



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.5

DEPARTMENT: *Maintenance*

**SUBJECT: *Maintenance
Procedures - Fire & Life Safety
Systems***

APPROVAL DATE: June 2015

REVISION DATE: November 2022

REVIEW DATE: July 2018; Oct. 2019; March 2022

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PURPOSE:

To ensure that there is a procedure in place for fire & life safety systems.

DEFINITIONS:

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

TEST: Means operation of a 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 and/ or system will perform in accordance with its intended function.

PROCEDURE:

Fire Extinguishers

Monthly Inspection

- Check nozzle for any obstructions.
- Check gauge to ensure pressure is within operating range (within green area).
- Check to ensure seal (tie) has not been removed from the pull out security pin.
- Check for any physical damage.
- Check that the instructions for use on nameplate are legible and facing outwards.
- Record inspection date & initial on the inspection tags.
- Record inspection on TheWorxHub work orders.

Annual Inspection

- To be inspected annually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.



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Exit Signs

- Required exit signs shall be clearly visible and maintained in a clean and legible condition.
- Exit signs shall be illuminated, externally or internally, as appropriate for each signs design, while the building is occupied.

Emergency Lighting Units

Monthly Inspection

- Pilot lights on emergency lighting unit equipment shall be checked monthly for operation, so to ensure that the emergency lights will function upon failure of the primary power supply, by pressing the test button on the side of the lighting unit.
- Emergency lighting unit equipment shall be inspected monthly to ensure that:
 - The terminal connections are clean, free of corrosion and lubricated when necessary
 - The terminal clamps are clean and tight as per manufacturer's specifications
 - The electrolyte level and specific gravity are maintained as per manufacturer's specifications, if applicable, and
 - The battery surface is kept clean and dry
- Emergency lighting unit equipment shall be tested to ensure that the emergency lights will function upon failure of the primary power supply
- Record inspection on The WorxHub work orders.

Annual Inspection

- To be inspected annually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.
- Test should ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions (20 min.)

Sprinkler System, Fire Pumps, Stand Pipe System & Fire Hydrants

Weekly Inspection

- Check that sprinkler pressures are recorded weekly.



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- Inspect and operate all fire pumps weekly - test at the highest and most remote hose valve or hose connection to ensure that the water supply for standpipes is provided as originally designed (TYCO system must be in bypass).
 - Test sprinkler system alarm.
 - Inspect compressor:
 - Safety relief valve operates freely
 - intake filters are clean
 - ensure that the lubrication is correct
 - check belt tension, and wear (Prior to checking, FIRST open electrical disconnect switch and try starting, once checks are complete and guards are in place. Close electrical disconnect switch, keep hands and garments away from pulleys and belts
 - drain water from tank using the bleed line on the bottom
 - ensure tank and compressor are clean and free of any build-up of oil, dust, etc.
 - Record inspection on TheWorxHub work orders.

Annual Inspection

- To be inspected annually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.

Fire Alarm System

Daily Inspection

- Check the Main Fire Alarm Panel to ensure there are no “Trouble” or “Alarm” conditions present. Log any “Alarms” or “Troubles” and try and reset.
- If trouble does not reset, notify Manager of Corporate Facilities/designate.

Weekly Inspection

- Check annunciator panels: Alarm indication, trouble indication, supervisory indication.
- Check control panel: alarm indication, trouble indication, supervisory indication, any remote trouble lights.
- Record inspection on TheWorxHub work orders.



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Annual Inspection

- To be inspected annually by an external Contractor and a written report will be provided to the Manager of Corporate Facilities.

Fire Department Inspection

Annual Inspection

- Fire inspection of the entire facility will be completed annually by the local Fire Chief and a written report will be provided to Manager of Corporate Facilities, Administrator, and Manager of Support Services.

Fire Drills

Monthly Fire Drills

- Fire drills shall be conducted monthly on all three shifts, the maintenance department will be involved in one of those drills.
- Debriefing reports shall be monitored by the JHSC.
- Record inspection on TheWorxHub work orders.

Fire Doors, MAG Locks & Fire Separations

Monthly Inspection

- Check to make sure closures are not blocked or wedged open.
- Check door hardware and other ancillary components to ensure proper closing and latching.
- Check heat or smoke activated devices are undamaged and free of paint and dirt.
- Make sure door openings and the surrounding areas are to be kept clear of obstructions that may interfere with the door operation.
- Check to make sure all MAG locks release on “SECOND STAGE” on the fire alarm system.
- Record inspection on TheWorxHub work orders.

Annual Inspection

- To be inspected annually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.



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Kitchen Hood Fire Suppression System

Monthly Inspection

- Check cylinder gauges to ensure pressure is in operating range (within green area).
- Check to ensure seal (tie) has not been removed from the pull out security pin.
- Record on TheWorxHub work orders.

Biannual Inspection

- To be inspected biannually by an external contractor and a written report will be provided to the Manager of Corporate Facilities.

Annual Inspection

- Kitchen hood exhaust and ductwork to be steam cleaned annually by an external contractor.
- Contractor to adhere sticker on the kitchen hood indicating: date cleaned, company name and date for next cleaning.

Resources:

http://www.e-laws.gov.on.ca/html/source/regs/english/2007/elaws_src_regs_r07213_e.htm