



Important Ontario Fire Code Information for Building Owners **in the** **City of Windsor**

This information is intended to be used a reference only. For a complete listing consult the Ontario Fire Code or contact the Windsor Fire & Rescue Services – Fire Prevention at 519-253-6573, or, email wfd@city.windsor.on.ca

Remember, it is the Building Owner, unless otherwise specified, who is responsible for carrying out the provisions of the Ontario Fire Code (Div A, 1.2.1.1)

EXCERPTS FROM THE ONTARIO FIRE CODE **(Ontario reg. 213/07)**

Div. B Article 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.

Div B Article 1.1.2.1. (1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made and the original or a copy shall be retained at the building premises for examination by the Chief Fire Official.

(2) Records of tests and corrective measures or operational procedures shall be retained so that at least the current and the immediately preceding reports are available.

(3) Despite Sentence (2), records shall be retained for a period of at least two years after being prepared.

(4) In addition to the requirements of Sentences (1), (2) and (3), in facilities regulated by or under the Developmental Services Act, written records shall be kept of inspections for two years after they are made, and the records shall be available upon request to the Chief Fire Official.

Div B Article 1.1.2.2. (1) The initial verification or test reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems.

DEFINITIONS

CHECK means a visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

INSPECT means physical examination to determine that the device or system will apparently perform in accordance with it's intended function

TEST means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

APPROVED means approved by the Chief Fire Official

BUILDING means any structure used or intended for supporting any use or occupancy

CHIEF FIRE OFFICIAL means the Municipal Fire Chief or a member or members of the fire department designated by the Municipal Fire Chief or a person appointed by the Fire Marshal under Sub-section 1.1.9.

OWNER means 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.

RETROFIT means the minimum performance requirements for life safety for existing buildings.

SUPERVISORY STAFF means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.

MANDATORY FIRE SAFETY MAINTENANCE SCHEDULE

DAILY	Fire Code Div B Reference #
(1) CHECK exit signs to ensure they are in clean and legible condition.	2.7.3.1.
(2) CHECK exit lights to ensure they are illuminated and in good repair.	2.7.3.2.
(3) CHECK torches, regulators and welding equipment for defects.	5.17.2.6.
(4) CHECK fire alarm system AC power lamp.	6.3.2.1.
(5) CHECK central alarm and control facility to ensure that no "trouble" is indicated.	6.3.2.2.
(6) CHECK tank heating equipment and accessories to ensure they are in operating condition and heater valves are open	6.6.2.2.
(7) CHECK temperature of water contained in tanks to ensure it does not fall below the freezing temperature	6.6.2.3
(8) CHECK temperature of tank enclosure for tanks in buildings to ensure temperature of tank does not fall below the freezing temperature	6.6.2.4.
(9) CHECK temperature of fire pump rooms during freezing weather.	6.6.3.2.
WEEKLY	
(1) CHECK hoods, filters and ducts in ventilation systems subject to accumulation of combustible deposits.	2.6.1.4.
(2) CHECK that sprinkler system control valves are open.	6.5.3.1.
(3) CHECK that dry pipe sprinkler system air pressure is being maintained.	6.5.3.3.
(4) INSPECT valves controlling fire protection water supplies.	6.6.1.2.
(5) CHECK the water level and air pressure for fire protection system water tanks.	6.6.2.12.
(6) INSPECT relief valves on air and water supply lines of fire protection system pressure tanks.	6.6.2.13.
(7) CHECK water level in fire pump reservoirs.	6.6.3.1.

(8) INSPECT and operate all fire pumps	6.6.3.3.
(9) CHECK all components of emergency generator system set under at least 50% of the rated load for 30 minutes.	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) CONDUCT fire drills for Supervisory staff in day care and health care facilities.	2.8.3.2.
(4) TEST all welding equipment.	5.17.2.6.
(5) INSPECT all portable fire extinguishers.	6.2.7.2.
(6) TEST fire alarm system and check all components including standby power batteries.	6.3.2.1.
(7) TEST the voice communication system.	6.3.2.3.
(8) INSPECT all fire hose cabinets.	6.4.2.1.
(9) TEST the sprinkler system alarm.	6.5.5.2.
(10) INSPECT the water level in gravity fire protection water tanks.	6.6.2.8.
EVERY TWO MONTHS	
(1) TEST sprinkler system central station connections.	6.5.5.7.
EVERY THREE MONTHS	
(1) CONDUCT a fire alarm drill for supervisory staff in all high-rise buildings.	2.8.3.2.
(2) TEST all fire safety devices in high buildings as defined by sub-section 3.2.6. of the Building Code.	7.2.1.1.
(3) TEST firefighters elevator for proper operation.	7.2.1.2.
EVERY SIX MONTHS	
(1) INSPECT fire protection equipment for commercial cooking equipment.	2.6.1.13.
(2) CONDUCT total evacuation fire alarm drills in schools attended by children. (Conduct 3 times in both spring and fall terms.)	2.8.3.2.
(3) TEST gate valve supervisory switch and other sprinkler and fire protection system supervisory devices.	6.5.5.7.
(4) CHECK and clean crankcase, breathers, governors and linkages on emergency generator sets.	6.7.1.1.
(5) INSPECT and maintain special extinguishing systems.	6.8.1.1.
(6) INSPECT elevators in an elevator shaft that is intended for use as a smoke shaft and ensure that they function as designed under an alarm condition.	6.7.3.1.
ANNUALLY	
(1) INSPECT fire dampers and fire stop flaps.	2.2.3.7.
(2) INSPECT all chimneys, flues and flue pipes.	2.6.1.5.
(3) INSPECT disconnect switches for mechanical air conditioning and ventilation systems.	2.6.1.8.

(4) CLEAN chimney spark arrestors.	2.6.3.3.
(5) CONDUCT fire alarm drills for supervisory staff in buildings with fire alarm systems.	2.8.3.2.
(6) CONDUCT maintenance procedures for fire extinguishers.	6.2.7.1.
(7) CONDUCT a test of the fire alarm system by persons with qualifications acceptable to the Chief Fire Official.	6.3.2.1.
(8) CONDUCT a test of the voice communication system by persons with qualifications acceptable to the Chief Fire Official.	6.3.2.3.
(9) INSPECT all standpipe hose valves to ensure they are tight and no water is leaking into the hose.	6.4.2.4.
(10) INSPECT and re-rack all standpipe hose.	6.4.2.5.
(11) INSPECT exposed sprinkler pipe hangers to ensure they are in good repair.	6.5.3.2.
(12) CHECK all sprinkler heads to ensure they are free from damage, corrosion, grease, dust, paint or whitewash.	6.5.3.5.
(13) INSPECT dry pipe valve water priming level.	6.5.4.3.
(14) INSPECT fire department connections for caps, wear, rust or obstructions.	6.5.4.4.
(15) CONDUCT sprinkler system alarm testing using the most hydraulically remote connection.	6.5.5.3.
(16) CONDUCT a dry pipe system trip test.	6.5.5.4.
(17) CONDUCT a main drain flow test of the sprinkler water supply.	6.5.5.5.
(18) INSPECT fire protection water supply tanks.	6.6.2.1.
(19) INSPECT the cathodic protection of steel water tanks.	6.6.2.7.
(20) INSPECT all parts of a gravity fire protection water tanks.	6.6.2.9.
(21) CONDUCT a fire pump flow test.	6.6.3.5.
(22) INSPECT all hydrants, and after each use.	6.6.5.1.
(22) INSPECT all hydrants shall be flow tested.	6.6.5.7.
(24) CONDUCT general engine and generator maintenance and engine tune-ups for emergency generator sets.	6.7.1.1.
(25) INSPECT closure at the top of smoke shaft.	7.2.3.1.
(26) INSPECT controls for air-handling used for venting.	7.2.3.1.
EVERY TWO YEARS	
(1) CHECK steel fire protection tanks for corrosion.	6.6.2.5.
(2) INSPECT all fire protection water tanks, connected to a non-potable water supply for sediment.	6.6.2.6.
(3) 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) Hydrostatically TEST dry standpipe system.	6.4.3.6.
(3) INSPECT fire protection water tank, connected to a potable water supply, for accumulation of sediment.	6.6.2.6.
(4) CHECK insulation of generator windings.	6.7.1.1.
(5) INSPECT closures in vent openings into smoke shafts.	7.2.3.1.
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.
EVERY FIFTEEN YEARS	
(1) INSPECT dry pipe sprinkler systems for pipe obstructions - flush the system.	6.5.4.2.
AS REQUIRED	
(1) CHECK doors in fire separations to ensure they are closed.	2.2.3.5.
(2) CHECK lint traps in laundry equipment.	2.4.1.5.
(3) ENSURE streets, yards and private roadways that are provided for fire department access are kept clear.	2.5.1.3.
(4) CHECK corridors and ensure they are maintained free of obstructions.	2.7.1.7.
(5) CLEAN any combustible dust-producing operations.	5.10.1.2.
(6) CLEAN residue in spray booths.	5.12.7.2.
(7) VACUUM , clean and dust any dry-powder finishing operations.	5.14.6.8.
(8) INSPECT clean and maintain all industrial ovens and associated ductwork.	5.18.5.1.
(9) INSPECT sprinkler system auxiliary drains.	6.5.4.1.
(10) MAINTAIN smoke control equipment in a manner to ensure satisfactory operation.	7.3.1.1.
(11) INSPECT and TEST all equipment used in conjunction with smoke control measures.	7.3.1.2.
(12) INSPECT and TEST all equipment used in conjunction with smoke control systems.	7.3.1.3.
Whenever a defect or deficiency is discovered in fire safety equipment, CORRECTIVE ACTION must be taken IMMEDIATELY by the owner or his authorized agent.	

EMERGENCY PLANNING (FIRE SAFETY PLANS)

SECTION 2.8 EMERGENCY PLANNING

Subsection 2.8.1. General

Application

2.8.1.1. (1) The requirements of this Section shall apply to **buildings** containing

- (a) **assembly occupancy** or **care or detention occupancy**,
- (b) **residential occupancy** where the **occupant load** exceeds 10,
- (c) **business and personal services occupancy** where the **occupant load** exceeds 300,
- (d) **mercantile occupancy** where the **occupant load** exceeds 300,
- (e) **high hazard industrial occupancy** where the **occupant load** exceeds 25,
- (f) **medium hazard industrial occupancy** where the **occupant load** exceeds 100, or
- (g) **low hazard industrial occupancy** where the **occupant load** exceeds 300.

(2) Despite Sentence (1), the requirements of this Section shall apply to **buildings** or premises

- (a) containing 4 **storeys** or more, including **storeys** below **grade**,
- (b) subject to the provisions of Subsection 3.5.3.,
- (c) subject to the provisions of Article 4.1.5.6.,
- (d) subject to the provisions of Article 4.12.4.1.,
- (e) regulated by Section 9.3,
- (f) subject to the provisions of Sentence 9.5.3.1.(3), or
- (g) used as a convalescent home or children's custodial home providing sleeping accommodation for more than three persons.

(3) Despite Sentence (1), the requirements of this Section apply to recreational camps regulated by or under the **Health Protection and Promotion Act**.

(4) Despite Sentence (1), the requirements of this Section apply to facilities regulated by or under the **Developmental Services Act**.

Instructions in emergency procedures

2.8.1.2. (1) **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.

(2) **Supervisory staff** shall be available on notification of a fire emergency to fulfil their obligation as described in the fire safety plan.

(3) It is not necessary that **supervisory staff** be in the **building** on a continual basis.

2.8.1.3. (1) Employees in a **hotel establishment** shall be instructed on

(a) the procedures outlined in Article 2.8.2.1., and

(b) the use of fire fighting equipment, including portable extinguishers and, where applicable, standpipe and hose systems.

Subsection 2.8.2. Fire Safety Plan

Measures in a fire safety plan

2.8.2.1. (1) A fire safety plan shall include

(a) the emergency procedures to be used 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) the procedures for use of elevators, and

(vi) confining, controlling and extinguishing the fire,

(b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties,

(c) the training of **supervisory staff** and instruction of other occupants in their responsibilities for fire safety,

(d) documents, including diagrams, showing the type, location and operation of the **building** fire emergency systems.

(e) the holding of fire drills,

(f) the control of fire hazards in the **building**,

(g) the maintenance of **building** facilities provided for the safety of occupants, and

(h) the provision of alternative measures for the safety of occupants during any shutdown of fire protection equipment and systems or part thereof.

(2) The fire safety plan shall be prepared, **approved** and implemented in **buildings** regulated by Article 2.8.1.1.

(3) The fire safety plan shall be kept in the **building** in an **approved** location.

(4) The fire safety plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and other characteristics of the **building**.

(5) The **approval** specified in Sentence (2) does not apply to a **hotel establishment** with respect to which approval, as defined in Sentence 1.1.6.2.(5) of **Ontario Regulation 388/97 (Fire Code)** as it read on December 31, 2006, was granted for so long as such approval is valid.

Supervisory staff

2.8.2.2. (1) There shall be sufficient **supervisory staff** available in **care or detention occupancies** to carry out the duties as required in the fire safety plan.

(2) In **hotel establishments**

(a) there shall be sufficient **supervisory staff** available to carry out the duties as required in the fire safety plan, and

(b) in **buildings** greater than 3 **storeys** in **building height** or having a **total area** greater than 4000 m², **supervisory staff** shall be on duty whenever the **building** is occupied.

High buildings

2.8.2.3. (1) The fire safety plan in **buildings** within the scope of Subsection 3.2.6. of Division B of the **Building Code** shall, in addition to the requirements of Sentence 2.8.2.1.(1), include

(a) the instruction of **supervisory staff** on the use of the voice communication system,

(b) the action to be taken by **supervisory staff** in initiating any smoke control or other fire emergency systems installed in a **building** in the event of fire until the **fire department** arrives,

(c) the procedures established to facilitate **fire department** access to the **building** and fire location within the **building**, and

(d) the instructions for the **supervisory staff** and **fire department** for the operation of the fire emergency systems.

2.8.2.4. A copy of the fire emergency procedures and other duties for **supervisory staff** as laid down in the fire safety plan shall be given to all **supervisory staff**.

Posting fire emergency procedures

2.8.2.5. (1) At least one copy of the fire emergency procedures shall be prominently posted and maintained on each **floor area**.

(2) In addition to Sentence (1), in a **hotel establishment**

(a) one copy of the **approved** fire safety plan shall be posted in the main reception area, and

(b) a copy of the emergency procedures, location of **exits** and the fire safety rules shall be posted on the inside of the egress doors of each **guest suite**.

(3) Where a fire alarm system has been installed with no provisions to transmit a signal to the **fire department**, a legible notice, that is not easily removed, shall be affixed to the wall near each manual pull station with wording that the **fire department** is to be notified in the event of a fire emergency and including the emergency telephone number for the municipality or the telephone number of the **fire department**.

Subsection 2.8.3. Fire Drills

Procedures

2.8.3.1. (1) The procedure for conducting fire drills described in Clause 2.8.2.1.(1)(e) shall be included in the fire safety plan, taking into consideration

(a) the **building occupancy** and its fire hazards,

(b) the safety features provided in the **building**,

(c) the desirable degree of participation of occupants other than **supervisory staff**,

(d) the number and degree of experience of participating **supervisory staff**, and

(e) the **testing** and operation of the emergency systems installed in **buildings** within the scope of Subsection 3.2.6. of Division B of the **Building Code**.

(2) The fire drill procedures required in Sentence (1) shall be prepared in consultation with the **Chief Fire Official**.

Frequency

2.8.3.2. (1) Fire drills as described in Sentence 2.8.3.1.(1) shall be held at least once during each 12-month period for the **supervisory staff**, except that

(a) in day care centres, facilities regulated by or under the **Developmental Services Act** and **care or detention occupancies**, fire drills shall be held at least monthly,

(b) in schools attended by children, total evacuation fire drills shall be held three times in each of the fall and spring school terms, and

(c) in **buildings** within the scope of Subsection 3.2.6. of Division B of the **Building Code**, fire drills shall be held every three months.

(2) In addition to the requirements of Sentence (1), every employee in a **hotel establishment** shall take part in at least one fire drill during each 12-month period.

(3) Records of a fire drill required by this Article shall be kept for 12 months after the fire drill.