Corporate Policy and Procedure

POLICY	**Fire Safety Measures**
CATEGORY	Health and Safety
AUTHORITY	All Departments
RELATED POLICIES	Hot Work Permit Program Workplace Inspection Policy
APPROVED BY	Executive Team
EFFECTIVE DATE	2008/05/14
REVISION DATE	September 1, 2019

Policy Statement

Guided by our corporate values, all departments will ensure fire prevention and protection measures, in addition to emergency response capabilities, are maintained and procedures are established to ensure worker health and safety and compliance with applicable legislation.

Scope

This procedure applies to all City of Guelph facilities, operations and work practices where City of Guelph workers work.

Purpose

To ensure adequate protection for all workers and minimize property damage in the event of fire and other related emergencies.

Definitions

Building Manager

A person or department with overall responsibility for the maintenance and upkeep of a specific building. The Building Manager may designate a competent person to fulfill these responsibilities.

Combustible Liquid

Any liquid having a flash point at or above 37.8°C and below 93.3°C

Competent Person

A person who,

is qualified because of knowledge, training and experience to organize the work and its performance,

is familiar with the Occupational Health & Safety Act and the regulations that apply to the work, and

has knowledge of any potential or actual danger to health or safety in the workplace

Fire Safety Plan

Detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

A fire safety plan is required to be approved by the "chief fire official". Once approved it becomes a legal document that must be adhered to. Failure to adhere to the approved fire safety plan is a contravention of the Ontario Fire Code.

Flammable Liquid

Any liquid having a flash point below 37.8ºC and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8ºC as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)"

Hot Work

Activities such as welding, burning, cutting, grinding, soldering or other such work that has the potential to create a spark or source of ignition

Owner

Any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Note: This means that multiple people within a city owned building could be considered an owner for the purposes of Ontario Fire Code compliance. Ie. supervisors, managers, etc…

Supervisor

A person who has charge of a workplace or authority over a worker.

Worker

Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.

2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.

3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.

4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Workplace

Any land, premises, location or thing at, upon, in or near which a worker works

Procedure

ROLES & RESPONSIBILITIES

Executive Team

- Ensure that service area leaders are aware of the content of this policy, and support the successful implementation of the requirements as laid down.

Building Manager/Designate

- Ensure any person designated to complete these duties is deemed to be a competent person;
- Determine if a Fire Safety Plan is required for the building(s) for which they have responsibility;
- Ensure a building Fire Safety Plan is developed, where required, which includes all elements identified in this policy;
- Ensure all checks, inspections, tests and other requirements as set out in the *Ontario Fire Code* are carried out in accordance with the frequencies set out in the regulation;
- When using in-house personnel to conduct some of the checks, inspections and tests, ensure they are fully trained and qualified to carry out the activity;
- Prepare and retain on site records of all tests, operational procedures and corrective measures required by the *Ontario Fire Code*, for a period of two years after they are made;
- Ensure compliance to the requirements as laid out in this policy, as related to the storage, handling or use of flammable and combustible materials.
- Provide for the training of supervisory staff and workers in their duties and responsibilities as outlined in the approved fire safety plan**;**
- Ensure that where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating, the damaged fire separations shall be repaired so that the integrity of the fire separations is maintained;
- Ensure a fire drill is held at least once annually; and
- Ensure the Fire Safety Plan is reviewed at least annually to take into account changes in the use or other characteristics of the building and where changes are made, confirming that changes are approved by the Chief Fire Official.

Corporate Building Maintenance

- Provide assistance and guidance to departments in determining if a Fire Safety Plan is required; and
- Assist in developing Fire Safety Plans, coordination of drills, and ensuring emergency equipment is maintained as required.

Manager/Supervisor

- Ensure that all workers are trained in the procedures to take upon discovery of fire or upon hearing an alarm of fire;
- Be available on notification of a fire emergency to fulfil their obligation as described in the fire safety plan;
- Provide support to the Building Manager/Designate in fulfilling their responsibilities as laid down by this policy.

Worker

- Participate in drills and training as required;
- Become acquainted with the Fire Safety Plan at the work location;
- Follow all required fire safety measures in the workplace; and
- Report any fire safety concerns or issues immediately to the Manager/Supervisor

CORPORATE PROCEDURE

Fire Safety Plan

A Fire Safety Plan that has been approved by the City of Guelph Fire Department must be available on site to ensure a prompt and coordinated response.

At a minimum, a Fire Safety Plan is required for buildings that fall into the following categories:

- Group A (assembly) occupancies
- Group B (care, care and treatment and detection) occupancies,
- Group C (residential) occupancies (occupant load exceeding 10),
- Retirement homes,
- Group D & E (business, personal service and mercantile) occupancies (occupant load exceeding 300)
- Group F – Division 1 (high hazard industrial) occupancies (occupant load exceeding 25),
- Group F – Division 2 (medium hazard industrial) occupancies (occupant load exceeding 100),
- Group F – Division 3 (low hazard industrial occupancies (occupant load exceeding 300),
- Buildings containing 4 or more storeys (including below grade),
- Outdoor tire storage yards,
- Buildings containing flammable and combustible liquids exceeding 500 L in total of flammable and or combustible liquids or 250 L of Class I liquids,
- Laboratories where flammable or combustible liquids are used or handled,
- Boarding, lodging or rooming houses (regulated by section 9.3),
- Buildings used as a convalescent home or children's custodial home providing sleeping accommodations for more than 3 persons,
- Building used as supported group living residences and intensive support residences regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.
- Buildings that have a **contained use area** or an **impeded egress zone**.
- Recreational camps regulated under the Health & Protection and Promotion Act,

All Fire Safety Plans shall include the following Measures:

A fire safety plan shall

a) Provide for the emergency procedures to be followed in case of fire, including
    i. sounding the fire alarm,
    ii. notifying the fire department,
    iii. instructing occupants on procedures to be followed when the fire alarm sounds,
    iv. evacuating occupants, including special provisions for persons requiring assistance,
    v. procedures for use of elevators, and
    vi. confining, controlling and extinguishing the fire,
b) Provide for the appointment and organization of supervisory staff to carry out fire safety duties,
c) Provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety,
d) Include documents and diagrams showing the type, location and operation of the building fire emergency systems,
e) Provide for the holding of fire drills and set out fire drill procedures,
f) Provide for the control of fire hazards in the building,
g) Provide for the maintenance of building facilities provided for the safety of occupants, and
h) Provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems.

Additionally, buildings where flammable or combustible liquids exist in quantities exceeding 500 L in total of flammable and or combustible liquids or 250 L of Class I liquids shall include measures to be taken to direct overflow of spilled liquids and fire-fighting water away from

i. buildings,
ii. adjoining properties,
iii. means of egress,
iv. air intakes or openings that could permit vapour entry into the building,
v. fire alarm control panels,
vi. fire department access routes,
vii. valves controlling the water supply for fire-fighting, or fire protection systems,
viii. fire department pumper connections or wall hydrants,
ix. isolation valves controlling processes, and
x. valves controlling the flow of flammable liquids or combustible liquids.

The fire safety plan shall be kept in the building or premises in an approved location. The approved location shall be in conformance with the **City of Guelph Fire Safety Plan Box Bylaw** which requires an approved fire safety plan box to be located within 3m of the main entrance to the building

Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate

a) temporary alternative measures for the fire safety of the occupants during the demolition or construction, and
b) temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings.

The above revisions shall be submitted to the Chief Fire Official for approval and once approved shall be implemented.

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.

At least one copy of the fire emergency procedures from the fire safety plan shall be prominently posted and maintained on each floor area.

Fire drills must be conducted at least annually to ensure the effectiveness of the plan, and will be initiated by the Building Manager/Designate in conjunction with Corporate Building Maintenance, as required. The City of Guelph Fire Department can be contacted to attend in order to provide feedback and suggestions for improvement. Upon completion of the fire drill, a debrief meeting will be held involving all stakeholders, including affected workers, and a record of the drill and debrief will be maintained by the Building Manager/Designate for a period of at least 12 months. Only the supervisory staff, as outlined in the fire safety plan, is required to participate in a fire drill, however, occupant participation is recommended.

Fire Extinguishers/Equipment

Fire extinguishers shall be installed and maintained in conformance with Section 6.2 of the **Ontario Fire Code.**

Fire extinguishers must be the appropriate size and type applicable to the environment or type of operation. Fire extinguishers must be Underwriters Laboratory of Canada (ULC) approved, properly labelled, have an inspection tag affixed and meet all current standards outlined in the *Ontario Fire Code*.

Fire extinguishers must be placed so as to ensure the maximum travel distance to any extinguisher in the building is no more than 25m, except in locations where flammable and combustible liquids are located, where maximum travel distance shall be 9m.

The location of fire extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visual obstructions cannot be avoided.

The Building Manager/Designate shall ensure a competent person performs a visual inspection of fire extinguishers at least once every month to ensure extinguishers are functional and operational; the inspector initials and dates the inspection tag on the fire extinguisher, and in the Fire Protection Equipment Maintenance Log Book. The log book shall be kept on site by a department designate in each corporate building.

On an annual basis the Building Manager/Designate must make arrangements for a qualified contracted company to service the extinguishers and other emergency equipment. At that time, the annual service will replace the internal monthly inspection for that month only. The service will be recorded in the log book and on the inspection tag.

When discharged, the Building Manager/Designate shall ensure that the fire extinguisher(s) are:

- Immediately sent out to be recharged; and
- A replacement is made available until it is returned.

The Building Manager/Designate shall ensure all fire alarm and fire protection equipment such as sprinkler systems, emergency lighting system, fire alarms systems, and so forth are identified, and all checks, tests and inspections are completed by a competent person at required intervals as specified in Appendix A – Check, Test, Inspect Requirements of the Ontario Fire Code.

Where a fire alarm system utilizes fire monitoring equipment, that equipment must conform to the requirements of the CAN/ULC S561 or NFPA 71 standard.

Records of all required checks, tests and inspections shall be entered into the **Fire Protection Equipment Maintenance Log Book** under the appropriate tab. Corporate Building Maintenance can be contacted for assistance and guidance.

Records of all required checks, tests and inspections shall be prepared and retained at the building for a period of at least 2 years so that the most recent and immediately preceding records are retained. All records shall be made available to the Chief Fire Official upon request

Relevant duties in regard to checks, testing, inspections and maintenance of emergency equipment required for the building must be reflected in the Fire Safety Plan.

Storage, Use and Handling of Flammable and Combustible Liquids/Materials

Flammable liquids shall be Class I liquids, and shall be subdivided into

a) Class IA liquids, which are those having a flash point below 22.8°C and a boiling point below 37.8°C,
b) Class IB liquids, which are those having a flash point below 22.8°C and a boiling point at or above 37.8°C, and
c) Class IC liquids, which are those having a flash point at or above 22.8°C and below 37.8°C.

Combustible liquids shall be Class II or Class IIIA liquids, and shall be subdivided into

a) Class II liquids, which are those having a flash point at or above 37.8°C and below 60°C, and
b) Class IIIA liquids, which are those having a flash point at or above 60°C and below 93.3°C.

The Building Manager/Designate is responsible to ensure that flammable and combustible liquids are stored, handled and used according to Part 4 of the *Ontario Fire Code*.

Spill Control

A spill control procedure must be approved by the Chief Fire Official and implemented for any occupancy where flammable or combustible liquids are stored, handled, processed or used. The contents of that procedure shall conform to the requirements laid out in the *Ontario Fire Code*. This procedure may be integrated into the overall Fire Safety Plan.

A spill control procedure shall include the following measures:

a. Suitable operating procedures to prevent leaks and spills from piping, pumps, storage tanks or process vessels,
b. Ventilation,
c. Control of ignition sources,
d. Spill containment and cleanup (such as dikes and spill control agents such as sand),
e. Personal protective clothing or equipment that should be used (such as rubber gloves, rubber boots and self-contained breathing apparatus),
f. Chain of command, including notification of affected agencies and management,
g. A preventive maintenance program, and
h. Training for new staff within three months of their being hired and for experienced staff every six months.

Spill control procedures shall be prominently posted and maintained where flammable liquids or combustible liquids are stored, handled, processed or used.

Maintenance and operating procedures shall be established to prevent the escape of flammable liquids or combustible liquids to areas where they could create a fire or explosion hazard.

Spilled or leaked flammable liquids or combustible liquids shall be

a) flushed to a location where they will not create a fire or explosion hazard, or any risk to public health or safety, or
b) neutralized or absorbed and cleaned up with the aid of a product that conforms to ULC/ORD-C410A, "Absorbents for Flammable and Combustible Liquids", or is compatible and non-reactive with the liquid being cleaned up, and
    i. deposited in a fire code compliant, non-combustible receptacle, or
    ii. disposed of in a manner that does not create a fire or explosion hazard.

Flammable and combustible liquids shall not be stored in or adjacent to exits, including outdoors, elevators or principal routes that provide access to exits.

Maximum quantities of flammable and combustible liquids shall not exceed the quantities set out in the *Ontario Fire Code* and are based on occupancy classification. The maximum quantity of liquids shall not exceed the regulated quantities in Section 4.2 of the code. When dealing with Industrial Occupancies, the maximum quantity of liquids shall not exceed the regulated quantities in the code or *Ontario Regulation 851*, whichever is more stringent

A maximum of 235 litres of flammable liquids may be stored,

a) in sealed containers of not more than twenty-three litre capacity each; or
b) in a metal cabinet of double walled construction with a 3-point door latch and a liquid-tight door sill raised at least fifty millimetres above the floor.

Note: The above requirements for maximum quantities may change depending on the occupancy type in which the liquids are being stored

Cabinets for the storage of flammable and combustible liquids shall comply with at least one of the following:

a) ULC/ORD-C1275, "Guide for the Investigation of Storage Cabinets for Flammable Liquid Containers",
b) ULI 1275, "Flammable Liquid Storage Cabinets",
c) the "FM APPROVED" standard, as laid down by FM Global, or
d) NFPA 30, "Flammable and Combustible Liquids Code".

When a cabinet is used to store flammable and combustible liquids and is provided with ventilation openings,

a) the ventilation openings shall be sealed with materials providing fire protection at least equivalent to that required for the construction of the cabinet, or
b) the cabinet shall be vented outdoors using vent piping providing fire protection at least equivalent to that for the construction of the cabinet

Ventilation

Where flammable liquids or combustible liquids are processed, handled, stored, dispensed or used within rooms or enclosed spaces, ventilation shall conform to Subsection 4.1.7. of the *Ontario Fire Code* and the *Ontario Building Code*.

Depending on the class of liquid and the manner in which it is being handled, used, or stored, ventilation may be required to be that of continuous mechanical ventilation or natural ventilation.

Control of static electric charge

When **Class I** liquids are dispensed into a container or storage tank,

a) if the container or storage tank is made of metallic or electrically-conducting material, such container or storage tank shall be electrically connected to the fill stem, or rest on a conductive floor that is electrically connected to the fill stem, or

b) if the container or storage tank is made of non-electrically-conducting material, measures shall be taken to minimize the potential for a static electric charge to develop.

Container Design and Construction

Flammable and combustible liquids shall be stored and dispensed only from containers that conform to the following:

a) the Transportation of Dangerous Goods Regulations (Canada),
b) CSA-B376, "Portable Containers for Gasoline and Other Petroleum Fuels",
c) CSA-B306, "Portable Fuel Tanks for Marine Use",
d) ULC/ORD-C30, "Safety Containers", or
e) Section 6 of CSA-B620, "Highway Tanks and Portable Tanks for the Transportation of Dangerous Goods".

Transfer of Flammable Liquids

Class I liquids shall be drawn from or transferred into containers or storage tanks within a building

a) through a piping or transfer system conforming to Section 4.4 of the **Ontario Fire Code**,
b) by means of a pump designed in conformance with good engineering practice on top of the container or storage tank, or
c) by gravity through a self-closing valve designed in conformance with good engineering practice.

Flammable liquids and combustible liquids shall not be transferred by means of pressure applied to a container or storage tank.

Flammable and combustible liquids shall not be dispensed in a building unless from a portable container that meets the design and construction requirements of subsection 4.2.3. of the *Ontario Fire Code* and have: a) a spring loaded cap; b) a flame arrestor spout.

Flammable and combustible liquids shall not be transferred from a container to a piece of equipment in the back of a truck, van or other motorized vehicle.

The use of plastic "jerry cans" is acceptable for exterior use only. If dispensing indoors, metal containers must be properly grounded and bonded to eliminate the possibility of static discharge.

Storage of Combustible Materials

Combustible *material*s shall not be accumulated in or around a building in such quantity or such location as to create a fire hazard.

Combustible materials shall not be accumulated in any part of an elevator shaft, stairwell, ventilation shaft, means of egress, service room or service space, unless the location, room or space is designed for those materials.

Fire Separations

Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating, the damaged fire separations shall be repaired so that the integrity of the fire separation is maintained.

Any time holes are made in fire separations to install new building services ie. plumbing, electrical, the fire separation shall be immediately repaired with a material that will provide the same fire resistance rating as required by the existing fire separation.

Hot Work

Hot work permits are required for all welding, burning, cutting, grinding, soldering or other such work that creates a spark or source of ignition in buildings/facilities occupied by workers and/or the public. The only exception includes facilities such as welding shops and garages that are adequately ventilated and equipped for that purpose, provided these areas have been deemed 'hot work areas' and are signed as such. More information around 'hot work' can be found in the **Corporate Hot Work Policy**.

Training

Workers assigned by the Building Manager/Designate to inspect fire extinguishers shall receive the training in the following areas:

- How to read the pressure gauge.
- What to look for on a fire extinguisher and hose (i.e. what looks right and what does not).
- What to do if an extinguisher does not pass inspection.
- Administration details (i.e. signing of tags, inspection report).
- Location of the fire extinguishers to be inspected.

Training can be arranged through Human Resources.

It is the responsibility of the owner to ensure that all supervisory staff and employees are trained in all procedures set out in the approved fire safety plan. All employees shall be trained in the emergency procedures for their building. Manager/Supervisor shall ensure the Fire Safety Plan is reviewed with staff members upon hire, and at least annually thereafter.

Manager/Supervisor shall ensure that this policy is reviewed with staff members upon hire, and no less than every three years thereafter.

Reference Documents

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

R.R.O. 1990, Reg. 851: INDUSTRIAL ESTABLISHMENTS

Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4

O. Reg. 213/07: FIRE CODE

TG-01-2016 Fire Safety Planning for Industrial Occupancies

City of Guelph Emergency Preparedness Plan

City of Guelph Fire Safety Plan Box Bylaw

Revision History

Document Owner	Issue / Revised Date	Reason For Changes
Health & Safety	2008	Initial draft
Health & Safety	March 2018	Significant additions to the policy including the following: • Additional definitions for Building Manager, Competent Person, Fire Safety Plan and Worker • Additional Roles and Responsibilities added • Information added as to determination of the need for a Fire Safety Plan and the content • Addition of locations and signage for fire extinguishers • Addition of information identifying what are Class I and II flammable and combustible liquids • General housekeeping for flammable and combustible materials • New Appendix A
Health & Safety	September 1, 2019	Annual review. No changes made.

Appendix A – Check, Test, Inspect Requirements of the Ontario Fire Code.

CHECK - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
TEST -Means operation of 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.

A record of all tests and corrective measures as required by the *Ontario Fire Code* will be retained for period of two years after they are made.

*****NOT ALL ITEMS IDENTIFIED IN THIS LIST WILL APPLY AT ALL SITES*****

Frequency Intervals	Function	O.F.C Reference
	PORTABLE EXTINGUISHERS	
Annually	Maintenance and testing of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers"	Div B - 6.2.7.1.(1)
Monthly	Portable extinguishers shall be inspected monthly.	Div B - 6.2.7.2.
Every 5 Years	Pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested	Div B - 6.2.7.1.
Every 6 Years	Stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures	Div B - 6.2.7.1.
Every 12 Years	Hydrostatic test of extinguishers	Div B - 6.2.7.1.(1)
	FIRE ALARM SYSTEM	
Annually	A fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems"	Div B - 6.3.2.2.
Daily	The central alarm and control facility shall be checked daily for indication of trouble in the system.	Div B - 6.3.2.3.
Monthly	Voice communication systems that are not integrated with a fire alarm system shall be tested monthly in compliance with Sentences (2) and (3)	Div B - 6.3.2.5.(1)
Monthly	Loudspeakers described in Sentence (1) shall be tested monthly as an all-call signal to ensure they function as intended.	Div B - 6.3.2.5.(2)
Monthly	Communication form at least one remote firefighter emergency telephone location to the control unit shall be tested monthly on a rotational basis so that communication from all	Div B - 6.3.2.5.(3)

	remote firefighter emergency telephone locations are tested at least once per year.	
Monthly	The fire alarm system shall be tested	6.3.2.2.(1)
	SPRINKLER SYSTEMS	
Weekly	Valves, except for electrically supervised valves, controlling water supplies to sprinklers and alarm connections shall be checked weekly to ensure that they are in the open position.	Div B - 6.5.3.1.
Annually	Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair	Div B - 6.5.3.2.
Weekly	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.	Div B - 6.5.3.3.
As Needed	Dry-pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary when the outside temperature falls below 0oC to ensure that the system does not freeze.	Div B - 6.5.3.4.
Annually	Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	Div B - 6.5.3.5.
As Needed	Auxiliary drains shall be inspected to prevent freezing.	Div B - 6.5.4.1.
Every 15 Years	Dry-pipe systems shall be inspected every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.	Div B - 6.5.4.2.
Every 3 Months	The priming water for dry-pipe systems shall be inspected at least every three months to ensure that the proper level above the dry-pipe valve is maintained.	Div B - 6.5.4.3.
Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.5.4.4.(1) Div B - 6.5.4.4.(2) Div B - 6.5.4.4.(3)
Monthly	Except as provided in Article Div B-6.5.5.7., the alarm on all sprinkler systems shall be tested monthly by flowing water through the test connection located at the sprinkler valve.	Div B - 6.5.5.2.(1)

	An alarm line subject to freezing shall be cleared of all obstructions susceptible to freezing after the test specified in Sentence (1).	Div B - 6.5.5.2.(2)
Annually	Waterflow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	Div B - 6.5.5.3.
Annually	Dry-pipe valves shall be trip tested by means of the inspector's test valve in accordance with Sentences (2) and (3) to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. Dry-pipe valves shall be trip tested annually. During the test referred to in Sentence (2), the control valve is not required to be in the fully open position	Div B - 6.5.5.4.(1) Div B - 6.5.5.4.(2) Div B - 6.5.5.4.(3)
Every 3 Years	Dry-pipe valves shall be trip tested at least once every 3 years with the control valve fully open. The trip time for the tests described in Sentences (2) and (4) may exceed the acceptance trip time by not more than 10 per cent.	Div B - 6.5.5.4.(4) Div B - 6.5.5.4.(5)
Annually	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply. The test prescribed in Article Div B - 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	Div B - 6.5.5.5. Div B - 6.5.5.6.
Every 2 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (2) Transmitters and waterflow actuated devices shall be tested every 2 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(2)
Every 6 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be tested by operating the supervisory signal devices in conformance with Sentence (3) Valve supervisory switches, tank water level devices, building and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be tested at least every 6 months.	Div B - 6.5.5.7.(1) Div B - 6.5.5.7.(3)
	WATER SUPPLIES FOR FIRE PROTECTION	
Weekly	Valves controlling water supplies used exclusively for fire protection systems shall be	Div B - 6.6.1.2.

	inspected weekly to ensure that they are wide open and are sealed or locked in that position.	
As Needed	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow	Div B - 6.6.1.3.
Annually	An annual inspection shall be made of tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	Div B - 6.6.2.1.
Daily	Tank heating equipment and accessories shall be checked daily during freezing weather to ensure that they are in operating condition and that heater valves are open.	Div B - 6.6.2.2.
Daily	A daily check of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.	Div B - 6.6.2.3.
Daily	A daily check of the temperature of the tank enclosure for tanks in buildings shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below 0oC.	Div B - 6.6.2.4.
Every 2 Years	Steel and iron work including the inside and outside of steel tanks and hoops and grillages for wooden tanks shall be checked for corrosion at intervals not exceeding 2 years and scraped and repainted as required.	Div B - 6.6.2.5.
Every 2 Years	Tanks, other than tanks supplied by a potable water supply, shall be inspected for accumulations of sediment at least every 2 years and cleaned as required.	Div B - 6.6.2.6.(1)
Every 5 Years	Tanks supplied by a potable water supply shall be inspected every 5 years and scraped and repainted as required.	Div B - 6.6.2.6.(2)
Annually	Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be inspected annually	Div B - 6.6.2.7.
Monthly	The water level in gravity tanks shall be inspected monthly.	Div B - 6.6.2.8.
Annually	Gravity tanks shall be inspected annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frostproof casing of the tank riser makes a tight joint with the bottom of the tank.	Div B - 6.6.2.9.
Weekly	Pressure tanks shall be checked weekly during which the water level shall be observed and the air pressure shall be read. Corrective action shall be taken immediately if the observed water level or air pressure are	Div B - 6.6.2.12.(1)

	outside the designed operating range for the tank.	Div B - 6.6.2.12.(2)
Weekly	Relief valves on the air and water supply lines of pressure tanks shall be inspected weekly.	Div B - 6.6.2.13.
Weekly	The water level in the fire pump reservoir shall be checked weekly	Div B - 6.6.3.1.
Daily	The temperature of pump rooms shall be checked daily during freezing weather.	Div B - 6.6.3.2.
Weekly	Fire pumps shall be operated at least 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 during the weekly operation of fire pumps.	Div B - 6.6.3.3.(1) Div B - 6.6.3.3.(2)
Weekly	Internal combustion engine fire pumps shall be operated once a week for a sufficient time to bring the engine up to normal operating temperature.	Div B - 6.6.3.4.(1)
Weekly	The storage batteries, lubrication systems, oil and fuel supplies shall be inspected once a week.	Div B - 6.6.3.4.(2)
Annually	Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow	Div B - 6.6.3.5.
	EMERGENCY POWER SYSTEMS	
Annually	Liquid fuel tanks shall be drained and refilled with a fresh supply at least once a year.	Div B - 6.7.1.5.(1)
	MEANS OF EGRESS	
Monthly	Doors in fire separations shall be inspected monthly.	Div B - 2.2.3.4.
As Needed	Doors in fire separations in occupied buildings shall be checked as frequently as necessary to ensure that they remain closed. Sentence (1) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an approved fire safety plan contains provisions for closing in the event of a fire.	Div B - 2.2.3.5.(1) Div B - 2.2.3.5.(2)
As Needed	Access to exits, including corridors used by the public and exits, including outside areas, shall be maintained free of obstructions	Div B - 2.7.1.7.(1)
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	Div B - 2.7.3.1.
Monthly	Pilot lights on emergency lighting unit equipment shall be checked monthly for operation	Div B - 2.7.3.3.(1)
Monthly	Emergency lighting unit equipment shall be inspected monthly to ensure that:	Div B - 2.7.3.3.(2)

	(a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	
Monthly	Emergency lighting unit equipment shall be tested monthly to ensure that the emergency lights will function upon failure of the primary power supply.	Div B - 2.7.3.3.(3)(a)
Yearly	Emergency lighting unit equipment shall be tested annually to ensure that the unit will provide emergency lighting for duration equal to the design criteria under simulated power failure conditions. After completion of the test required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications.	Div B - 2.7.3.3.(3)(b) Div B - 2.7.3.3.(4)
	STANDPIPE AND HOSE SYSTEMS	
Annually	Except when in use or being inspected in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the fire department connections inspected for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	Div B - 6.4.1.3.(1) Div B - 6.4.1.3.(2) Div B - 6.4.1.3.(3)
Monthly	Hose stations shall be inspected monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	Div B - 6.4.2.1.
Annually	Hose valves shall be inspected annually to ensure that they are tight so that there is no water leakage into the hose.	Div B - 6.4.2.4.
Annually	Standpipe hose shall be inspected and re-racked annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.	Div B - 6.4.2.5.(1) Div B - 6.4.2.5.(2)

	When hose is re-racked as required in Sentence (1), it shall be done so that any folds will not occur at the same places.	
Every 5 Years	Standpipe system piping which normally remains dry shall be tested in conformance with Article Div B - 6.4.3.2. at intervals of not more than 5 years.	Div B - 6.4.3.6.
	FLAMEPROOFING TREATMENTS	
As Needed	Flameproofing treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701, "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films"	Div B - 2.3.2.2.
	SERVICE EQUIPMENT	
Annually	Chimneys, flues and flue pipes shall be inspected (a) annually, (b) when any appliance is added to it, and (c) after any chimney fire.	Div B - 2.6.1.4.(1)
Annually	Except for self-contained systems within dwelling units, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated annually to establish that the system can be shut down.	Div B - 2.6.1.8.
Weekly	Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be checked weekly.	Div B - 2.6.1.3.(1)
	FIRE DAMPERS	
Annually	Fire dampers and fire-stop flaps shall be inspected annually, or on an approved time schedule.	Div B - 2.2.3.7.
	COMMERCIAL COOKING EQUIPMENT	
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.	Div B - 2.6.1.3.
Every 6 Months	Commercial cooking equipment exhaust systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".	Div B - 2.6.1.13.
Every 6 Months	Commercial cooking equipment fire protection systems shall be installed and maintained in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations"	Div B - 2.6.1.13.
	INTERCONNECTED SMOKE ALARMS	
Annually	Interconnected smoke alarms shall be tested and maintained in conformance with CAN/ULC-S552,	Div B - 6.3.2.6.(2)

	"Standard for Maintenance and Testing of Smoke Alarms". as required by this article.	
Weekly	The power supply shall be checked weekly.	Div B - 6.3.2.6.(3)
Monthly	The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis.	Div B - 6.3.2.6.(4)
Annually	Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms on an annually basis.	Div B - 6.3.2.6.(5)
Weekly	Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official.	Div B - 6.3.2.6.(6)
Monthly/Annually	Monthly and annual tests shall be recorded and kept in accordance with Article Div B - 1.1.2.1.	Div B - 6.3.2.6.(7)
	FIRE DEPARTMENT ACCESS TO BUILDINGS	
As Needed	Fire access routes and access panels or windows provided to facilitate access for fire-fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction	Div B – 2.5.1.2.(1)
As Needed	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.	Div B - 2.5.1.2.(2)
As Needed	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.	Div B - 2.5.1.3.