Fire Safety Plan

(Single-Stage Fire Alarm System - Small Establishment)

Fire Safety Plan – Single-Stage Fire Alarm System (small establishment) for:

_____

(Business Name)

_____

(Business Address)

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_____ _____

Prepared By
(Person Completing Form)

Reviewed By
(Fire Prevention Officer)

Table of Contents

Part 1 - Introduction 2
Part 2(a) - Audit of Building Resources Checklist 3
Part 2(b) - Audit of Human Resources 8
Part 3 - Emergency Procedures for Occupants 9
Part 5 - Responsibilities of the Owner / Occupant 14
Part 6(a) - Fire Hazards 15
Part 7 - Fire Extinguishment, Control or Confinement 17
Part 8 - Alternative Measures for Occupant Fire Safety 18
Part 9 - Fire Drills 19
Part 10 - Requirements of the National Fire Code 20
- **General Fire Protection Systems/Equipment** 21
- **Portable Fire Extinguishers** 22
- **Fire Alarm** 23
- **Smoke Alarms** 25
- **Standpipe Systems** 26
- **Sprinkler Systems (Wet)** 27
- **Sprinkler Systems (Dry)** 29
- **Water Supplies for Firefighting (Private Hydrants)** 31
- **Water Supplies for Firefighting (Water Pump)** 32
- **Water Supplies for Firefighting (Water Tanks)** 33
- **Smoke Shafts and Venting Equipment** 34
- **Smoke Control Measures** 35
- **Commercial Cooking Equipment** 36
- **Emergency Lighting System** 37
- **Emergency Power Systems** 38

Part 11- Building Schematics 40

Part 1 - Introduction

The Nova Scotia Fire Safety Act which adopts the National Fire Code, 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 location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire and safe evacuation. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Nova Scotia Fire Safety Act Section 44 (4) (5), states that in the case of an offence for contravention of the fire code, an individual is liable to a fine of not more than $150,000 or imprisonment for a term of not more than two years or both and a corporation is liable to a fine of not more than $250,000.

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.

The fire safety plan approved location is ____.

SUBMISSION PROCEDURES

One (1) copy of the Plan (8 ½ X 11 format) must be submitted to the Fire Prevention and Life Safety Division. Upon approval, the copy will be returned to the author.

The Fire Prevention and Life Safety Division are to be notified regarding any subsequent changes in the approved Fire Safety Plan.

Part 2(a) - Audit of Building Resources Checklist

Occupancy Type ____

Occupant Load
Occupant Load: (if applicable) ____

Access

Designated Fire Route: ☐ No ☐ Yes

Nearest Municipal Hydrant Location: ____

Private Hydrants: ☐No ☐Yes (Location(s)): ____

____

Lockbox: ☐ No ☐ Yes (Location(s)): ____

Heating ☐ Natural Gas ☐ Electric ☐ Oil ☐ Propane ☐ Other _____

Main Gas Shut-off: ☐ No ☐ Yes (Location(s)): ____

____

Main Electrical Shut-off Location: ____

Main Domestic Water Shut-off Location: ____

Single Stage Fire Alarm System:
Make: ____
Model: ____
Main Panel Location: ____
Annunciator Panel Location: ____
Fire Alarm Description: ____
____

Sprinkler System: ☐ No ☐ Yes Type: ☐ Wet ☐ Dry ☐ Other ____

Connected to the Fire Alarm System: ☐ No ☐ Yes
Location of Sprinkler Room/Shut Off Valves:
____
____
____
____

Standpipe System: ☐ No ☐ Yes
Location of Shut-off/Isolation Valves: ___

Fire Department Connection: ☐ No ☐ Yes (Location(s)): ___
___

Fixed Extinguishing System for Commercial Cooking Equipment

☐ No ☐ Yes Type: ___
(i.e. Wet Chemical, Dry Chemical, CO^2)

Connected to F/A System: ☐ No ☐ Yes

Ecology Unit: ☐ No ☐ Yes Protected by Fixed System: ☐ No ☐ Yes

Fuel Source: ☐ Natural Gas ☐ Electric ☐ Propane ☐ Other ___

Fuel Shut Off for Appliances: Location: ___

ABC Extinguisher: Location: ____
K Type (wet) Extinguisher (if applicable): Location: _____

Portable Fire Extinguishers (Refer to schematic drawings)

Other Extinguishing Systems:

Type (i.e. pre-action, sprinkler, halon, inergen, dry chemical):	Area/Location Protecting
___	___
___	___
___	___
___	___

Portable Fire Extinguishers: (Refer to schematic drawings)

Portable Fire Extinguishers – Type: ___
Refer to schematic drawings.

Emergency Lighting

☐ No ☐ Yes Location(s): ___

Emergency Power

☐ No ☐ Yes Location(s): ___

Generator

☐ Diesel ☐ Natural Gas ☐ Propane ☐ Other ___

Electromagnetic Locking Devices

☐ No ☐ Yes (manual release switch location): ___

Proper Signage

☐ No ☐ Yes

Location(s) throughout building: ___
___
___
___

Extra Hazardous Area:

Are there hazardous materials on site? ☐ No ☐ Yes

If YES, please list the material and quantity:

___
___
___
___

Exits: Refer to schematics for location of exits.

Elevators (if applicable):

☐ Firefighter (FF) Elevator (red helmet designation)

☐ Firefighter Service (yellow helmet designation)

Automatic Recall ☐ No ☐ Yes

Manual Recall ☐ No ☐ Yes

Manual Recall Switch(es) ☐ No ☐ Yes Location: ___

Total Number of Elevators: ___

Total Number of FF Elevators: ___

FF Elevator Location: ___

Floors Served by FF Elevator: ___

Location of recall/operating keys: ___

Operating Instructions: ___
___
___

Part 2(a)
Additional Information

For any additional information not already covered:

Part 2(b) - Audit of Human Resources

Business/Building Name:___

Address: ___ Unit No: ___

Postal Code: ___ Business Phone No: ___

Business Owner: ___

Address: ___

Postal Code: ___

Phone Number(s): ___

After Hour Contacts (24 hour telephone numbers)

Manager/Supervisor: ___ Phone No: ___

Employee/Title: ___ Phone No: ___

Employee/Title: ___ Phone No: ___

Other: ___ Phone No: ___

Building Owner: ___

Address: ___

Postal Code: ___ Phone No: ___

Fire Alarm Monitoring Company: ___ Phone No:___

Fire Alarm Service Company: ___ Phone No:___

Sprinkler Monitoring Company: ___ Phone No:___

Sprinkler Service Company: ___ Phone No:___

Part 3 - Emergency Procedures for Occupants

☐**Please take the time to review this section (1 page).**

Emergency procedures signage will be affixed to the wall at all fire alarm pull-stations.

IN CASE OF FIRE

Upon Discovery of Fire:

- Leave fire area immediately
- Close all doors behind you
- Sound Fire Alarm
- Call Halifax Regional Fire and Emergency at 9-1-1 (from a safe location)
- Use exit to leave the building
- Do not use elevators

Upon Hearing Fire Alarm:

- Leave building via nearest Exit
- Close doors behind you
- Do not use elevator

CAUTION

- If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel or other object, i.e. jacket, sweater, etc, at the base of the door.
- If you encounter smoke in stairway, use an alternate exit or find refuge in nearest suite.

Remain Calm

Part 4 - Emergency Procedures for Supervisory Staff

☐ **Please take the time to review this section (2 pages).**

Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify Halifax Regional Fire and Emergency of the emergency condition. Dial 9-1-1 and ask for Halifax Regional Fire and Emergency. Tell them the address and emergency.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the fire-fighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the fire-fighters as to location of persons, master keys for this occupancy and service rooms, etc.

Related Duties

In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits and EXITS, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.

Participate in fire drills. Occupants' participation should be encouraged.

- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Nova Scotia Fire Safety Act and National Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Halifax Regional Fire and Emergency and initiate alternative measures.

Emergency Procedures

Additional Information/Comments

Emergency Procedures

Additional Information/Comments (p.2)

Part 5 - Responsibilities of the Owner / Occupant

☐ **Please take the time to review this section (1 page).**

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Nova Scotia Fire Safety Act and National Fire Code are completed on schedule and that the records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Fire Prevention and Life Safety Division regarding 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.
- **Fire Safety Act - Fire Safety Regulations Section 37** - The owner of a sprinkler system or a fixed-pipe extinguishing system shall, subject to the regulations, notify the Fire Marshal of the activation of the system within forty-eight hours of the discharge.

Part 6(a) - Fire Hazards

☐ Please take the time to review this section (2 pages).

Residential Properties

To avoid fire hazards in the building, occupants must:

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

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Halifax Regional Fire and Emergency immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building owner/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know the stairwell designation and the crossover floors (if any).

Part 6(b) - Fire Hazards

Commercial, Retail and Industrial Properties:

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Clothes dryer lint collector full or improperly vented.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call Halifax Regional Fire and Emergency immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

Part 7 - Fire Extinguishment, Control or Confinement

☐ **Please take the time to review this section (1 page).**

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, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that Halifax Regional Fire and Emergency has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin
A - Aim the nozzle
S - Squeeze the trigger handle
S - Sweep from side to side (watch for fire restarting)

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.

NOTE: Prior to using a K-type extinguisher, activate the kitchen extinguishing system first to eliminate the heat source.

Part 8 - Alternative Measures for Occupant Fire Safety

☐ **Please take the time to review this section (1 page).**

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 2 hours, the fire department shall be notified. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Fire Prevention and Life Safety Division.

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 remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie-talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from Halifax Regional Fire and Emergency.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

Fire Safety Regulations made under Section 51 of the Fire Safety Act Repairs to fire protection system - 33 Article 6.1.1.4. of the National Fire Code is replaced by the following Article - 6.1.1.4. Repairs

1) Except as provided in Sentence (2), where a fire protection system or any part of it is shut down for repairs or is inoperative for more than 2 hours, the owner of the building containing the fire system shall:

a) Notify the fire department, and

b) Provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition.

2) Sentence (1) does not apply to industrial or manufacturing facilities that maintain their own industrial fire brigades.

3) Every owner of a building shall develop procedures to notify occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

4) Every owner of a building shall develop procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours.

Note: All shutdowns will be confined to as limited an area **and** duration as possible. Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.

Part 9 - Fire Drills

☐ **Please take the time to review this section.**

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

FIRE DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present: _____

_____

_____

Deficiencies Noted: _____

_____

_____

_____

General Comments: _____

_____

_____

_____

Part 10 - Requirements of the National Fire Code

☐ **Please take the time to review this section (1 page).**

Check/test/inspect requirements of the National 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 necessary that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may 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 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 Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

General Fire Protection Systems/Equipment

General	**Responsibility**
Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.	___
Exit signs shall be clearly visible and maintained in a clean and legible condition.	___
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	___
Weekly	
When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.	___
Monthly	
Doors in fire separations shall be **inspected** monthly for proper operation.	___
Yearly	
Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Fire Prevention and Life Safety Division.	___
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.	___
Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.	___
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.	___

Portable Fire Extinguishers

General	**Responsibility**
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.	____
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.	____
Monthly	
Portable extinguishers shall be **inspected** monthly for: pin in place, gauge reading, location and mounted, tagged	____
Yearly	
Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. (Qualified Fire Extinguisher Service Company)	____
5 Years	
Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.	____
6 Years	
Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.	____

Fire Alarm

General **Responsibility**

Fire alarm shall be kept unobstructed. ____

Fire alarm system power supply disconnect switches shall be locked on in an approved manner. ____

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.

a) **Check** the principle and remote trouble lights for trouble indication; ____
b) **Inspection** of the AC power-on light shall be done to ensure its normal operation. ____

Monthly

Every month the following **tests** shall be conducted under battery back up 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 ____

Yearly	**Responsibility**
Yearly **tests** conducted by a certified alarm contractor as required by The National Fire Code, Division B Section 6.3.1.2.(1) **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".	____
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	____

Smoke Alarms

General	Responsibility
Ensure dwelling unit smoke alarms are maintained in operating condition.	___

Standpipe Systems

Monthly	**Responsibility**
Hose cabinets shall be **inspected** monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	____
Yearly	
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 connections for obstructions, back flush if necessary, and replace plugs or caps.	____
Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.	____
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	____
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	____

Sprinkler Systems (Wet)

General	**Responsibility**
Auxiliary drains shall be **inspected** as required to prevent freezing.	___
Weekly	
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.	___
Monthly	
On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly.	___
Quarterly	
All transmitters and water flow devices shall be **tested** at quarterly intervals.	___
Fire Department connections	___
Six Months	
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.	___

Yearly	**Responsibility**
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.	____
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.	____
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of 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.	____
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	____

Sprinkler Systems (Dry)

General **Responsibility**

Auxiliary drains shall be **inspected** as required to prevent freezing. ___

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. ___

Weekly

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. ___

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure. ___

Monthly

On all sprinkler systems, an alarm **test**, using the alarm test connection located at the sprinkler valve, shall be performed monthly. ___

Quarterly

All transmitters and water flow devices shall be **tested** at quarterly intervals. ___

Fire Department connections ___

The priming water supply for dry pipe systems shall be **inspected** quarterly to ensure that the proper level above the dry pipe valve is maintained. ___

6 Months	**Responsibility**
Gate-valve supervisory switches and other sprinkler system supervisory devices shall be **tested** at six month intervals.	___
Yearly	
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 free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	___
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.	___
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.	___
Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.	___
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	___
15 Years	
Every fifteen years, dry pipe systems shall be **inspected** for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.	___

Water Supplies for Firefighting (Private Hydrants)

General	**Responsibility**
Hydrants shall be readily available and unobstructed for use at all times.	___
Yearly	
Private hydrants shall be **inspected** annually and after each use.	___
Ensure private hydrants are equipped with port caps secured wrench tight. The port caps shall be removed annually and **inspected** for wear, rust or obstructions.	___
The hydrant barrel shall be **inspected** annually to ensure that no water has accumulated.	___
The drain valve shall be **inspected** for operation if water is found in the hydrant barrel when main valve is closed.	___
Hydrant water flow shall be **inspected** annually and a record shall be kept.	___
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	___

Water Supplies for Firefighting (Water Pump)

Daily **Responsibility**

The temperature of pump rooms shall be **checked** daily during freezing weather. ___

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly. ___

Fire pumps shall be started once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected.** ___

Internal combustion engine fire pumps shall be operated once per week for a sufficient time to bring the engine up to normal operating temperature. The storage batteries, lubrication systems and fuel supplies shall be **inspected.** ___

Yearly

Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow. ___

Water Supplies for Firefighting (Water Tanks)

Daily **Responsibility**

Water Tank heat equipment, tank enclosure and/or water temperature shall be **checked** daily during freezing weather. ___

Weekly

Water levels and air pressure in pressure tanks shall be **checked** weekly and the relief valves on the air and the water lines shall be **inspected** weekly. ___

Monthly

Water level in gravity tanks shall be **inspected** monthly. ___

Yearly

An annual **inspection** shall be made of water 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. ___

Cathodic protection equipment in water tanks shall be **inspected** annually. ___

2 Years

Water tanks shall be **checked** every two years for corrosion. ___

5 Years

Water tanks shall be **inspected** every five years, scraped and repainted as required. ___

Smoke Shafts and Venting Equipment

General **Responsibility**

Access to windows and panels required for venting floor areas and vents to vestibules permitted to be manually opened shall be kept free of obstructions, opened without keys and operable at all times. ____

6 Months

All elevators in an elevator shaft, which is intended for use as a smoke shaft, are to be **inspected** semi-annually to ensure that on activation of the fire alarm system, the elevators will return to the street floor and remain inoperative. ____

Yearly

A closure in an opening to the outdoors at the top of a smoke shaft, shall be **inspected** annually to ensure that it will open:

a) manually, outside from the building ____

b) on a signal from the smoke/heat actuated device in the smoke shaft, and; ____

c) when a closure in an opening between a floor area and the smoke shaft opens ____

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. ____

5 Years

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

Smoke Control Measures

General	**Responsibility**
Where smoke control measures contained in the supplement to the National Building Code of Canada 2005, Chapter 3, 1995 "Measures for Fire Safety in High Buildings" are used, the **inspections** and **tests** shall be as outlined in Section 7.3 of the National Fire Code of Canada.	____

Commercial Cooking Equipment

General	**Responsibility**
Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	___
Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.	___
Weekly	
Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.	___
6 Months	
Inspection and servicing of the fire extinguishing system shall be made at least every six months by properly trained and qualified persons in conformance with National Fire Code, Division B, Section 2.6.1.9.(2)	___

Emergency Lighting System

Daily	**Responsibility**
Check pilot lights for indication of proper operation.	____
Monthly	
Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.	____
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.	____
Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	____
Yearly	
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 he charging system is in accordance with the manufacturer's specifications.	____
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	____

Emergency Power Systems

General **Responsibility**

Emergency power systems shall be **inspected, tested** and maintained in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings". ___

To ensure continues reliable operation, the emergency power supply equipment shall be operated and maintained in accordance with manufacturer's instructions. ___

Al least two copies of the instruction manual shall be maintained. ___

Monthly

The emergency electrical power shall be completely **tested** monthly as follows: ___

a) Simulate a failure of the normal power supply.
b) Arrange so that:
    i) An engine generator set operates under at least 30% of the rated load for 60 minutes and;
    ii) All automatic transfer switches are operated under load.
c) Include an inspection for correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls
d) Record all instrument readings associated with the prime mover and generator and verification that they are normal.
e) Log and report as further prescribed in the manual of instruction for operation and maintenance.
f) Check fuel supply for sufficient quantity.

Annually

Test the generator, control panel, and transfer switch in conformance with CSA C282, "Emergency Electrical Power Supply for Buildings". ___

Maintenance
Additional Comments

Part 11- Building Schematics

☐ **Please take the time to review this page.**

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

Pull Pin For Kitchen Fire Suppression System

Entrance / Exit

Hydrant

Siamese Fire Department Connection

Free Standing Siamese Fire Department Connection

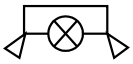
Valves (General)
Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)

Fire Alarm Control Panel

Fire Alarm Annunciator

Emergency Light, Battery-Powered

Illuminated Exit Sign, Single Face


Combined Battery-Powered Emergency Light & Illuminated Exit Sign

Pull Station

Heat Detector

Smoke Detector

Fire Extinguisher - BC Type

Fire Extinguisher - ABC Type

Fire Extinguisher - Water

Hose Cabinet

Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

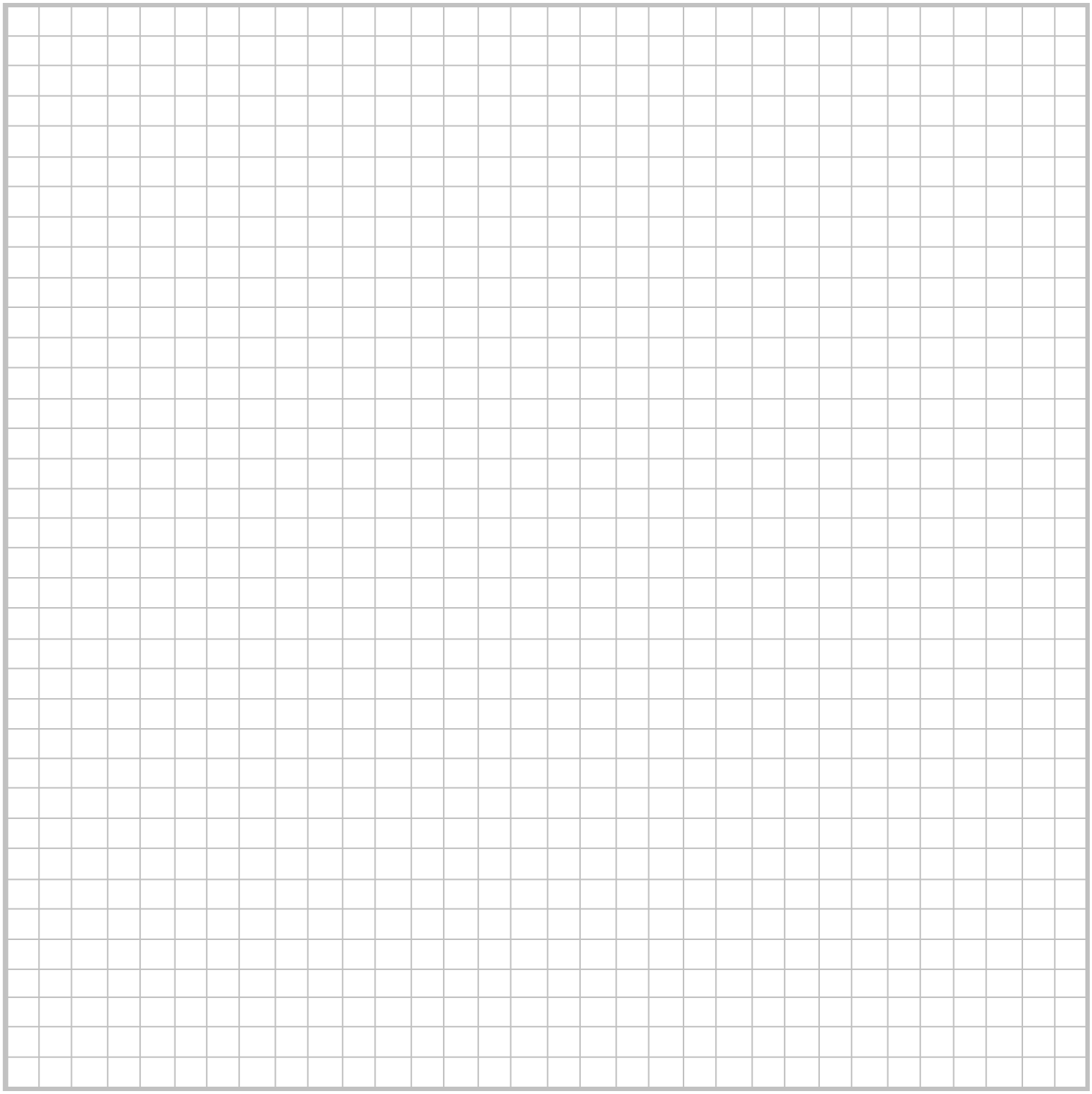
(Include legend)

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (902) 490-5228. Please indicate your company name so the plan can be attached to your submission.

Floor Plan

(Include Legend)

Please attach to e-mail, use postal mail (address is on the final page of this document), or fax to (902) 490-5228. Please indicate your company name so the plan can be attached to your submission.



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