OPEN" button or switch is released while the door is opening, the doors will automatically close.	Every 3 Months	
------	-------------	---	----------------	--

Emergency Power Systems

*Additional reference to CSA C282, "Emergency Electrical Power Supply for Buildings" and CSA-Z32, "Electrical Safety and Essential Electrical Systems in Health Care Facilities"

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect & Test Inspect and Test	6.7.1.1.	Except as provided in Sentence (2), and Articles 6.7.1.2. to 6.7.1.5., emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282, "Emergency Electrical Power Supply for Buildings".	Weekly Monthly Every 6 Months Annually Every 5 Years	
	6.7.1.3. CSA-282 Article 11.1.2	Written records of the inspection, testing and maintenance of the emergency power supply system shall be maintained in accordance with the manufacturer's manual of operating and maintenance instructions and cover the items inspected and tested weekly, monthly, every six months, annually and every five years.	As Required	
	6.7.1.5.	Liquid fuel storage tanks shall be drained and refilled with fresh	Annually	

		fuel at intervals not greater than 12 months.		
--	--	--	--	--

Smoke Control Measures

Check, Inspect or Test	Ontario Fire Code Reference	Action	Responsibility
Inspect And Test	7.3.1.2.	Where smoke control measures contained in Commentary C of NRC, User's Guide –NBC 1995, "Fire Protection, Occupant Safety and Accessibility (Part 3)" are used, the inspections and tests shall be carried out as outlined in Section 7.3 of Division B of NRC, "National Fire Code of Canada".	
Inspect And Test	7.3.1.3.(1)	Subject to Sentences (2) to (5), where a smoke control system is designed to meet the requirements of the Building Code, the inspections and tests for equipment shall be carried out in accordance with procedures established by the designer of the system.	

Smoke Shafts and Venting Equipment

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	7.2.3.1.(1)	Closures in vent openings into smoke shafts from each floor shall be inspected sequentially over a period not to exceed five years.	Every 5 Years	Contractor
Inspect	7.2.3.1.(2)	Every closure in an opening to the outdoors at the top of a smoke shaft, shall be inspected to ensure that it will open: a) manually from outside the building b) on a signal from the smoke or heat actuated device in the smoke shaft, and c) when a closure in an opening between a floor area and the smoke shaft opens.	Annually	Contractor
Inspect	7.2.3.1.(3)	All elevators in an elevator shaft, that is intended for use as a smoke shaft, shall be inspected to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative.	Every 6 Months	
Inspect	7.2.3.1.(4)	Where an air-handling system is used for venting floor areas in the event of a fire to comply with	Annually	Contractor

		the requirements of the Building Code, the system shall be inspected to ensure that air is exhausted to the outdoors.		
	7.2.5.1.(5)	Access to windows and panels required to vent floor areas and vents to vestibules that are permitted to be manually openable shall be kept free of obstructions.	As Required	

Service Equipment

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
Inspect	2.2.3.5.	Fire dampers and fire-stop flaps shall be inspected annually, or an approved time schedule.	Annually	
Check	2.6.1.3.(1)	Hoods, ducts and filters subject to accumulations of combustible deposits shall be checked and shall be cleaned if the accumulation of combustible deposits creates a fire hazard.	Weekly	
Inspect	2.6.1.4. 2.6.1.5.	Every chimney, flue and flue pipe shall be inspected and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	Annually	
Test	2.6.1.8.	Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested to establish that the system can be shut down in an emergency.	Annually	
Inspect	2.6.3.3.	Spark arresters shall be inspected and cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.	Annually Or More Frequently	

Water Supplies for Fire Protection (Water Tanks)

*Additional reference to NFPA 25

Check, Inspect or Test	Ontario Fire Code Reference	Action	Frequency	Responsibility
	6.6.1.1.	Private and public water supplies for fire protection installations shall be maintained to provide the required flow under fire conditions.	Annually	Contractor
Inspect	6.6.1.2.(1)	Valves controlling water supplies used exclusively for fire protection systems or combined domestic water supplies and fire protection systems shall be sealed in the open position.	Weekly	
Inspect	6.6.1.2.(2)	Valves that are locked open or electrically supervised shall be inspected.	Monthly	
Inspect	6.6.1.2.(3)	After any alterations or repairs, an inspection shall be made to ensure valves are returned to the fully open position and are sealed, locked or electrically supervised.	As Required	
	6.6.1.3.	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	As Required	
Check	6.6.2.3.	A check of the temperature of the water contained in tanks	Daily	

		shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.		
Check	6.6.2.4.	A check of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0°C.	Daily	
Check	6.6.2.12(1)	Pressure tanks shall be checked, and the water level shall be observed and the air pressure shall be read.	Weekly	
Inspect	6.6.2.1.	An inspection shall be made of tanks for fire protection, tank supporting structures and water supply systems, including piping, control valves, check valves, heating systems, mercury gauges and expansion joints, to ensure that they are in operating condition.	Annually	Contractor
Check	6.6.2.5. 6.6.2.6.(1)	Water tanks shall be checked inside and out for corrosion and sediment.	Every 2 Years	
Inspect	6.6.2.6(2)	Tanks shall be inspected and scraped and repainted as required.	Every 5 Years	

Inspect	6.6.2.7.	Cathodic protection equipment in water tanks shall be inspected.	Annually	Contractor
Inspect	6.6.2.8	Water level in gravity tanks shall be inspected.	Monthly	
Inspect	6.6.2.13	Relief valves on the air and the water lines shall be inspected.	Weekly	











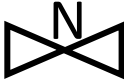




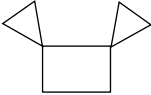



Part 10 Additional Information

Part 11 Building Schematics

Please provide a schematic (floor plan) for each floor of your building. Hand drawings must be legible, otherwise computer programs are required.

In the Attachments panel, there is a building Schematics Grid sheet to use as a template for hand drawings, if required.

Include any of the following symbols to note the locations of these items. The following are suggested:

	Fire Alarm Control Panel		Manual Pull Station
	Fire Alarm Annunciator		Fuel Supply Location
	Main Electrical Shut Off		Smoke Detector (stairwells/corridors)
	Main Water Shut Off		Heat Detector (elevator shafts/ storage/service rooms)
	Sprinkler Room Shut Off Valves		Duct type smoke detector
	Natural Gas Shut Off Valve		Firefighter Elevator
	Standpipes		North symbol
	Fire Pump		Emergency light
	Portable Fire Extinguisher		EXITS
	K-Class Extinguisher		

Part 12 Site Plan

A site plan of your property will include:

- Location of the property on the city street – including showing the street name
- Location of cross streets (where applicable)
- Fire access route from street to building's principal entrance (firefighters access point)

In the Attachments panel, there is a building Site Plan grid sheet to use as a template for hand drawings, if required.

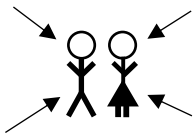
Include any of the following symbols to note the locations of these items. The following are suggested:



Hydrants



Natural Gas



Designated Gathering Area



Fire Department Connection



Approved smoking area



North symbol



Electrical Shut Off

