



FIRE SAFETY MAINTENANCE SCHEDULE

The Fire Code is a regulation made under the Fire Protection and Prevention Act, 1997 consisting of a set of minimum requirements respecting fire safety within and around existing buildings and facilities. The owner is responsible for complying with the Fire Code. Failure to comply with the code can result in fines and or charges. The information contained in this booklet is meant to be a quick reference guide only. For further information reference the Ontario Fire Code O.Reg. 213/07, which can be found at www.ontario.ca/laws.



MAINTENANCE REQUIREMENTS

EXCERPTS FROM THE ONTARIO FIRE CODE DIVISION B – PART 1 – SECTION 1.1 GENERAL

(Ontario Regulation 213/07)

NOTIFICATION

1.1.1.1. Where tests, repairs or alterations are made to fire protection installations, including sprinkler and standpipe systems, a procedure of notification shall be established and the procedure shall include notifying the fire department and the building occupants where necessary for safety in the event of a fire emergency.

RECORDS

1.1.2.1.(1) If a test, corrective measure or operational procedure required by this Code is conducted, a written record shall be prepared noting what was done and the date and time it was done.

1.1.2.2.(1) Subject to Sentence (2), a copy of any record required by this Code shall be retained at the building to which the record relates

(a) For a period of at least two years after being prepared, and (b) So that at least the most recent and the immediately preceding record of a given test or inspection is retained.

(2) The Initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the Building Code.

DEFINITIONS

Check: A visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Inspect: Physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Test: Operation of the device or system to ensure that it will perform in accordance with its intended operation or function.

Approved: Approved by the Chief Fire Official.

Chief Fire Official: The Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief or a person appointed by the Fire Marshal under Articles 1.1.1.1. and 1.1.1.2. of Division C.

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.

Supervisory Staff: Those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

MANDATORY FIRE SAFETY MAINTENANCE SCHEDULE

Whenever a defect or deficiency is discovered in fire safety equipment, CORRECTIVE ACTION must be taken IMMEDIATELY by the owner or his authorized agent.

DAILY		FIRE CODE REFERENCE
1.	CHECK exit signs to ensure they are in clean and legible condition	2.7.3.1.
2.	CHECK fire alarm system power on and trouble signal indicators.	6.3.2.2
WEEKLY		
1.	CHECK the power supply of interconnected smokes associated with pull stations	6.3.2.6.
2.	CHECK hoods, ducts and filters and clean to ensure removal of deposits that may create a fire hazard are removed	2.6.1.3.
3.	CHECK that sprinkler system control valves are open	6.5.4.5
4.	CHECK sprinkler water supply pressure or system air pressure	6.5.3.2.
5.	INSPECT valves controlling fire protection water supplies	6.6.1.2.
6.	CHECK water level in fire pump reservoirs	6.6.3.1.
7.	INSPECT and operate all fire pumps	6.6.3.3.
8.	CHECK standpipe system water supply pressure and system air pressure	6.4.3.6.
9.	CHECK components of the emergency generator system	6.7.1.1.
MONTHLY		
1.	INSPECT all doors in fire separations	2.2.3.4.
2.	INSPECT and TEST emergency lighting systems, batteries, units and lamps.	2.7.3.3.
3.	INSPECT all portable fire extinguishers	6.2.7.2.
4.	TEST the operability of interconnected smokes and pull stations by testing at least one smoke alarm	6.3.2.6.
5.	TEST fire alarm system and check all components including standby power batteries, an initiating device, and emergency telephone and the voice paging system	6.3.2.2.
6.	TEST the alarm for the sprinkler system by flowing water	6.5.5.2.
7.	INSPECT the water level in gravity fire protection tanks	6.6.2.8.
8.	INSPECT sprinkler valves that are locked open or electrically supervised	6.5.4.5.
9.	CHECK all components of emergency generator system set under at least 30% of the rated load for 60 minutes	6.7.1.1.
10.	CONDUCT a Fire Drill for supervisory staff in care, care and treatment, detention centres and day care nurseries	2.8.3.2.
EVERY TWO MONTHS		
1.	TEST sprinkler water flow devices	6.5.5.7.
EVERY THREE MONTHS		
1.	CONDUCT a Fire Drill for supervisory staff in high buildings (regulated by 3.2.6. of the building code)	2.8.3.2.
2.	INSPECT priming water for dry-pipe sprinkler systems	6.5.4.3.
3.	TEST closures, switches and dampers related to smoke control in high buildings	7.3.1.2.
4.	TEST elevator door-opening devices and key operated switches related to elevators in high buildings	7.2.3.1.

EVERY SIX MONTHS		
1.	INSPECT AND MAINTAIN wet chemical kitchen extinguishing system	2.6.1.12.
2.	TEST sprinkler valve supervisory switches and other sprinkler and fire protection system supervisory devices	6.5.5.7.
3.	CHECK and clean crankcase, breathers, governors and linkage on emergency generator sets	6.7.1.1.
4.	INSPECT elevators in high buildings to ensure proper operation on fire alarm activation	7.2.3.1
ANNUALLY		
1.	TEST smoke alarms	6.3.3.8.
2.	TEST carbon monoxide alarms	6.3.4.8.
3.	INSPECT fire dampers and fire stop flaps	2.2.3.5.
4.	INSPECT all chimneys, flues and flue pipes	2.6.1.4.
5.	INSPECT disconnect switches for mechanical air condition and ventilation systems	2.6.1.8.
6.	CONDUCT fire drills for supervisory staff	2.8.3.2.
7.	CONDUCT Fire Drills in care occupancies for an approved scenario representing the lowest staffing levels	2.8.3.2.
8.	INSPECT and clean chimney spark arrestors	2.6.3.3.
9.	TEST the fire alarm system (by persons with qualifications acceptable to the Chief Fire Official)	6.3.2.1.
10.	CHECK exposed sprinkler pipe hangers to ensure they are in good repair	6.5.3.1.
11.	CHECK all sprinkler heads to ensure they are free from damage, corrosion, grease, dust, paint or whitewash	6.5.3.4.
12.	INSPECT fire department connections for caps, wear, rust or obstructions	6.5.4.4.
13.	TEST water flow alarms in sprinkler systems using the most hydraulically remote connection	6.5.5.3.
14.	Trip TEST dry-pipe valves	6.5.5.4.
15.	TEST sprinkler system water supply pressure	6.5.5.5.
16.	CONDUCT a fire pump flow test	6.6.3.5.
17.	INSPECT all hydrants	6.6.5.1.
18.	INSPECT hydrants – all hydrants shall be flow tested	6.6.5.6.
19.	CONDUCT general engine and generator maintenance and engine tune-ups for emergency generator sets	6.7.1.1.
20.	INSPECT every closure in an opening to the outdoors at the top of a smoke shaft in high buildings	7.2.3.1.
21.	INSPECT air handling systems used to vent floor areas in high buildings	7.2.3.1.
22.	TEST standpipe systems that have not been used in 12 months	6.4.3.1.
23.	Conduct maintenance procedures for fire extinguishers	6.2.7.1.
EVERY TWO YEARS		
1.	CHECK valve adjustments and torque heads for emergency generator engines	6.7.1.1.
EVERY THREE YEARS		
1.	CLEAN and service injector nozzles and check valve adjustments for emergency generator diesel engines	6.7.1.1.

EVERY FIVE YEARS		
1.	Hydrostatically TEST carbon dioxide and water type extinguishers	6.2.7.1.
2.	CHECK insulation of generator windings	6.7.1.1.
EVERY SIX YEARS		
1.	REPLACE the extinguishing agent in dry chemical fire extinguishers	6.2.7.1.
EVERY TWELVE YEARS		
1.	Hydrostatically TEST dry chemical and vaporizing liquid fire extinguishers	6.2.7.1.

PART VII

OFFENCES AND ENFORCEMENT

Offences

28. (1) Every person is guilty of an offence if he or she,

- (a) hinders, obstructs or interferes with the Fire Marshal, an assistant to the Fire Marshal or a fire chief in the exercise of his or her powers and duties;
- (b) prevents an inspector from entering land or premises under section 19 or 20, refuses to answer questions on matters relevant to the inspection or provides the inspector with information, on matters relevant to the inspection, that the person knows, or ought reasonably to know, to be false or misleading;
- (c) subject to subsection (2) contravenes any provisions of this Act or the regulations; or
- (d) refuses or neglects to obey or carry out the directives of the Fire Marshal, an assistant to the Fire Marshal or a fire chief given under the authority of this Act. 1997, c. 4, s. 28 (1); 2002, c. 18, Sched. N, s. 6.

Same

(2) A person who contravenes a provision in Part IX of this Act is not guilty of an offence. 1997, c. 4, s. 28 (2).

Penalty

(3) An individual convicted of an offence under subsection (1) is liable to,

- (a) in the case of an offence other than one described in clause (b), a fine of not more than \$20,000 or imprisonment for a term of not more than one year, or both; and
- (b) in the case of an offence for contravention of the fire code, a fine of not more than \$50,000 or imprisonment for a term of not more than one year, or both. 2005, c. 33, s. 8.

Same

(4) A corporation convicted of an offence under subsection (1) is liable to a fine of not more than \$100,000. 2005, c. 33, s. 8.

Offence, director or officer of corporation

(5) A director or officer of a corporation who knows that the corporation is violating or has violated a provision of the fire code is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8.

Liability of directors

(6) Despite subsections (1) and (3), every director or officer of a corporation who knowingly commits an offence under subsection (1) is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 8.

Offence, removal of posted notice

29. Any person who removes a copy of an order or of a notice posted in accordance with subsection 15 (3), 24 (2), (3) or 31 (4) without the approval of the Fire Marshal, an assistant to the Fire Marshal or a fire chief is guilty of an offence and on conviction is liable to a fine of not more than \$2,000 or to imprisonment for a term of not more than one year, or to both. 2005, c. 33, s. 9.

Offence, failure to comply with inspection order

30. Every person who fails to comply with an order made under section 21, 25 or 26 is guilty of an offence and on conviction is liable to a fine of not more than \$20,000 for every day during which the default continues, and the imposition or payment of the fine does not relieve the person from complying with the order. 2005, c. 33, s. 10.

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