

# Fire Safety Plan

## MAPLE MANOR NURSING HOME

(Building/Business Name)

**73 BIDWELL ST. TILLSONBURG ON N4G3T8**

(Business Address)

A Copy of this Fire Safety Plan is to be kept in the following location:

**MAIN FRONT ENTRANCE**

Fire Safety Plan Prepared By:

**Ashley Millen**

Name

**January 4 2024**

Date

Fire Safety Plan Approved By:

\_\_\_\_\_  
Signature /Date

Revision Dates: 01/24

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## **Part 1**

### **Introduction**

The 2007 Ontario Fire Code, O. Reg. 213/07, Division B, Section 2.8 requires the implementation of an approved 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. 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 Fire Code defines “OWNER” as “any person, firm or corporation controlling the property under consideration”. Consequently, owners may be managers, maintenance staff and tenant groups.

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

It is advisable that you obtain your own copy of the Ontario Fire Code and the Fire Protection and Prevention Act. These may be purchased from the Government of Ontario Book Store at 880 Bay Street, Toronto, M7A 1N6.

This official document (FIRE SAFETY PLAN) 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: main (front) entrance in vestibule (between sliding doors)

### **SUBMISSION PROCEDURES**

A digital copy must be submitted to the Chief Fire Official. Upon approval, one approved copy will be returned to the author and one copy will be retained by the Fire Department.

The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months. The Chief Fire Official is to be notified regarding any subsequent changes in the approved Fire Safety Plan.

## Part 2(a) Audit of Building Resources Checklist

Occupancy Type

Care Facility

Occupant Load/Number of Suites

N/A

### Access

Designated Fire Route: ☒ No ☐ Yes  
(Refer to site plan for location)

Nearest Municipal Hydrant Location: Corner of Bidwell St. and Rideout St. west (diagonal to building)

Private Hydrants: ☒ No ☐ Yes Location(s): \_\_\_\_\_

Lock box: ☐ No ☒ Yes Location(s): Main Front Entrance

Elevator: ☐ No ☒ Yes Location(s): 1. Center by main entrance 2. West side of building (Coon Alley)

Heating ☒ Natural Gas ☒ Electric ☐ Other \_\_\_\_\_

Main Gas Shut-off: ☐ No ☒ Yes Location(s): Basement, East Wing, Mechanical Room

Main Electrical Shut-off Location: Basement, North West Wing (through Conference Room)

Main Domestic Water Shut-off Location: Basement, East Wing, Mechanical Room

Fire Alarm System: Make: Edwards

Model: EST3X Fire Alarm Control Panel

Main Panel Location: Electrical Room, Basement

Annunciator Panel Location: Main Entrance vestibule (between sliding doors)

Single Stage or Two Stage: Two stage

Alarm Monitored: ☐ No ☒ Yes

Sprinkler System: ☐ No ☒ Yes (PART OF BUILDING)

Type: ☒ Wet ☐ Dry ☐ Other \_\_\_\_\_

Connected to the Fire Alarm System: ☐ No ☒ Yes

Location of Sprinkler Room/Shut off Valves: Mechanical room, Basement

South and North part of Building do not have sprinklers

**Standpipe System:** ☐ No ☒ Yes Description: located on Rideout St. Front of East wing  
Location of shut off/isolation valves: mechanical room/basement

**Portable Extinguishers** - Location: refer to schematic drawings

**Emergency Lighting**

(Refer to schematic drawings for locations)

☐ No ☒ Yes

**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.)

**Additional Information**

For any additional information not already covered:

\_Generator- hook ups located in the South West Mechanical Room.  
Emergency Generator will provide power to whole building.

## Part 2(b) Audit of Human Resources

Business/Building Name: Maple Manor Nursing Home

Address: 73 Bidwell St. Tillsonburg ON N4G 3T8

Business Phone No.: 519-842-3563

Business Owner: Maplewood Nursing Homes Ltd.

Address: 73 Bidwell St. Tillsonburg ON N4G 3T8

Phone Number(s): 519-842-3563

Building Owner: George and Christine Kaniuk

Address: 158 Baldwin St. Tillsonburg ON N4G 2K6

Phone Number

After Hour Contacts (24-hour telephone numbers):

Executive Director: Andre Kaniuk

Administrator: Ashley Millen

Director of Care: Margot Prentice

Maintenance Supervisor: Ron Vanderhaeghe

Supervisory Staff *(Those occupants of a building who have some delegated responsibility for the fire safety of other occupants, to fulfil obligation under the fire safety plan):*

Registered Nurses

Registered Practical Nurses

Leadership Team

Fire Alarm Monitoring Company: Georgian Bay Fire and Safety Phone No.:1-800-265-3118

Sprinkler Monitoring Company: Georgian Bay Fire and Safety Phone No.:1-800-265-3118

## Part 3

### Emergency Procedures for Residents and Visitors

Emergency procedures signage will be affixed to the wall.

#### **IN CASE OF FIRE**

##### **Upon Discovery of Fire:**

- Remain Calm
- Leave fire area immediately remove occupants if safe to do so and **close doors**
- Sound Fire Alarm, Activate a Pull Station
- Notify the staff of fire location
- Follow instructions from staff- DO NOT USE ELEVATOR

##### **Upon Hearing a Fire Alert:**

- Remain Calm
- Close doors behind you when leaving a room-prepare to evacuate
- Follow instructions from staff-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**

#### **DO NOT USE THE ELEVATORS**

##### **The Designated Meeting Area is:**

**Nurses stations on either floor (Direction will be given)**

## **Part 4**

### **Responsibilities of the Owner/Occupant**

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 Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures on each floor.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current and review as often as necessary, but at intervals not greater than 12 months.
- Designate and train sufficient alternates to replace supervisory staff during any absence.



## **Part 5**

### **Supervisory Staff Training**

All persons designated as supervisory staff shall be supplied with a copy of the Fire Safety Plan and are required to become familiar with its contents. Instruction on the emergency procedures and duties as outlined in Part 4 of this Fire Safety Plan shall be given prior to being given any responsibilities.

Definition of 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*

Training shall occur upon acceptance of a supervisory staff position for all employees and upon any changes in equipment.

Supervisory staff emergency procedures and duties shall be reviewed every six (6) months.

Initial training and reviews shall be recorded and be retained for least 2 years on the "Supervisory Staff Training Record" form.

# Supervisory Staff Training Record

I have read, understood and been trained on all the emergency procedures and duties for Supervisory Staff. My signature indicates my acceptance of assuming a Supervisory Staff role.

Training location:

Date:

[illegible]

## **Part 6**

### **Emergency Procedures for Supervisory Staff**

#### Upon Discovery of Fire

- |          |   |
|----------|---|
| <b>R</b> | <b>Remove residents from immediate danger, if it is safe to do so</b> |
| <b>E</b> | <b>Ensure the door(s) is closed to confine the fire and smoke</b>     |
| <b>A</b> | <b>Activate the fire alarm system using the nearest pull station</b>  |
| <b>C</b> | <b>Call the fire department</b>                                       |
| <b>T</b> | <b>Try to extinguish the fire, if it is safe to do so</b>             |

#### Other actions that must be taken include:

1. Be Prepared to activate the 2<sup>nd</sup> stage of the fire alarm system (have key in possession)
2. Call the fire department 9-1-1. The fire department keys are located in a compartment mounted on the wall at the Front entrance between the sliding doors.
3. Meet at nurse's station and make sure clear instructions are given to others on the floor. All staff should come to nurse's station for further instruction.
4. Ensure the evacuation procedures have been carried out in the fire area.
5. Ensure the compartment (or fire zone) doors to the area have been closed
6. Ensure that other floor areas are prepared for evacuation. Other floor should evacuate corresponding fire zone on that floor.
7. Elevators should be locked out and no one in them. Delegate someone to lock them out and supervise no one to enter them.
8. Be prepared to provide the fire department with any information or assistance that they may require (e.g. fire location, drawings, keys etc.)
9. If the fire department states the all clear- Announce CODE RED ALL CLEAR three (3) times over the public address system

#### Upon hearing the alarm:

If the signal is intermittent (1<sup>st</sup> stage of fire alarm)

1. Check the nearest annunciator panel for the origin of the alarm
2. Announce CODE RED and location of the fire emergency, three (3) times over the public address system
3. Report to the fire area and take charge.
4. Proceed with steps 1-9 above

#### If total evacuation is required:

If the signal is a continuous sounding (2<sup>nd</sup> stage of fire alarm)

- In consultation with the fire department or as directed, coordinate the evacuation of all residents from the building by using the nearest exit that is safe to use.
- Call first contact on Emergency Call Back Procedure

## Emergency Procedures for Supervisory Staff (cont.)

### Related Duties/In general:

- Keep the doors in fire separations closed at all times.
- Keep access to entrance and EXITS, inside and outside, clear of any obstructions at all times.
- 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. (Maintenance department)
- Know the location of keys to provide access to all locked areas and the location of equipment which may be used in an emergency (extra fire extinguishers, pull station glass rods, etc.)
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Know how to alert occupants of fire and other emergencies.
- Know how to reset the Fire Alarm System (**An activated system must not be reset until authorized by a Fire Department Officer**).
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify Tillsonburg Fire Department and initiate alternative measures.

### Additional Information/Comments

- Use resident list available in back of emergency manual- is kept updated with resident names. The list will help you check who has been evacuated.
- In order for staff to track rooms that have been searched and to confirm that they are unoccupied, the free rotating white plastic strip is to be placed in a **horizontal position** on the door frame and the door is to be closed. If someone re-enters the strip will fall back to the vertical position. This would indicate that the room has an individual in there. If unable to evacuate an individual the flag remains down with door shut.
- If someone is on fire- cover the individual with a blanket or shirt etc. **DO NOT FAN**. If an article is not available to cover the individual roll the individual over, from side to side, until the fire is out. Do not attempt to remove clothing from the burn area.
- If in a smoked filled room, cover mouth and nose with a wet towel, stay low and proceed to evacuate.
- The charge nurse will be responsible for the removal of medical records during an evacuation.
- **Kitchen fire-** cook or designate will shut off all electrical and gas equipment, cooking equipment, coffee pots etc. in safe manner. Cook or designate will manually activate the automatic extinguishing system, if it did not activate and if safe to do so. A fire blanket is located in the Kitchen, (Pillar close to stove)

## **Part 7**

### **Fire Alarm System Reset Procedures**

#### **Silence/Reset Fire Alarm**

1. Go to main panel located in front entrance sliding doors. Follow sequence below.
2. Hit button "Signal Silence"
3. Hit button "Acknowledge Silence"
4. Hit button "Reset"

#### **Activating Alarm to second stage (if applicable will be instructed by fire department)**

1. Go to reception office, in behind door there is a panel with the keys hung for the two-stage fire alarm.
2. Take the keys and go to any fire pull station - put the key in and turn to activate the second stage.

## **Part 8**

### **Fire Hazards**

Fire prevention and the elimination of all fire hazards are the responsibility of all staff. Staff members are expected to report to their supervisor all potential fire hazards. Management will take steps that are necessary to correct the hazards that have been noticed.

The more common hazards are:

- Careless smoking and disposal of butts in combustible containers.
- Storage in stairwells, corridors and the blocking of exit doors.
- The blocking of fire protection equipment (extinguishers, pull stations, hose cabinets etc.)
- Fire doors that are blocked open
- Wedging open of any fire doors or disengaging the self-closing devices installed on them.
- The accumulation of rubbish or other debris in any part of the building
- Use of extension cords as permanent wiring
- Frayed cords on appliances
- Resident personal electrical appliances must be CSA approved
- Improper storage of flammable liquids or gases
- Clothes dryer lint collector full or improperly vented
- Kitchen hoods and filters not cleaned properly
- Improper disposal of oily rags

#### **Smoking**

- Smoking is not permitted in the building and only in designated outside smoking areas
- Proper ashtrays are to be provided for these areas
- Disposal of smoking materials shall be in metal containers located outside of building

## **Part 9**

### **Fire Extinguishment, Control or Confinement**

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 must be closed to confine and contain the fire. Leave the fire area. **Ensure that the Fire Alarm System has been activated and that Tillsonburg Fire Department 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. Never let a fire get between you and your safe exit.

#### **Suggested Operation of Portable Fire Extinguishers**

Remember the (PASS)

- 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.

USE OF A FIRE EXTINGUISHER IS A VOLUNTARY ACT

NOTE: For Kitchen emergencies, prior to using a K-type extinguisher (wet chemical), activate the kitchen extinguishing system to avoid electrocution.

## **Part 10**

### **Alternative Measures for Fire Safety**

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the Tillsonburg Fire Department shall be notified in writing. Residents 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 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 remaining portions must be maintained, and where necessary, the use of Foot Patrols (Fire Watch), walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for developing measures for specific situations may be sought from the Tillsonburg Fire Department. The following page will have fire watch procedures that should be followed.



## Fire Watch Procedures

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

1. Notify the Tillsonburg Fire and Rescue, dial 519-842-3229 (DO NOT USE 911). Give your name, address and a description of the problem and when you expect it to be corrected. The Tillsonburg Fire and Rescue is to be notified in writing of shutdowns longer than 24 hours.
2. Notify Monitoring Company, if applicable, of duration the system will be out of service.
3. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
4. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour and document these patrols in a Fire Watch Log.
5. Notify the Tillsonburg Fire and Rescue and the building occupants when repairs have been completed and systems are operational.

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

**Note:** A Fire watch/patrol is permitted to a maximum of 24 hours without the prior written consent of the Chief Fire Official.

Cooking operations shall be suspended until the commercial cooking extinguishing system is restored.

# FIRE WATCH LOG

[illegible]

# ATTENTION

THE FOLLOWING FIRE EMERGENCY  
EQUIPMENT/SYSTEMS ARE CURRENTLY  
INOPERABLE DUE TO TESTING OR  
MAINTENANCE:

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IF YOU DETECT SMOKE OR FIRE LEAVE THE  
AREA AND NOTIFY A SUPERVISOR IMMEDIATELY.

## **Part 11**

### **Fire Drills**

Fire drills will be held at least once a month on every shift to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of 1-year. The following are a set of guidelines to follow regarding fire drills:

- All staff members are expected to attend and take part in fire drills. Attendance records will be kept of all participating staff members.
- Fire drills will be initiated with the sounding of the alarm on day shift. Afternoon and night shift fire drills will be silent. However, this can be changed if feasible to do so. Treat the alarm state not as a simulation but as an actual occurrence. Evacuate residents from the floor above or below the location of the fire, to beyond the fire separation doors.
- The drill will indicate the state of your preparedness. Act swiftly but carefully. Time and methods of evacuation are critical as well as your response to given situations.
- At the end of the drill a discussion will be held concerning any problems or suggestions incurred during the exercise
- The supervisory staff will prepare a report and include the attendants, time, date, nature of the fire drill and any recommendations derived as result of the exercise.
- The fire drill procedures shall be prepared in consultation with the Chief Fire Official.

#### **Procedure:**

1. Notify the central monitoring agency or fire department that a fire drill will take place. (If alarm will be sounding)
2. Simulate a fire condition randomly in the building
3. Staff are to follow fire procedures on Hearing the Fire Alarm and Upon Discovering a Fire
4. Ensure proper annunciation
5. Ensure that all bells are ringing (if applicable)
6. Reset the fire alarm system
7. Notify the central agency or fire department that the drill is completed.
8. Hold a debriefing meeting with participating staff to ensure that procedures were followed and discuss any problems
9. Complete the Fire Drill report and place completed form in Emergency/Disaster Manual under "Completed Fire Drill" tab.

# MAPLE MANOR NURSING HOME- FIRE SAFETY PLAN

## Fire Drill Report Maple Manor Nursing Home

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>

### **Section 1: Assessment of persons discovering/responding to fire**

Describe fire drill scenario, fire incident or fire alarm occurrence.


Activities	Yes	No
Were people in immediate danger evacuated?		
Zone of origin of fire evacuated?		
Were doors closed to confine the fire and reduce smoke spread?		
Was an attempt made to extinguish the fire?		
Was attempt appropriate?		
Did sufficient staff respond?		
Was CODE RED called 3 times over PA system?		
Were instructions clear?		
Were doors flagged once room cleared?		
Origin of fire- fire extinguisher left outside door?		
Was the fire department notified promptly and correctly?		
Did designated staff respond correctly to provide fire department assistance and access?		
Were elevators locked out? And clear for no one to use during fire?		
Fire Alarm sounded?		

### **Section 2: Discussion**

Comments/observations/recommendations/questions on emergency response:


## MAPLE MANOR NURSING HOME- FIRE SAFETY PLAN

### Fire Drill Report Maple Manor Nursing Home

Print Name:	Signature:	Date:
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#### Attendance:

Print Name/Signature	Print Name/Signature

**PLEASE PLACE IN EMERGENCY MANUAL UNDER “COMPLETED FIRE DRILL”  
IF ANY QUESTIONS ARISE PLEASE BRING TO MANAGEMENT ATTENTION**

## Part 12

### Maintenance Requirements of Building Fire & Life Safety Systems

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

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

#### Definitions for key words are as follows:

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

It is stated in the Ontario Fire Code that records of all tests and corrective measures are required to be retained 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.

Maintenance Supervisor

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Maintenance Supervisor

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Maintenance Supervisor

### Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

Maintenance Supervisor

### Semi-Annual

Dryer duct/vent shall be inspected and cleaned as required

Contracted Professional

Range Hood shall be inspected and cleaned as required

Contracted Professional

### Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

Contracted Professional

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.

Contracted Professional

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

Contracted Professional



## Portable Fire Extinguishers

### General

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.

### Responsibility

Maintenance Supervisor

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.

Maintenance Supervisor

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.

Contracted Professional

### Monthly

Portable extinguishers shall be **inspected** monthly.

Maintenance Supervisor

### Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Contracted Professional

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Contracted Professional

Every twelve months, pump tank water and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

Contracted Professional

## Portable Fire Extinguishers (con't)

### 5 Years

Contracted Professional

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

### 6 Years

Contracted Professional

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/Voice Communications Systems

### General

Fire alarm and voice communication system components shall be kept unobstructed.

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

### Responsibility

Maintenance Supervisor

Maintenance Supervisor

### 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.

Maintenance Supervisor

Maintenance Supervisor

### 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

Charge Nurse

Maintenance Supervisor

Maintenance Supervisor

Maintenance Supervisor

Maintenance Supervisor

Maintenance Supervisor

Maintenance Supervisor

Voice paging capability to one zone shall be tested monthly on a rotational basis

Maintenance Supervisor

**Monthly (continued)**

One emergency telephone shall be tested monthly on a rotational basis for operation and correct indication at control unit

Contracted Professional

Loudspeakers shall be tested monthly as an all-call signal to ensure they function as intended

Charge Nurse

**Yearly**

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, “Inspection and Testing of Fire Alarm Systems”.

Contracted Professional

## Smoke Alarms

### General

### Responsibility

Ensure dwelling unit smoke alarms are maintained in operating condition.

Contracted  
Professional

Ensure primary and secondary power supplies (electric hard wire and battery) that serve smoke alarms are maintained in operating condition.

Contracted  
Professional

Ensure smoke alarms are replaced within the time frame indicated in the manufacturer's instructions.

Contracted  
Professional

Ensure smoke alarms tests are performed:

- a) annually and after every change in tenancy
- b) after each time a battery is replaced in battery-operated smoke alarms
- c) after any change is made to the electrical circuit that powers smoke alarms

Contracted  
Professional

Ensure a copy of the smoke alarm manufacturer's Maintenance instructions or approved alternative has been provided.

Contracted  
Professional

## Carbon Monoxide (CO) Alarms

### General

### Responsibility

Ensure dwelling unit carbon monoxide alarms are maintained in operating condition.

Maintenance  
Supervisor

Ensure primary and secondary power supplies (electric hard wire and battery) that serve carbon monoxide alarms are maintained in operating condition.

Maintenance  
Supervisor

Ensure carbon monoxide alarms are replaced within the time frame indicated in the manufacturer's instructions.

Maintenance  
Supervisor

Ensure carbon monoxide alarms tests are performed:

- a) annually and after every change in tenancy
- b) after each time a battery is replaced in battery-operated carbon monoxide alarms
- c) after any change is made to the electrical circuit that powers carbon monoxide alarms

Maintenance  
Supervisor

## 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.

Maintenance Supervisor

### 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.

Contracted Professional

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Contracted Professional

Hose valves shall be **inspected** annually to ensure that they are tight and that there is no water leakage into the hose.

Contracted Professional

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.

Contracted Professional

## Emergency Lighting System

### Daily

### Responsibility

Check pilot lights for indication of proper operation.

Maintenance Supervisor

### Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

Maintenance Supervisor

Ensure that battery surface is clean and dry.

Maintenance Supervisor

Ensure that terminal connections are clean, free of corrosion and lubricated.

Maintenance Supervisor

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Maintenance Supervisor

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Maintenance Supervisor

### 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.

Contracted Professional

After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Contracted Professional



## Maintenance Requirements of Building Fire & Life Safety Systems Specific Procedures

### Monthly Inspections:

#### Extinguishers

1. Visually check the cylinder.
2. Visually check the gauge to ensure needle in green area.
3. Sign Log/tag.

#### Emergency Lighting

1. Press the test button to see if the light comes on.
2. Sign log/tag.

#### Fire Alarm System Monthly test: The following will be conducted under battery backup power:

1. Operate one manual pull station (on a rotating basis) to ensure fire alarm is functioning and initiating an alarm.
2. Check Fire Alarm Annunciator to verify correct alarm device annunciation.
3. Check fire alarm batteries inside the panel to ensure terminals are clean and tight.
4. Sign the Log/tag.

### Annual Inspection:

#### Emergency Lighting

1. Press the test button or disconnect power to ensure emergency lighting units operate for at least 30 min.
2. If not for 30 min have the unit or battery fixed.
3. Sign Log Sheet/tag.

#### Fire Hose Cabinets:

1. Check the cabinet to ensure hose is in proper position
2. Check to ensure all equipment is in place and operable condition
3. Sign tag/log











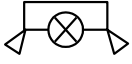










#### In-suite Smoke/CO Alarm annual test and after every change in tenancy:

1. Press the test button on each smoke alarm (and/or CO alarm) to ensure alarm tone activates. If not sounding, check power supply and/or replace battery and/or the entire device. Replace battery according to manufacturer's maintenance schedule; a good safety measure is to replace the battery at least once a year.
2. Check the device for date/sticker to verify the device doesn't exceed manufacturer's replacement time frame.
3. Sign Log Sheet.

NOTE: The preceding text is provided as guidelines only. It will not be approved unless it has been modified to represent your specific facility.

## Part 13 - Building Schematics

### 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
	Shut-off's Identify The Type Of Service (Ie. Shut Off For Natural Gas, Hydro, 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
	Lock Box (Key Box, Chubb Box, etc.) / Fire Safety Plan Box
	

## Site Plan

☐ **Please attach Site Plan to email or send via postal mail.\***

**\* delete line prior to plan submittal for approval**

## **Floor Plan**

- Please attach Floor Plan to email or send via postal mail. 1 Floor Plan per page.\***

**\* delete line prior to plan submittal for approval**

## Site Plan/Floor Plan Specifics

(Delete this page from final Plan prior to submission for approval)

In addition to the items listed in the Legend ensure that the following are included on all Site Plans/ Floor Plans that are submitted for approval:

- Legend on each page identifying all symbols used for that plan
- North indicators on all pages,
- Indicate the drawing scale or if it is not to scale (on all pages),
- All local roads are identified/labeled,
- Fire routes clearly identified/labeled,
- Indicate if a hydrant is Municipal or private,
- Indicate Fire Department Connections
- Indicate meeting area(s) for evacuees,
- Indicate Gas Shut-off,
- Identify all exterior access points available to attending fire crews that are operable from the outside, and Primary and Secondary Firefighter access,
- Any hazardous areas (exterior sheds with gasoline equipment/containers, storage of cleaning products, etc.).

## **Part 14 - Persons in Need of Assistance List (Resident List) (see attached)**

Deaths and Discharges as well as new admissions need to be updated regularly and therefore..

REPRINT RESIDENT LIST: At the end of each month OR when there have been more than 3 changes.