

EVERY 3 YEARS FIRE CODE REFERENCE

1. **CLEAN** and service injector nozzles and check valve adjustments for emergency generator diesel engines. 6.7.11.

EVERY 5 YEARS FIRE CODE REFERENCE

1. Hydrostatically **TEST** carbon dioxide and water type extinguishers.* 6.2.7.1.
2. Hydrostatically **TEST** dry standpipe system.* 6.4.3.6.
3. **INSPECT** fire protection water tank, connected to a portable 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. 7.2.3.1.

EVERY 6 YEARS FIRE CODE REFERENCE

1. **REPLACE** the extinguishing agent in dry chemical fire extinguishers. 6.2.7.1.

EVERY 12 YEARS FIRE CODE REFERENCE

1. Hydrostatically **TEST** dry chemical and vapourising liquid fire extinguishers.* 6.2.7.1.

EVERY 15 YEARS FIRE CODE REFERENCE

1. **INSPECT** dry pipe sprinkler systems for pipe obstructions - flush the system when necessary. 6.5.4.2.

AS REQUIRED FIRE CODE REFERENCE

1. **CHECK** doors in fire separations to ensure they are closed. 2.2.3.5.
2. **CHECK** lint traps in laundry equipment. 2.4.1.5.
3. **ENSURE** streets, yards and private roadways that are provided for fire department access are kept clear. 2.5.1.2.
4. **CHECK** corridors and ensure they are maintained free of obstructions. 2.7.1.7.
5. **CLEAN** any combustible dust-producing operations. 5.10.1.2.
6. **CLEAN** residue in spray booths. 5.12.7.2.
7. **VACUUM** clean and dust any dry-powder finishing operations. 5.14.6.8.
8. **INSPECT**, clean and maintain all industrial ovens and associated ductwork. 5.18.5.1.
9. **INSPECT** sprinkler system auxiliary drains. 6.5.4.1.
10. **MAINTAIN** smoke control equipment in a manner that ensures satisfactory operation. 7.3.1.1.

AS REQUIRED FIRE CODE REFERENCE

11. **INSPECT** and **TEST** all equipment used in conjunction with smoke control measures.* 7.3.1.2.
12. **INSPECT** and **TEST** all equipment used in conjunction with smoke control systems.* 7.3.1.3.

*These articles require written records to be maintained (see article 1.1.2.1.)

NOTE: Wherever a defect or deficiency is discovered in any fire safety equipment, as a result of these maintenance requirements, corrective action must be taken immediately, by the owner or his authorized agent.

EMERGENCY PLANNING

The building owner is responsible for preparing a fire safety plan, acceptable to the Chief Fire Official, and appointing supervisory staff to carry out same in all public assembly buildings, institutional buildings and all buildings equipped with a fire alarm.

Section 2.8. of the Ontario Fire Code must be referred to in order to get the exact regulations as it applies to your building.

SECTION 2.8

Subsection 2.8.1. General

2.8.1.1. The requirements of this Section apply to every building containing a Group A or B occupancy, and to every building required by the Building Code to have a fire alarm system.

2.8.1.2. (1) 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.

(2) It is not necessary that the supervisory staff be in the building on a continuous basis, but they shall be available on notification of a fire emergency to fulfill their obligation as described in the fire safety plan.

Subsection 2.8.2. Fire Safety Plan

2.8.2.1. 1) A fire safety plan acceptable to the Chief Fire Official which includes the following measures shall be prepared in buildings regulated by Article 2.8.1.1.

- (a) the emergency procedures to be used in case of fire including sounding the fire alarm, notifying the fire department, provisions for access for firefighting, instructing occupants on procedures to be followed when the fire alarm sounds, evacuating endangered occupants and confining, controlling and extinguishing the fire.

- (b) the appointment and organization of designated supervisory staff to carry out fire safety duties.
- (c) the instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- (d) the holding of fire drills.
- (e) the control of fire hazards in the building.
- (f) the maintenance of building facilities provided for the safety of occupants, and
- (g) the provisions of alternative measures for safety of occupants during any shut down of fire protection equipment and systems or part thereof.

2.8.2.2. In institution occupancies, there shall be sufficient supervisory staff available to carry out the duties as required in the fire safety plan.

2.8.2.3. (1) In buildings within the scope of Subsection 3.2.6. of the building code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1. (1), include:

- (a) the instruction of supervisory staff on the use of the voice communication system.
- (b) the procedures for use of elevators and for evacuation of non-ambulatory occupants.
- (c) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives and,
- (d) the procedures established to facilitate fire department access to the building and fire location within the building.

2.8.2.4. Schematic diagrams acceptable to the Chief Fire Official shall be prepared and maintained showing the type, location and operation of all building fire emergency systems. A copy of the fire emergency procedures and other duties for supervisory staff as laid down on the fire safety plan shall be given to all supervisory staff.

2.8.2.5. A record including schematic diagrams of the fire emergency systems installed in buildings within the scope of Subsection 3.2.6. of the Building Code, shall be maintained at the central alarm and control facility, and such records shall include instructions for the supervisory staff and fire department of the operation of the systems. A minimum of 1 copy of the fire safety plan shall be prominently posted and maintained on each floor area.



GUIDELINES FOR THE PREPARATION OF FIRE SAFETY PLANS ARE AVAILABLE FROM THE FIRE PREVENTION OFFICE.

ONTARIO FIRE CODE

FIRE SAFETY MAINTENANCE & EMERGENCY PLANNING REGULATIONS

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To assist owners and occupants, this pamphlet lists the fire safety equipment maintenance requirements that are found in the Ontario Fire Code for all existing buildings.

For a complete explanation of the maintenance requirements, the Ontario Fire Code should be consulted.

Other referenced standards:
CAN/ULC S524 & S537
NFPA25
NFPA10
NFPA1962

Guidelines for Fire Safety Planning and Maintenance Schedules

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.
- OWNER** means any person, firm or corporation controlling the property under consideration.
- CHIEF FIRE OFFICIAL** means the Municipal Fire Chief or a member of the Fire Department designated by him or, where there is no fire department, such assistant to the Fire Marshal as the Fire Marshal may designate for the municipality or territory without municipal organization.
- SUPERVISORY STAFF** means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan and may also refer to the local fire department where it assumes these responsibilities.

FIRE SAFETY MAINTENANCE REQUIREMENTS

DAILY	FIRE CODE REFERENCE
1. CHECK exit signs to ensure they are in a clean and legible condition.	2.7.3.1.
2. CHECK exit lights to ensure they are illuminated and in good repair.	2.7.3.2.
3. CHECK torches, regulators and welding equipment for defects.	5.17.2.6.
4. CHECK fire alarm system AC power lamp and trouble light.	6.3.2.2.
5. CHECK central alarm and control facility.	6.3.2.3.
6. CHECK tank heating equipment, enclosure and water temperature for fire protection water tanks during freezing weather.	6.6.2.2. & 6.6.2.3. & 6.6.2.4.
7. CHECK temperature of fire pump rooms during freezing weather.	6.6.3.2.
WEEKLY	FIRE CODE REFERENCE
1. CHECK hoods, filters and ducts in ventilation systems subject to accumulation of combustible deposits.	2.6.1.3.
2. CHECK that sprinkler system control valves are open.	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 air pressure for fire protection system, pressure tanks.	6.6.2.12.
6. INSPECT relief valves on air and water supply lines of fire protection system 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 of emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes.*	6.7.1.1.
MONTHLY	FIRE CODE REFERENCE
1. INSPECT all doors in fire separations.	2.2.3.4.
2. INSPECT and test emergency lighting system, batteries, units and lamps.*	2.7.3.3.

MONTHLY	FIRE CODE REFERENCE
3. CONDUCT fire alarm drills for supervisory staff 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 fire alarm system and check all components including standby power batteries.*	6.3.2.2.
7. TEST the voice communication system.*	6.3.2.5.
8. INSPECT all fire hose cabinets.	6.4.2.1.
9. TEST the sprinkler system alarm.*	6.5.5.2.
10. INSPECT the water level in gravity fire protection water tanks.	6.6.2.8.
EVERY 2 MONTHS	FIRE CODE REFERENCE
1. TEST sprinkler system central station connections.*	6.5.5.7.
EVERY 3 MONTHS	FIRE CODE REFERENCE
1. CONDUCT a fire alarm drill for supervisory staff in all highrise buildings.	2.8.3.2.
2. INSPECT dry pipe valve water priming level.	6.5.4.3.
3. TEST all fire safety devices in high buildings as defined by subsection 3.2.6. of the Building code.*	7.2.1.1.
4. TEST fire fighter's elevator for proper operation.*	7.2.2.1.
EVERY 6 MONTHS	FIRE CODE REFERENCE
1. INSPECT fire protection systems for commercial cooking equipment.	2.6.1.12.
2. CONDUCT total evacuation fire alarm drills in schools attended by children (to be conducted 3 times in the spring term and 3 times in the fall term).	2.8.3.2.
3. TEST gate valve supervisory switches and other sprinkler and fire protection system supervisory devices.*	6.5.5.7.
4. CHECK and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.
5. INSPECT and maintain special extinguishing systems.	6.8.1.1.
6. INSPECT elevators in an elevator shaft that is intended for use as a smoke shaft and ensure they function as designed under an alarm condition.*	7.2.3.1.
ANNUALLY	FIRE CODE REFERENCE
1. INSPECT all fire dampers and fire stop flaps.	2.2.3.7.
2. INSPECT all chimneys, flues and flue pipes.	2.6.1.4.
3. INSPECT disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8.
4. CLEAN chimney spark arrestors.	2.6.3.3.

ANNUALLY	FIRE CODE REFERENCE
5. CONDUCT fire alarm drills for supervisory staff in all buildings which have a fire alarm system.	2.8.3.2.
6. CONDUCT maintenance procedures for fire extinguishers.	6.2.7.1.
7. CONDUCT a complete test of the fire alarm system by qualified personnel acceptable to the Chief Fire Official.	6.3.2.1.
8. CONDUCT a complete test of the voice communication system by qualified personnel acceptable to the Chief Fire Official.*	6.3.2.4.
9. INSPECT all standpipe hose valves.	6.4.2.4.
10. REMOVE and re-rack 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 fire department connections.	6.5.4.4.
14. CONDUCT sprinkler system alarm test using the most hydraulically remote test connection.*	6.5.5.3.
15. CONDUCT a dry pipe system trip test.*	6.5.5.4.
16. CONDUCT a main drain flow test of the sprinkler system water supply.*	6.5.5.5.
17. INSPECT fire protection water supply tanks.	6.6.2.1.
18. INSPECT the cathodic protection of steel fire protection water tanks.	6.6.2.7.
19. INSPECT all parts of a gravity fire protection water tank.	6.6.2.9.
20. CONDUCT a fire pump flow test.*	6.6.3.5.
21. INSPECT and flow test all fire hydrants.*	6.6.5.1., 6.6.5.6. & 6.6.5.7.
22. CONDUCT general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1.
23. INSPECT closure at the top of smoke shaft.	7.2.3.1.
24. INSPECT controls for air-handling used for venting.	7.2.3.1.
EVERY 2 YEARS	FIRE CODE REFERENCE
1. CHECK all steel fire protection tanks for corrosion.	6.6.2.5.
2. INSPECT all fire protection water tanks, connected to a non-portable 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.

