

# ***FIRE LOG BOOK***

**FOR**

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**BUILDING ADDRESS**

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**START DATE**



**ADDITIONAL COPIES OF THIS LOG ARE AVAILABLE BY CONTACTING THE  
SMITHS FALLS FIRE DEPARTMENT at (613) 283-5869 ext.0**

This logbook is designed to assist you in organizing a program of routine checks and maintenance of the fire protection equipment and systems in your building as required by the Ontario Fire Code.

The Ontario Fire Code requires that records of all tests and corrective measures be retained for a period of two years after they are made. The log sheets provided are suitable for this purpose. Information as to the frequency of the checks, inspections and tests required as well as the procedures for conducting them, are also included as part of this logbook.

Fire Department Officials will be requesting these records when performing building inspections to ensure that the fire code requirements are being met.

### **SHUTDOWN OF FIRE PROTECTION EQUIPMENT**

In the event any fire protection system needs to be shut down for routine maintenance or as a result of equipment failure, the Fire Department must be notified immediately and alternate measures taken to ensure the safety of the occupants until the system is placed back in service.

An attempt to minimize the impact of the malfunctioning equipment must be made (e.g. where portions of a sprinkler, fire alarm or standpipe system are placed out of service, service to remaining portions be maintained) and where necessary, the use of a Fire Watch in accordance with the Fire Safety Plan should be implemented to ensure building occupants are notified in the event of a fire. You should contact the Fire Department for assistance and direction to address specific situations.

**MAINTENANCE REQUIREMENTS ONTARIO FIRE CODE**

<b>DAILY</b>	CHECK	Fire Alarm Power and Trouble light
<b>WEEKLY</b>	CHECK CHECK CHECK TEST CHECK	Unsupervised Sprinkler Control Valves Air Pressure (Dry Sprinkler System) Fire Protection Water Supply Valves Emergency Generator Hoods, Filters, Ducts.
<b>MONTHLY</b>	INSPECT TEST TEST TEST. INSPECT TEST INSPECT	Portable Extinguishers Battery Powered Emergency Lighting Fire Alarm System Voice Communication System Standpipe Hose Cabinets Sprinkler Alarm Doors in Fire Separations
<b>EVERY TWO MONTHS</b>	TEST	Sprinkler Supervisory Transmitters and Water Flow Devices
<b>EVERY THREE MONTHS</b>	TEST TEST CONDUCT A	Elevators (High Building) Smoke Control Measures (High Buildings) Fire Drill (High Buildings)
<b>EVERY SIX MONTHS</b>	TEST SERVICE  SERVICE INSPECT	Sprinkler Supervisory Devices Fire Protection for Commercial Cooking Equipment Emergency Generator Elevators in Smoke Shaft (High Buildings)
<b>ANNUALLY</b>	INSPECT  INSPECT INSPECT INSPECT INSPECT CLEAN INSPECT SERVICE TEST TEST TEST INSPECT SERVICE CONDUCT	Venting to Aid Firefighting (High Buildings) Air Handling Systems (High Buildings) Fire Dampers and Fire Stop Flaps Chimneys and Fluepipes Disconnect Switches - Air Handling Units Incinerator Spark Arresters Fire Hydrants (On Private Property) Portable Extinguishers Battery Powered Emergency Lighting Fire Alarm System Voice Communication System Standpipe System Emergency Generator A Fire Drill
<b>EVERY TWO YEARS</b>	SERVICE	Emergency Generator
<b>EVERY THREE YEARS</b>	SERVICE DIESEL	Emergency Generator
<b>EVERY FIVE YEARS</b>	SERVICE	Emergency Generator (Windings)
<b>EVERY FIFTEEN YEARS</b>	INSPECT	Dry Sprinkler System (Obstructions)

# NOTICE

THE SMITHS FALLS FIRE DEPARTMENT, (613) 283-5869 EXT.0  
AND THE ALARM MONITORING COMPANY (where applicable)  
MUST BE NOTIFIED PRIOR TO THE COMMENCEMENT OF  
ANY TESTING, REPAIR, OR ALTERATIONS TO THE  
FIRE ALARM SYSTEM  
DETACH BELOW AND POST AT THE FIRE ALARM CONTROL PANEL

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AND THE ALARM MONITORING COMPANY (when applicable)  
MUST BE NOTIFIED PRIOR TO THE COMMENCEMENT OF  
FIRE ALARM SYSTEM TESTING AND/OR REPAIRS**

<b>ALARM MONITORING COMPANY</b>	<b>TELEPHONE NUMBER</b>
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INSPECTION & MAINTENANCE RECORD  
**PORTABLE EXTINGUISHERS**  
 See Reverse for Required Procedure

EXTINGUISHER LOCATION	TYPE	SIZE	J	F	M	A	M	J	J	A	S	O	N	D	REMARKS Description of Maintenance, Testing, etc
ATTACH ADDITIONAL SHEETS  IF FURTHER REMARKS  ARE REQUIRED			<b>D A T E</b>												
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p style="margin: 0;"><b>ANNUAL SERVICING</b></p> <p style="margin: 0;">DATE PERFORMED</p> <p style="margin: 0;">BY</p> </div>															

## **PORTABLE FIRE EXTINGUISHERS**

Reference N.F.P.A. 10-1994 and Ontario Fire Code, section 6.2

**MONTHLY:** Inspection of extinguishers.

Normally performed by qualified employee designated by the owner.

### **INSPECTION PROCEDURE**

1. The extinguisher shall be in its designated place.
2. Access to and/or visibility of the extinguisher shall not be obstructed.
3. The operating instructions on the extinguisher name plate shall be legible and face outwards
4. Any seals or tamper indicators that are broken or missing shall be replaced.
5. Pressure gauge reading shall be in the operable range.
6. For water type extinguishers without gauges, their fullness shall be determined by lifting.
7. Any obvious physical damage, corrosion, leakage, or clogged nozzles shall be noted.

**NOTE** When an inspection reveals that tamper has occurred, or that the extinguisher is damaged, leaking, undercharged or has obvious corrosion, the extinguisher shall be subjected to the appropriate maintenance.

**ANNUALLY** Subject to maintenance

Maintenance and recharging is to be performed by trained persons having available the proper types of tools, recharging materials and manufacturers recommended replacement parts.

A permanent record containing the maintenance and inspection dates, the examiners name, and a description of the maintenance or testing performed must be maintained for each portable extinguisher,

**AND**

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. These tags are to be installed by the agency performing the annual maintenance.

INSPECTION & MAINTENANCE  
**STANDPIPE AND HOSE SYSTEMS**  
 See Reverse for Required Procedure

HOSE/CABINET LOCATION	J	F	M	A	M	J	J	A	S	O	N	D	REMARKS Repairs Performed, Equipment Replaced et.
ATTACH ADDITIONAL SHEETS IF FURTHER REMARKS ARE REQUIRED	<b>D A T E  S I G N</b>												<div style="border: 1px solid black; padding: 10px;"> <b>ANNUAL SERVICING</b>             DATE PERFORMED BY             DATE CHECKED         </div>

## **STANDPIPE AND HOSE SYSTEMS**

Reference Ontario Fire Code, section 6.4

**MONTHLY** Inspect Hose Cabinets to ensure:

- a) Hose is in proper position with nozzle closed
- b) All equipment is in place and in operable condition
- c) Cabinet is unobstructed and conspicuously identified.

**ANNUALLY** Remove the plugs or caps from the outside Fire Department connections and inspect the threads for wear, rust or obstructions.  
Re-install plugs or caps wrench tight.

Inspect the hose valves in each cabinet to ensure they are tight and that no water is leaking into the hose.

Remove the standpipe hose and re-rack it, ensuring the folds do not occur at the same place. Replace any worn gaskets in the couplings.

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**NOTE** Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year are to be tested in conformance with the requirements of the Ontario Fire Code, sub-section 6.4.3.

### **AS REQUIRED**

Standpipe hose cabinet shall be conspicuously identified and unobstructed.

Standpipe and hose equipment shall be used for fire protection purposes only.

											MONTH	<b>DATE</b>
											20____	
											LOCATION OF MANUAL ALARM INITIATING DEVICE	<b>FIRE ALARM SYSTEM</b>
											SATISFACTORY OPERATION OF INITIATING DEVICE TESTED	
											SATISFACTORY OPERATION OF AUDIBLE & VISUAL SIGNALS	
											CORRECT ANNUNCIATION OF INITIATING DEVICE TESTED	
											SATISFACTORY OPERATION OF AUDIBLE & VISUAL TROUBLE SIGNALS	
											SATISFACTORY OPERATION OF REMOTE TROUBLE SIGNAL	
											LOCATION OF TESTED FIRE-FIGHTERS TELEPHONE	<b>VOICE COMMUNICATION</b>
											SATISFACTORY OPERATION OF ALL PAGING LOUDSPEAKERS	
											BATTERY TERMINALS INSPECTED, CLEAN AND LUBRICATED	<b>BATTERY</b>
											BATTERY CLAMPS CLEAN AND TIGHT	
											BATTERY FLUID LEVEL O.K. SPECIFIC GRAVITY CHECKED (WHERE APPLICABLE)	
											PRIMARY POWER INDICATION LAMP ON	<b>CHECK</b>
											SYSTEM TROUBLE SIGNAL AND INDICATOR OFF	
											CONTROL PANEL ENCLOSED LOCKED	
											FIRE ALARM A.C. POWER SWITCH ENCLOSURE LOCKED	
											PERSON CONDUCTING TEST (SIGNATURE)	

## **FIRE ALARM AND VOICE COMMUNICATION SYSTEM**

Reference Ontario Fire Code, section 6.3 and CAN/ULC-S536  
“The Inspection and Testing of Fire Alarm Systems”

### **NOTE**

Before performing any testing or repairs involving the fire alarm system, the Fire Department, building occupants, and alarm-monitoring company must be notified.

Where the fire alarm or voice communication system are shut down for any reason, the fire department and supervisory staff must be notified and steps taken to ensure the safety of the occupants for the duration of the time that the system is down, (Immediately implement a “Fire Watch” per the Fire Safety Plan)

## **INSPECTION AND TESTING PROCEDURES - FIRE ALARM SYSTEM**

### **DAILY**

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

1. Check the main and remote trouble lights for trouble indication.
2. Ensure that the main and remote A.C. power-on lights are illuminated.

Note: It is not necessary to record the results of the daily checks.

### **MONTHLY**

Normally performed by employee personnel that have been trained in the proper operation of the alarm system.

Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken.

- a) One manual alarm-initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
- b) Intended function of all alarm audible signal appliances (bells or horns) shall be ensured.
- c) The annunciator panel shall be checked to ensure that the tested devices annunciate correctly.
- d) Intended function of the audible and visual trouble signals shall be ensured, and
- e) Fire alarm batteries shall be checked to ensure that:
- f) Terminals are clean and lubricated where necessary
- g) Terminal clamps are clean and tight where necessary, and
- h) Electrolyte level and specific gravity where applicable, are as specified by the manufacturer.

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## **VOICE COMMUNICATION SYSTEM**

### **MONTHLY**

- a) Test voice communication system to and from floor areas to the central alarm and control facility, (One device per month is to be tested on a rotation basis).
- b) Test all loudspeakers operated from the central alarm and control facility.

**FIRE ALARM SYSTEM**

**ANNUAL TEST AND INSPECTION REPORT**

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ System manufacturer: \_\_\_\_\_  
\_\_\_\_\_ Model: \_\_\_\_\_  
\_\_\_\_\_

Building Number: \_\_\_\_\_ Operation: Single-stage \_\_\_\_\_  
Installation Number: \_\_\_\_\_ Two-stage \_\_\_\_\_  
Person Contacted: \_\_\_\_\_

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**TEST RESULTS** (Every line must have the appropriate marking in the space provided)

1. The fire alarm system functioned correctly under general alarm condition.    yes  no
  2. Location of 6 most remote manual alarm initiating devices operated with main A.C. power off:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_
    4. \_\_\_\_\_
    5. \_\_\_\_\_
    6. \_\_\_\_\_
- The fire alarm system functioned correctly during the above test    yes  no
3. Each manual alarm initiating device has been individually tested.    yes  NO. of devices \_\_\_\_\_
  4. Each automatic alarm initiating device has been tested.    yes  NO. of devices \_\_\_\_\_
  5. Each audible and visual signalling device has been tested.    yes  NO. of devices \_\_\_\_\_
  6. Correct annunciation has been confirmed for each device tested.    yes  NO. of devices \_\_\_\_\_
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**SUMMARY**

1. The fire alarm system is now fully functional    yes  no
2. The fire alarm system is operational with minor deficiencies noted on the pages attached    yes  no
3. The fire alarm system has major deficiencies noted on the pages attached    yes  no
4. A copy of this report has been given to \_\_\_\_\_, who is the owner or owner's representative for this building.

Test and maintenance codes require that the building owner maintain this record for at least two years.

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This is to certify that the fire alarm system has been tested in accordance with Section 4: Periodic Testing of Fire Alarm System CAN4-S536-96 and these records are the results of the testing performed.

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Signature of Technician Conducting the Test	Certification #	Company	Telephone
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This form is prepared in co-operation with the Canadian Fire Alarm Association to record testing carried out to meet the requirements of the Ontario Fire Code.

## **FIRE ALARM SYSTEM**

**ANNUALLY** To be performed by a certified technician (OFC subsection 1.1.5.).

Every year the following tests shall be conducted and if a fault is established, appropriate corrective action shall be taken.

- a) Every reasonable effort shall be made to test all components required in this subsection. In the event that some components cannot reasonable be made accessible, a list of such components and their location shall be included in the report. However, all such components shall be tested at least once every three years;
- b) The fire alarm system shall be operated under general alarm conditions;
- c) A minimum of six manual alarm initiating devices most remote from standby power supply shall be activated individually with the main power supply disconnected;
- d) Each manual alarm initiating device on each floor, including sub-grade areas, shall be activated on the main power supply;
- e) Operation of every audible and visual signal appliance shall be ensured during the testing of alarm initiating devices. (Ensure proper audible levels)
- f) Each automatic alarm initiating device shall be tested for it's intended function.
- g) Each alarm signalling and alarm initiating circuit and annunciator shall be checked for electrical supervision and trouble indication;
- h) Correct annunciation shall be ensured for each initiating device tested;
- i) The fire alarm system control unit shall be visually checked to ensure that the control unit has not been altered other than as specified by clauses 2.3 & 2.4.

(2.3) Components requiring replacement shall be replaced with parts having identical specifications or with alternative equipment designated by the manufacturer.

(2.4.) Changes to the fire alarm system, other that replacement of components as included under clause 2.3 shall be made only with prior approval of the authority having jurisdiction.

## **VOICE COMMUNICATION SYSTEM**

- ANNUALLY**
- a) Test all components of the voice communication system and the components from floor areas to the central alarm and control facility.
  - b) Test all loudspeakers operated from the central alarm and control facility for operation and proper audible levels.

## TECHNICIAN'S PRE-TEST CHECK-LIST

1. Do you have a city tie? If so, take necessary steps to alert the Fire Department, etc.

Name of person contacted  
At the Fire Department: \_\_\_\_\_

Title: \_\_\_\_\_

Time out: \_\_\_\_\_

Time in: \_\_\_\_\_ Date: \_\_\_\_\_

Time out: \_\_\_\_\_

Time in: \_\_\_\_\_ Date: \_\_\_\_\_

Time out: \_\_\_\_\_

Time in: \_\_\_\_\_ Date: \_\_\_\_\_

2. Do you have auxiliary functions that can impair building such functions as elevator capture, fan shutdown, door holders, etc?

Can these disabled and tested by groups?

3. Have building occupants been made aware of the fire alarm testing?

4. Has a pre-determined time been established for testing signalling devices?

5. Have provisions been made for acquiring access to the secured areas of the building? Are spare reset and panel keys available?

6. Has an alternative plan been established to alert occupants and local fire department should an actual fire condition occur during testing?

## CONTROL EQUIPMENT TEST RECORD

Every line must have the appropriate making in the box provided.

Yes, Tested  
Correctly

No, Did Not Correctly  
(See Remarks, page 6)

N/A - Not Applicable. Function  
Or Feature Not Provide On This  
Fire Alarm System

### Control Panel Tests

- |                                                                                  |                              |                             |                              |
|----------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| “Power on” indicator .....                                                       | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Common trouble lamp .....                                                        | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Common trouble signal .....                                                      | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Trouble silence switch .....                                                     | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| A.C. power failure trouble .....                                                 | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Ground detection lamp .....                                                      | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Ground detection trouble .....                                                   | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| General alarm operation .....                                                    | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| General alarm automatic cut-out timer _____minutes .....                         | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Control panel interconnection to fire department confirmed .....                 | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Alarm signal silence operation .....                                             | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Alarm signal silence lamp .....                                                  | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Alarm initiating circuits individually tested for alarm .....                    | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Alarm lamp operation (individually tested) .....                                 | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Alarm lamp designation checked .....                                             | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| All audible alarm signals operated on A.C. power .....                           | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Audible alarm signals programmed per specifications .....                        | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| All audible alarm signal circuits operate on general alarm when powered by ..... | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| battery stand-by or stand-by emergency power .....                               | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Auxilliary relays operate .....                                                  | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Auxiliary relays programmed per specifications .....                             | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Emergency voice paging interface operation .....                                 | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Trouble lamps (initiating circuits) .....                                        | yes <input type="checkbox"/> | no <input type="checkbox"/> | N/A <input type="checkbox"/> |

Trouble lamps (signal circuits) .....yes  no  N/A

Lamp test .....yes  no  N/A

Module alignment .....yes  no  N/A

Plug in components securely in place .....yes  no  N/A

Clean exposed electrical contacts .....yes  no  N/A

Designated indications for common control and indicators .....yes  no  N/A

Reset operation .....yes  no  N/A

Clean glass and door .....yes  no  N/A

Control panel lock .....yes  no  N/A

Cleanliness .....yes  no  N/A

**Battery Tests**

Battery type .....yes  no  N/A

Battery voltage (A.C. power on) ..... yes  no  N/A

Battery charging current ..... yes  no  N/A

Battery voltage (A.C. power off supervisory condition) ..... yes  no  N/A

Battery voltage (A.C. power off general alarm condition) full load .....yes  no  N/A

Battery inspected for physical damage ..... yes  no  N/A

Battery terminals cleaned and lubricated ..... yes  no  N/A

Battery terminals clamped tightly ..... yes  no  N/A

Electrolyte level checked ..... yes  no  N/A

Specific gravity of electrolyte per manufacturer’s specifications ..... yes  no  N/A

The above tests have been conducted in accordance with the manufacturer’s literature ..... yes  no  N/A

**Voice Communication Tests**

Indicate N/A here if no communication system ..... yes  no  N/A

“Power on” indicator ..... yes  no  N/A

Communication system trouble lamp ..... yes  no  N/A

Communication system trouble signal ..... yes  no  N/A

communication system trouble silence switch ..... yes  no  N/A

- Paging all call switch ..... yes  no  N/A
- Paging all call lamp ..... yes  no  N/A
- Individual paging zone select switch ..... yes  no  N/A
- Individual paging zone select indicators ..... yes  no  N/A
- Trouble lamps voice paging ..... yes  no  N/A
- Microphone press to talk switch ..... yes  no  N/A
- Operation of voice communication system does not interfere with first minute of alarm signalling  
yes  no  N/A
- Emergency voice paging loudness level ..... yes  no  N/A
- Emergency voice operates on all calls when powered by emergency  
stand-by power ..... yes  no  N/A
- Fire-fighters telephone call-in lamp .....yes  no  N/A
- Fire-fighters telephone call-in audible signal ..... yes  no  N/A
- Individual telephone zone select switches (individually tested) .....yes  no  N/A
- Individual telephone test indicators ..... yes  no  N/A
- Fire-Fighters telephone call-in audible signal ..... yes  no  N/A
- Module alignment ..... yes  no  N/A
- Plug in components securely in place ..... yes  no  N/A
- Clean exposed electrical contacts ..... yes  no  N/A
- Designation indicators for common and indicators .....yes  no  N/A
- Clean glass and door .....yes  no  N/A
- Control panel lock .....yes  no  N/A
- Cleanliness .....yes  no  N/A
- The above tests have been conducted in accordance with the manufacturer's literature .....yes  no  N/A

**Remote Trouble unit**

- Trouble lamp .....yes  no  N/A
- Trouble signal .....yes  no  N/A

**Annunciator Tests**

- Annunciator alarm lamp operation (individually tested) ..... yes  no  N/A
- Annunciator alarm lamp designation checked (as per the attached list)..... yes  no  N/A
- Trouble lamp ..... yes  no  N/A

Trouble signal .....yes  no  N/A

“Power on” lamp ..... yes  no  N/A

Lamp test ..... yes  no  N/A

Lamp supervision ..... yes  no  N/A

Signal silence lamp ..... yes  no  N/A

Annunciator (auxiliary functions) ..... yes  no  N/A

Cleanliness ..... yes  no  N/A

**Ancillary Devices Tests**

Specific Device

\_\_\_\_\_ ..... yes  no  N/A

\_\_\_\_\_ ..... yes  no  N/A

\_\_\_\_\_ ..... yes  no  N/A

\_\_\_\_\_ ..... yes  no  N/A

\_\_\_\_\_ ..... yes  no  N/A

Technician's After Test Check-List

- Reconnect auxiliary functions (off-site connections) ..... yes  no  N/A
- Reconnect ancillary functions ..... yes  no  N/A
- Reconnect time limit cut-outs ..... yes  no  N/A
- reconnect signal power ..... yes  no  N/A
- Advise building management work completed ..... yes  no  N/A
- Advise fire department work completed ..... yes  no  N/A
- Ensure that the alarm system is functional ..... yes  no  N/A

**Device Testing-Legend and Notes**

DEVICE	DESCRIPTION	TYPE	MODEL NO.	DEVICE	DESCRIPTION	TYPE	MODEL NO.
M	Manual pull station			B	Bell		
HT	Heat detector rate of rise			K	Hom (klaxon type)		
RHT	Heat detector rate of rise			C	Chime		
S	Smoke detector			V	Visual alarm appliance		
DS	Duct smoke detector			SP	Loudspeaker		
FS	Sprinkler tamper switch (Note2)			HSP	Hom loudspeaker		
TS	Sprinkler tamper switch (Note3)			T	Fire-Fighters telephone		
SA	Smoke alarm single-station type (Note4)			AD	Ancillary devices		

NOTE1- Confirmation of wiring supervision to each individual device is only required during installation verification or a complete building audit of the system and is not required at the annual test.

NOTE2- For sprinkler flow switches indicate the time delay of flow indicator in the remarks column.

NOTE3- Sprinkler tamper switches cause a trouble condition to be annunciated but not an alarm condition

NOTE4- Single-station smoke alarms are not part of the fire alarm system but testing of such devices may be required by the authority having jurisdiction.







## **BATTERY POWERED EMERGENCY LIGHTING**

Reference Ontario Fire Code, Sub-section 2.7.3

### **MONTHLY**

1. Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.
2. Emergency lighting unit equipment shall be inspected monthly to ensure that:
  - a) The terminal connections are clean, free of corrosion and lubricated when necessary,
  - b) The terminal clamps are lean and tight as per manufacturer's specification,
  - c) The electrolyte level and specific gravity are maintained as per manufacturer's

### **TESTS**

3. Emergency lighting units shall be tested:
  - a. Monthly to ensure that the emergency lights will function upon failure of the primary power supply, and
  - b. Annually to ensure that the unit will provide emergency lighting for the required duration under simulated power failure conditions.
4. After completion of the Annual Test, 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 specification.

### **Requirements for duration:**

- a) Two (2) hours for high building (as defined in sub-section 3.2.6. of Ontario Building Code.)
- b) One (1) hour for buildings where persons are detained or under special care.
- c) One-half (1/2) hour for all other buildings.

**MONTHLY TEST RECORD  
 SPRINKLER SYSTEM  
 See Reverse for Required Procedure**

LOCATION OR I.D. NO.		<input type="checkbox"/> WET <input type="checkbox"/> DRY			<b>USE ONE SHEET PER SYSTEM</b>
DATE	SIGNATURE	MONTHLY	MONTH	MONTH	REMARKS Problems Noted and Corrective Action Taken

## **SPRINKLER SYSTEMS**

Reference Ontario Fire Code, section 6.5 and N.F.P.A. 13-1994

### **WEEKLY:**

- a) Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections are to be checked weekly to ensure that they are sealed or locked in the open position.
- b) Air pressure gauges on dry pipe systems are to be checked weekly and the system maintained at the required pressure.

**NOTE:** It is not necessary to record the results of the weekly checks.

### **MONTHLY:**

Test alarm at the alarm test connection located at the sprinkler valve.

### **EVERY TWO MONTHS:**

Test all transmitters and water flow actuated devices of an electrically supervised system.

### **EVERY SIX MONTHS:**

Test all gate valve supervisory switches, building temperature sensing devices, and all other sprinkler system supervisory devices on an electrically supervised system.



## **SPRINKLER SYSTEMS**

Reference Ontario Fire Code section 6.5 and N.F.P.A. 13-1994

### **ANNUALLY:**

- a) Check all sprinkler heads for damage, corrosion, grease, dust and paint. Replace heads where necessary.
- b) Ensure all exposed sprinkler pipe hangers are in good condition.
- c) Remove the plugs or caps from the outside fire department connections and inspect the threads for wear, rust or obstructions. Re-install plugs or caps wrench tight.
- d) On wet sprinkler systems conduct a water flow alarm test using the most hydraulically remote test connection.
- e) On dry sprinkler systems, the dry pipe valves are to be trip tested by means of the system test pipe to ensure they operate satisfactorily and that the sprinkler alarms are in operating condition.

### **FOLLOWING THE TESTS:**

Test sprinkler water pressure with the main drain valve fully open to determine that there TEST A OR B are no obstructions or deterioration of the main water supply.

### **EVERY FIFTEEN YEARS:**

Dry pipe systems shall be inspected for obstructions in the sprinkler piping and if necessary, the entire system flushed of foreign material.

### **AS REQUIRED:**

Dry pipe valve rooms or enclosures in unheated buildings shall be checked as often as necessary during periods of freezing weather to ensure that an adequate temperature is maintained to prevent freezing. Auxiliary drains shall be inspected to prevent freezing.



## **EMERGENCY GENERATOR**

Reference Ontario Fire Code section 6.7 and C.S.A. C 282-1989

### **SYSTEM OPERATING TEST**

#### **WEEKLY:**

The emergency electrical power shall be completely tested at least weekly as described below.

- 1) A periodic test of the system operation shall:
  - a. Simulate a failure of the normal supply.
  - b. Be arranged so that:
    - I. An engine generator set operates under at 50% of the rated load for 30 Minutes, and
    - II. All automatic transfer switches are operated under load.
    - III. Include an inspection for the correct function of all auxiliary equipment such as radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers and engine room ventilation controls.
    - IV. Include recording the readings of all instruments associated with the prime mover and generator and verification they are normal, and
    - V. Be carried out, logged and reported as further prescribed in the manual of instruction for operation and maintenance supplied by the manufacturer.

### **SYSTEM INSPECTION**

#### **WEEKLY:**

1. Inspect fuel tank level, lubricating oil level engine coolant, lubricant and /or coolant.
2. Examine engine, generator, fuel tanks and cooling systems for evidence of leakage. Check operation of fuel transfer pump if available.

#### **ELECTRIC MOTOR SYSTEM:**

Examine starting system-batteries. etc., for leakage, cleanliness and terminal security.

#### **AIR MOTOR SYSTEM:**

- Check air tanks for pressure.
- Check valves for leakage.
- Check operation of auxiliary engine and compressor.
- Bleed off any condensation.
- Check Louvre settings and control panel settings (ensure the unit is ready for start-up)
- Check the engine room ventilation system for proper operation.

**BATTERIES: (Check)**

- Electrolyte level;
- Specific gravity;
- Electrical connections for tightness;
- For leaks and sulphation,
- Cleanliness and dryness between terminal posts.

**ENGINE:**

Check governor control linkages and oil level (if applicable), fuel pump, oil sump (if applicable), fan belts and protective devices.

**GENERATOR:**

Check brush operation for sparking and for bearing seal leakage.

**PANEL:**

Ensure panel covers are secure and annunciator lamps are operational.

**Emergency Generator Maintenance Record**

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Maintenance Work Performed
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Corrective Work Performed
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Parts Replaced

**SEMI-ANNUAL  
INSPECTION AND MAINTENANCE RECORD  
EMERGENCY GENERATOR**

ANNUAL	SEMI ANNUAL	ANNUAL	SEMI ANNUAL	
				DATE PERFORMED
				PERFORMED BY
				IS UNIT READY FOR START-UPS
				SIGNATURE

## **EMERGENCY GENERATOR - INSPECTION PROCEDURE**

### **EVERY SIX MONTHS: ENGINE:**

Check/clean crankcase breathers, lubricate governor and linkages.

### **ANNUALLY:**

#### **1. PANEL:**

1. Check electrical connections at main circuit breaker switch
2. Check breaker operation.
3. Clean insulators and bushings;
4. Check voltage regulator operation.

#### **2. PANEL:**

1. Isolate the panel and open all inspection covers
2. Tighten all electrical connections.
3. Inspect breaker and disconnect contacts, (clean and dress as necessary.)
4. Operate all moving parts to ensure they move freely.
5. Remove all dust.
6. Check gauge calibration.
7. Clean and lubricate linkages.

#### **3 TRANSFER SWITCH:**

Carry out same procedures as described in item 2 - PANEL.

#### **4 ENGINE:**

1. Change lube oil and filters.
2. Check strength of antifreeze (if applicable).
3. Change fuel oil filters.
4. Change governor oil (if applicable).
5. Inspect and clean exhaust system.
6. Change gasoline in fuel tank if such fuel is used.

#### **5.GENERATOR:**

1. Test surge suppressor and rotating rectifier on brushless machines.
2. Grease bearings (replace old grease with new).
3. Re-seat brushes.
4. Clean commutator and slip rings.
5. Clean rotor and stator windings (compressed air).
6. Check coupling bolts and alignment.
7. Check conduit tightness.
8. Inspect windings at rotor and stator slots.
9. Tighten all electrical connections.

**EMERGENCY GENERATOR - INSPECTION PROCEDURE (cont...)**

**EVERY TWO YEARS:**      **6. GENERATOR/ENGINE**

1. Check torque head bolts and re-check valve settings.
2. Open access covers and check all bolts, nuts, split pins for security.

**EVERY THREE YEARS:**      **7. ENGINE**

Check valve settings (3 years or 500 hours, whichever is first).

**EVERY FIVE YEARS:**      **8. GENERATOR**

1. Check insulation of generator windings using insulation tester (megger).
2. Valve should be not less than resistance in megohms  $= \frac{\text{rated volts} + 1000}{1000}$
3. If less, dry out by auxiliary heat process.

**ANNUAL INSPECTION AND TEST RECORD**  
**CHIMNEY/VENTILATION SYSTEM/INCINERATOR/FIRE DAMPERS**  
**See Reverse for Required Procedure**

ANNUAL INSPECTION	DATE	SIGNATURE OF PERSON PERFORMING INSP.	REMARKS Description of Problems Noted and Corrective Action Taken
CHIMNEY & FLUE PIPE			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
AIR HANDLING UNITS			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
INCINERATORS			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
FIRE DAMPERS & FIRE STOP FLAPS			<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### **CHIMNEY AND FLUE PIPES**

Reference Ontario Fire Code, Subsection 2.6.1.

**ANNUALLY:**

Inspect annually and clean as often as required and maintain them in good repair and free of accumulations of combustible deposits.

### **AIR HANDLING UNITS**

Reference Ontario Fire Code, Subsection 2.6.1.

**ANNUALLY:**

Except within dwelling units, disconnect switches for mechanical air-conditioning and ventilation systems shall be inspected to establish that the system can be shutdown.

### **INCINERATORS**

Reference Ontario Fire Code, Subsection 2.6.3.

**ANNUALLY:**

Clean spark arrestors and replace or repair burnt out units. \*  
\* May be required more frequently where accumulation affects operation.

### **FIRE DAMPERS AND FIRE STOP FLAPS**

Reference Ontario Fire Code, article 2.2.3.7

**ANNUALLY:**

Inspect all fire dampers and fire flaps. \*  
\* Or according to a schedule acceptable to the Fire Department.



## **FIRE DRILLS**

Reference Ontario Fire Code, Subsection 2.8.3

### **FREQUENCY**

#### **MONTHLY:**

- Day Care Centres
- Occupancies where persons are detained or under special care.

#### **EVERY THREE MONTHS:**

- High Buildings as defined in sub-section 3.2.6 of the Ontario Building Code.

#### **ANNUALLY:**

- All other occupancies.

**NOTE:** In schools attended by children, fire drills are to be held three times in each of the spring and fall school terms.

### **FIRE DRILL PROCEDURE**

The procedure for conducting fire drills should be prepared in consultation with the Fire Department. The procedure must be included in the Fire safety Plan when where provided. It is the owner's responsibility to conduct and record the details of all Fire Drills.



## **FIREFIGHTERS ELEVATORS**

Reference Ontario Fire Code, Section 7.2.

### **EVERY THREE MONTHS:**

1. Test elevator door opening devices that are operated by means of photo- electric cells to ensure the device becomes inoperative after the door has been held open for more than 10-seconds with the photo-electric cell covered.
2. Test operation switches located outside the elevator shaft to ensure the actuation of the switch will render the “emergency stop” switch in each car inoperative and bring all cars to the street level or transfer lobby by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.
3. Test key operated switches in each elevator car to ensure the actuation of the switch will:
  - a) Enable the elevator to operate independently of other elevators.
  - b) Allow operation of the elevator without interference from floor call buttons.
  - c) Render door protective devices inoperative.
  - d) Control the opening of power-operated doors only by continuous pressure on the door opening buttons or switches.
  - e) Ensure when the “Door Open” button is released while the door is opening, the doors will automatically close.

### **AS REQUIRED:**

- Ensure elevator control keys are available in a suitably identified box near the elevators and at the central alarm and control facility.
- Ensure the appropriate “fire fighters” elevator identification decal is maintained in an acceptable condition.



## **SMOKE CONTROL SYSTEMS**

Reference Ontario Fire Code, section 7.3

Smoke control equipment provided in buildings is to be maintained in a manner to ensure satisfactory operation. Initially it must be determined what system(s) are in place to control smoke movement. The appropriate maintenance procedures and schedules as listed below must be implemented as required.

- a) Where smoke control measures contained in National Building Code of Canada, 1085, Chapter 3, "Measures for fire safety in High Buildings" are used, the inspections and tests shall be as outlined in section 7.3 of the National Fire Code of Canada - 1995
- b) Where the smoke control system is designed to meet the requirements of the Ontario Building Code, sentences 3.2.6.2. (2), (3) and (4), the inspections and tests for equipment shall be in accordance with procedures established by the designer of the system.

## **VENTING TO AID FIREFIGHTING**

Reference Ontario Fire Code, Subsection 7.2.3 and article 7.1.1.6

### **EVERY SIX MONTHS:**

Inspect all elevators in elevator shafts intended to be used as a smoke shaft, to ensure on activation of the fire alarm system, the elevator will return to the street floor level and remain inoperative.

### **ANNUALLY:**

1. Inspect all controls for air handling systems used for venting of smoke in case of fire, to ensure that air is exhausted to the outdoors at a rate of six air changes per hour, and that the exhaust fans required to perform this function will operate on emergency power.
2. Inspect closures at the top of smoke shafts to ensure they will open:
  - a. Manually from outside the building,
  - b. On a signal from the smoke or heat detector located in the shaft,
  - c. When a closure in an opening between a floor area and the smoke shaft opens.

### **NOT TO EXCEED FIVE YEARS:**

Inspect all closures in vent openings into smoke shafts from each floor area sequentially over a period not to exceed five years

### **AS REQUIRED:**

- a. Access to windows and panels required for venting floor areas, and vents to vestibules permitted to be manually openable, are to be maintained free of obstructions.
- b. Windows and panels provided for venting floor areas are to be maintained so as to be openable without the use of keys.
- c. Vents to vestibules permitted to be manually openable are to be maintained in operating condition.

