

<b>FIRE SAFETY PROCEDURES</b>		<b>Procedure No:</b>
<b>Policy Category:</b>		<b>Procedure Effective/Version Date:</b>
<b>Policy Name:</b>	Fire Safety	
<b>Procedure Subject:</b>	Fire Safety	<b>Page:</b> 1 of 20

## **1.0 PURPOSE**

The purpose of this procedure is to define the business processes by which (Housing Provider) will prevent fires, improve life safety and reduce the potential loss of property as a result of structural fires through planning, fire prevention, mitigation and response efforts.

## **2.0 WHO SHOULD KNOW THIS PROCEDURE**

All employees, contractors and volunteers should know this procedure.

## **3.0 POLICY STATEMENT**

We are committed to providing leadership and management to minimize the danger to life and property from fire. In this role we are guided and governed by provincial and national fire safety legislation, codes, and standards common to all property agents and owners.

Safety shall be a primary consideration in the design, installation, management, and maintenance of all fire equipment and procedures. Fire safety equipment and procedures shall meet or exceed established guidelines defined by legislation, codes, and standards and be installed, maintained, and managed to the highest standards possible within budget parameters.

## **4.0 RESPONSIBILITIES**

### **4.1 All Staff**

- When an unsafe condition is identified, all staff will report the condition to the applicable Fire Safety Director (FS) or Deputy Fire Safety Director (DFSD) of that location/property for follow-up action. In the absence of a FSD/DFSD, staff will report the situation to the Property Manager/Site Representative.
- Report incidents of fire by calling 911.

### **4.2 Society Administrator**

- Appoints the Fire Safety Director (FSD) and Deputy Fire Safety Director (DFSD) at all applicable properties;

<b>FIRE SAFETY PROCEDURES</b>		<b>Procedure No:</b>
<b>Policy Category:</b>		<b>Procedure Effective/Version Date:</b>
<b>Policy Name:</b>	Fire Safety	
<b>Procedure Subject:</b>	Fire Safety	<b>Page:</b> 2 of 20

- Ensures that FSDs and DFSDs obtain and receive training for their appointed position and perform the tasks identified in this procedure;
- Verifies annually that at all properties within their respective region/portfolio have been inspected and tested, and have implemented their fire safety systems/processes as required under this procedure;
- Ensures staff awareness of the Fire Safety Plan Evacuation Procedures
- Monitors fire safety training completed by staff and advises staff of upcoming training as applicable;
- Maintains employee training records of fire safety training completed by staff and provides information / training reports required for determination of training needs;
- Verifies orientation and fire safety information provided to new employees;
- Ensures staff are familiar with their duties as outlined in the FSP;
- Develops specifications and a process for the periodic production of Fire Safety Plans (FSP) and Operations Manuals;
- Ensures FSPs and Fire Department Operation Manuals are produced and approved by the fire authority having jurisdiction, for all relevant directly managed buildings;
- Ensures the FSPs are reviewed cyclically in compliance with the BC Fire Code and applicable legislation; and
- Notifies occupants of the building whenever the Fire Safety Director or the Deputy Fire Safety Director changes.

#### **4.3 Property Manager**

- Maintains familiarity with the Fire Safety Director Duties and Responsibilities;
- Ensures that the FSP is reviewed annually;
- Ensures all emergency phone numbers and appointments of Fire Safety Personnel are kept current in the site, and the FSP;
- Ensures that all buildings in their respective portfolio adhere to applicable fire codes and legislation, through inspections, consultation with the appropriate staff, and/or contractor as appropriate;
- Reviews and verifies the accuracy of the FSP following all revisions, and at least once per year;
- Ensures that buildings and contractors working in their respective portfolio adhere to applicable fire codes and legislation;

<b>FIRE SAFETY PROCEDURES</b>		<b>Procedure No:</b>
<b>Policy Category:</b>		<b>Procedure Effective/Version Date:</b>
<b>Policy Name:</b>	Fire Safety	
<b>Procedure Subject:</b>	Fire Safety	<b>Page:</b> 3 of 20

- Implements a service contract with a qualified contractor for the inspection, testing, maintenance and repairs to the building emergency systems;
- Ensures that cyclical testing and certification of equipment is carried out by a qualified contractor;
- Reviews inspection/test reports, has equipment repaired by a qualified contractor as required, and advises of any anomalies or significantly delayed fire safety work; and
- Initiates Preventative Maintenance Work Orders to reflect the cyclical inspections and testing of fire safety systems.

#### **4.4 Deputy Fire Safety Director**

- Performs fire safety inspections on properties within their portfolio and completes applicable reports (see Appendices);
- Maintains familiarity with and performs the Deputy Fire Safety Director duties and responsibilities; and
- Perform the duties of Fire Safety Director in the absence of the Fire Safety Director.

#### **4.5 Fire Safety Director Responsibilities**

##### **General**

Administering and maintaining the Fire Safety Plan, including, but not limited to:

- Ensures the plan is updated when alterations are made to the building.
- Trains the Deputy Fire Safety Director (DFSD).
- Records information on the following:
  - Fire inspections, tests, maintenance and incidents;
  - False alarms;
  - Fire drills;
  - Discharge or operation of fire equipment;
  - Training periods; and
  - Minutes of fire safety meetings (if applicable).
- Ensures that fire protection systems are inspected, tested, maintained and serviced in accordance with the plan and the fire code. When an inspection,

<b>FIRE SAFETY PROCEDURES</b>		<b>Procedure No:</b>
<b>Policy Category:</b>		<b>Procedure Effective/Version Date:</b>
<b>Policy Name:</b>	Fire Safety	
<b>Procedure Subject:</b>	Fire Safety	<b>Page:</b> 4 of 20

- maintenance or test procedure requires an external contractor, the Fire Safety Director shall ensure that work is completed by qualified personnel.
- Ensures that additional precautions are taken to offset the hazard to occupants where fire protection systems are inoperable. This should include:
    - Checking the fire safety plan and fire code when fire systems are in need of repair;
    - Implementing a fire watch when required; and
    - Advising the Fire Department of the system status.
  - Ensures that building maintenance, alteration or renovation does not expose the building or occupants to undue fire hazards and precautions are taken to ensure building and occupant safety. This should include:
    - Checking the fire safety plan and the fire code when such activities take place to ensure that they meet the requirements of the fire safety plan and fire code regulations.
  - Ensures that supervisory staff are available to respond to the premises in the event of notification of an emergency. This should include:
    - Notifying the DFSD when they will not be available.
  - Provides information to occupants on general fire safety and evacuation procedures. This should include:
    - Providing new occupants with instructions on what to do in an emergency, as per the Fire Safety Plan; and
    - Special provisions for persons requiring assistance due to cognitive or physical limitations.
  - Resolves any fire hazards reported by occupants, guests or the Fire Department reports.
  - Maintains familiarity with the building's fire protection systems.
  - Maintains familiarity with fire regulations. This should include:
    - Obtaining and reviewing a copy of any applicable Fire Bylaws;
    - Ensuring service rooms (e.g. electrical, elevator, mechanical rooms) are not used for storage;
    - Ensuring established fire safety policies and procedures are adhered to;
  - Considering other emergency situations that could affect the building such as earthquakes, or natural gas leaks;
  - Notifying the alarm monitoring station when the emergency contacts change (when applicable); and
  - Conducting fire drills.

<b>FIRE SAFETY PROCEDURES</b>		Procedure No:
Policy Category:		Procedure Effective/Version Date:
Policy Name:	Fire Safety	
Procedure Subject:	Fire Safety	Page: 5 of 20

## 5.0 DEFINITIONS

- 5.1 Property Manager** – All references to Property Manager in this document are intended to refer to the individual who is assigned the Building Manager duties for the applicable property, which would be the most appropriate selection of Building Manager, Site Representative, Housing Provider, Housing Operator, or the Agent for the owner.
- 5.2 Fire Safety Director** – References in this procedure to the Fire Safety Director refer to the person who has been appointed to complete the tasks in Section 4.5.
- 5.3 Fire Safety Plans** – A Fire Safety Plan (FSP) is the main tool used for fire safety planning in a building. In accordance with the BC Fire Code these plans are required in all buildings with fire alarm systems.
- 5.4 Occupants requiring special assistance** – This refers to occupants of a building who may require special assistance during an evacuation because cognitive or physical limitations make them unable to proceed independently to a place of safety.
- 5.5 Qualified Contractor** – A qualified contractor means a person/company who is trained and/or certified to perform the specified tasks required to meet the applicable legislation for that jurisdiction.
- 5.6 NFPA** - National Fire Protection Association.
- 5.7 CAN/ULC** - Canadian and Underwriters Laboratories, and Underwriters Laboratories Canada.
- 5.8 CSA** – Canadian Standards Association.

## 6.0 RELATED DOCUMENTS

- 6.1** British Columbia Fire Code
- 6.2** Vancouver Fire Code
- 6.3** CAN/CSA – C282 – 2000 Emergency Electrical Power Supply for Buildings
- 6.4** CAN/ULC – S536-04 Inspection and Testing of Fire Alarm Systems

<b>FIRE SAFETY PROCEDURES</b>		Procedure No:
Policy Category:		Procedure Effective/Version Date:
Policy Name:	Fire Safety	
Procedure Subject:	Fire Safety	Page: 6 of 20

- 6.5 CAN/ULC – S552-02 Maintenance and Testing of Smoke Alarms
- 6.6 NFPA 10 – 2002 Standard for Portable Fire Extinguishers
- 6.7 NFPA 25 – 2002 Inspection, Testing, and Maintenance for Water-Based Fire Protection Systems
- 6.8 NFPA 96 – 2001 Ventilation Control and Fire Protection of Commercial Cooking Operations
- 6.9 Road Map to Emergency Planning for People with Disabilities – BC Coalition for People with Disabilities

## 7.0 CONTACTS

(Name of Manager/Staff to Contact)

## 8.0 PROCEDURES

### 8.1 Fire Safety Education and Training for Occupants

The Fire Safety Director or their designate will conduct meetings with occupants and staff on a periodic basis, to provide instruction on operation and use of the building fire alarm system, and to advise of evacuation routes and meeting places (assembly areas) outside the building.

### 8.2 Development and Distribution of Fire Safety Plans

Two printed copies of each Fire Safety Plan are to be developed and located at each building. One copy will be available for the Fire Department and is to be located at the central alarm and control panel. In buildings without a central alarm and control panel, the Fire Safety Plan will be located in a locked cabinet near the fire panel. The second copy is to be located in the site office.

### 8.3 Review and Updating Fire Safety Plans

Fire Safety Plans must be reviewed annually, and must be updated whenever there is a material change to the fire safety system(s) and/or a change in the FSD/DFSD for the building.

### 8.4 Posting of Fire Emergency Procedures

<b>FIRE SAFETY PROCEDURES</b>		Procedure No:
Policy Category:		Procedure Effective/Version Date:
Policy Name:	Fire Safety	
Procedure Subject:	Fire Safety	Page: 7 of 20

At least one copy of the fire emergency procedures shall be prominently posted on each floor area. This typically will consist of a floor plan placard that outlines the exit routes and general emergency instructions to building occupants.

Where a fire alarm system has been installed with no provision to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.

All buildings served by one or more elevators shall have a permanently mounted fire safety sign or symbol on each floor level at each elevator entrance which indicates that the elevator is not to be used in case of fire.

### 8.5 Fire Drills

Fire Drills will be conducted on annual basis. For “high buildings” fire drills for supervisory staff will be held every two months.

**Note: Tenants should be encouraged to participate in fire drills, making every effort to explain to them the evacuation routes and procedures, and where to meet outside the building.**

### 8.6 Compliance with Fire Safety Legislation and Procedures

Any employee who believes that an area, device, activity or procedure is not in compliance with fire safety legislation or procedures must either rectify the issue, or if the action extends beyond the scope of the employee’s ability to immediately remedy, will report such information to the appropriate Fire Safety Director or his or her supervisor.

### 8.7 Fire Safety Director and Deputy Fire Safety Director Education

Employees appointed to the role of FSD and/or DFSD will receive instruction on the operation and use of the building fire alarm system, fire alarm procedures, and all other information necessary for them to carry out their position and responsibilities under the appointment.

### 8.8 Reports

<b>FIRE SAFETY PROCEDURES</b>		<b>Procedure No:</b>
<b>Policy Category:</b>		<b>Procedure Effective/Version Date:</b>
<b>Policy Name:</b>	Fire Safety	
<b>Procedure Subject:</b>	Fire Safety	<b>Page:</b> 8 of 20

The following reports are to be kept with the Fire Safety Plan(s) on site or must be accessible electronically on site, so that they can be viewed by the Fire Department. On sites with or without a Fire Safety Plan, the Periodic Fire Alarm System and Fire Safety System Test and Inspection Report records must also be saved off-site:

- Annual Inspection Report
- Periodic Fire Alarm System Test and Inspection Reports (Appendix B, C and G)
- Records of alarms, including false alarms if applicable (Appendix H)
- Directions for use of Fire equipment
- Record of fire drills and exercises (Appendix I)
- Emergency Generator Maintenance Log

## **8.9 Inspection and Maintenance of Systems and Buildings**

### **All Staff Performing Fire Inspections/Assessments**

- In this procedure, all references to the inspection and/or testing of Emergency Systems refers to all the applicable fire safety systems at a property in accordance with the frequencies and duties identified in the appendices “A” through “H”, whether or not the property has a Fire Safety Plan.
- Periodic Test Record Sheets must be signed once all required inspections/tests are complete.



<b>FIRE SAFETY PROCEDURES</b>		Procedure No:
Policy Category:		Procedure Effective/Version Date:
Policy Name:	Fire Safety	
Procedure Subject:	Fire Safety	Page: 9 of 20

## HISTORY

Version	Procedure # – Name	Reason	Date

## APPROVALS

Authorized: \_\_\_\_\_

Authorized: \_\_\_\_\_

Authorized: \_\_\_\_\_

Authorized: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## Appendices:

- A. Testing , Maintenance and Inspection Summary – Fire Protection System and Equipment
- B. Fire Protection System Monthly Test Record
- C. Monthly Fire Alarm System Test and Inspection Record
- D. Daily Inspection Checklist
- E. Weekly Inspection Checklist
- F. Monthly Inspection and Testing Checklist
- G. Annual Inspection and Testing Report
- H. Fire Incident / Activity Report
- I. Notice of Fire System Test
- J. Site Specific Vital Building Information Template

## FIRE PROTECTION SYSTEMS & EQUIPMENT Testing, Maintenance and Inspection Summary

Item	BCFC	Code	Daily	Weekly	Monthly	Bi-Monthly	Quarterly	Semi-Annual	Annual
Fire Alarm System	6.3.1.2 & 7.3	CAN/ULC S536	HP		HP				QC
Smoke & Heat Detectors	6.3.1.2	CAN/ULC S536							QC
Smoke Alarms	6.7.1.1	CAN/ULC S552							HP <sup>1</sup>
Voice Communication	6.3.1.4	CAN/ULC S536			HP				QC
Pull Stations	6.3.1.2	CAN/ULC S536			HP				QC
Sprinkler Systems	6.4.1.1	NFPA 25		HP <sup>2</sup>	HP		QC	QC	QC
Standpipe/Hoses	6.4.1.1	NFPA 25		HP	HP		QC	QC	QC
Emergency Lighting (self contained)	6.5.1.1 6.5.1.6	CAN/CSA S282			HP				QC
Emergency Generator	6.5.1.1	CAN/CSA S282		HP	HP			QC	QC
Fire Damper/Fire Stop Flaps	2.2.2.4.5								QC
Commercial Cooking Operations	2.6.1.9	NFPA 96						QC	QC
Portable Fire Extinguishers	6.2.1.1	NFPA 10			HP				QC
Hoods/Ducts/Filters (HVAC)	2.6.1.3			HP					
Chimneys/Flues/Flue Pipes (HVAC)	2.6.1.4								HP/QC
Lint traps (laundry)	2.4.1.4		HP <sup>3</sup>						
Means of Egress	2.7.2				HP				HP/QC
Fire Doors	2.2.2.4		HP <sup>4</sup>		HP				
Fire Department Access	2.5		HP <sup>5</sup>						
Fire Drills High Buildings	2.8.3					BCH <sup>6</sup>			
Fire Drills Low Rise Buildings	2.8.3								HP <sup>7</sup>
Interior Finishes & Fire Separations	2.3	BCFC	HP						HP
Interface Combustibles			HP						HP

**Key Code:**

BCFC: British Columbia Fire Code

Codes: References

NFPA: National Fire Protection Association

CAN/ULC: Canadian/Underwriters Laboratories

HP: Housing Provider

HVAC: Heating Ventilation and Air Conditioning

QC: Qualified Contractor

<sup>1</sup> Smoke alarms connected to an external annunciation device must be inspected by a qualified contractor. (Housing Provider) interprets the frequency of testing as annually in respect of the quiet enjoyment of the residents and operational capacity for inspections/testing.

<sup>2</sup> For sealed control valves.

<sup>3</sup> Lint traps need to be cleaned after each use.

<sup>4</sup> Daily check required for doors without hold-open devices.

<sup>5</sup> Daily requirement to provide access

<sup>6</sup> Participation of occupants is subject to direction from Fire Department – however tenants are to be encouraged to participate in drills

Building ID: _____ For the Year of: _____
--

**Fire Protection System - Monthly Test Record**

Month	Daily Checklist Completed throughout Month	Weekly Checklist Completed throughout Month	Generator Tested	Emergency Lighting Tested	Standpipe and Hoses Inspected	Fire Extinguishers Inspected	Means of Egress Inspected	Fire Doors Tested	Signature	Date
Jan										
Feb										
Mar										
Apr										
May										
Jun										
Jul										
Aug										
Sep										
Oct										
Nov										
Dec										

Identify each column with either: √ - Satisfactory    X – Unsatisfactory/Requires Follow-up    N/A – Not Applicable

Note: - monthly test is not required during the month that the annual test is completed.

**Monthly Fire Alarm System Test and Inspection Record**

Building ID: \_\_\_\_\_

Date	Inspect	Fire Alarm System							Battery			Voice Communication			Person Conducting Test (Signature)	Company Conducting Test
		System Trouble Signal Indicator "OFF"	Power Indication lamp "ON"	Identify Location of Alarm Initiating Device Tested	Operation & Inspection of one initiating device - rotational	Alert / Alarm Signal Confirmed -	Inspect (required annunciator): tested device - rotational - annual	Operation of common audible & visual trouble signal confirmed	Terminals cleaned & lubricated	Terminal clamps secure	Electrolyte level & specific gravity to	Location of emergency telephone	Test (rotational): one emergency telephone for two-way communication & indication. Identify	Location of voice page zone		
Year 20__																
Jan																
Feb																
Mar																
Apr																
May																
Jun																
Jul																
Aug																
Sep																
Oct																
Nov																
Dec																

√ - Satisfactory      X – Unsatisfactory/Requires Follow-up      N/A – Not Applicable      N/T – Not Tested  
 Note: - monthly test is not required during the month that the annual test is completed.

**FIRE SAFETY - DAILY INSPECTION CHECKLIST****COMMON PUBLIC AREAS**

- No unsafe storage of flammable or combustible liquids, fuels or barbecues
- No accumulation of combustible material or refuse
- No worn electrical extension cords or temporary electrical systems, extension cords, power bars, or lighting
- No oily or stain soaked rags

**MEANS OF EGRESS**

- Doors and other fire separations are operable and not compromised
- Corridors & exits are clear of obstructions
- Exterior landings and routes leading away from the building are clear of obstructions including snow and ice

**FIRE DETECTION & ALARM SYSTEM**

- Fire alarm A/C power lamp is "ON"
- Fire alarm signal indication "OFF"

**FIRE DEPARTMENT ACCESS TO BUILDING**

- Access routes are clear of obstructions

**SPRINKLER SYSTEMS**

- Valve enclosures protected from freezing (inspected daily during cold weather)

**LAUNDRY ROOMS**

- Lint traps free of lint

**URBAN WILDLAND INTERFACE AREAS**

- Combustible materials outside of and adjacent to the building(s) are removed, minimized or cleared where possible

## FIRE SAFETY - WEEKLY INSPECTION CHECKLIST

### SPRINKLER SYSTEMS - (for dry, pre-action and deluge systems)

- Check gauges

### SPRINKLER SYSTEMS – Sealed Control Valves

- Normal open or closed position
- Properly sealed, locked or electrically supervised
- Accessible
- Provided with appropriate wrenches
- Free from external leaks
- Provided with appropriate identification

### SPRINKLER SYSTEMS – Preaction & Deluge Valves with low temperature alarms

- Free from physical damage
- Trim valves in appropriate open or closed position
- Valve seat not leaking
- Electrical components are in service
- Intermediate chamber is not leaking on Dry Pipe Valves / Quick Opening Devices

### STANDPIPE / HOSES

- Valves inspected as above
- OS&Y isolation valves are in normal open position
- Differential-sensing valve is not continuously discharging on Reduced Pressure Assemblies (RPA) & Reduced Pressure Detector Assemblies (RPDA)

### FIRE PUMPS – Circulation Relief Valves

- Water flows through valve when fire pump is operating at shutoff pressure

### FIRE PUMPS – Pressure Relief Valves

- Pressure downstream of relief valve does not exceed pressure rated of components of the system

### HOODS, DUCTS, FILTERS

- Hoods, Filters, & Ducts

### GENERATOR

- Complete weekly generator inspection, test and maintenance, and record in generator log book

**FIRE SAFETY - MONTHLY INSPECTION & TESTING CHECKLIST****PORTABLE FIRE EXTINGUISHERS**

- Location in designated place
- No obstruction to access or visibility
- Operating instructions on nameplate legible and facing outward
- Safety seals and tamper indicators not broken or missing
- Fullness determined by weighing or “hefting”
- Examination for obvious physical damage, corrosion, leakage, or clogged nozzle
- Pressure gauge reading or indicator in the operable range or position
- WHMIS label in place

**OTHER FIRE SAFETY ITEMS**

- Means of Egress clear and unobstructed
- Fire Alarm System – activate one pull station in rotation and Record location in Monthly Report \_\_\_\_\_
- Standpipe and Hose System – check to confirm not blocked, missing or damaged
- Sprinkler Systems – valves are “locked”
- Fire Fighter Phone – test one in rotation and Record location in Monthly Report
- Fire Doors – test to ensure closing, latching and tight seal
- Fixed Extinguishing System
- Emergency Lighting Units – check battery, pilot lights, test button
- Emergency Generator – inspect and run generator for 60 minutes – record in log book
- Gauges for pressure, temperature, low coolant, low fuel, low battery volts, over speed, high engine temp, and low oil pressure are Normal

FIRE SAFETY – ANNUAL INSPECTION & TESTING REPORT

**NOTE: THIS PAGE IS INTENTIONALLY BLANK**  
**As the Annual Inspection and Testing Reports are completed and submitted by the qualified contractor utilizing the approved format of the Applied Science Technologists and Technicians of BC, or approved equivalent.**



**FIRE INCIDENT / ACTIVITY REPORT**

**(1) INCIDENT / ACTIVITY**

- FIRE FALSE ALARM
- FIRE DRILL / TRAINING
- FIRE SAFETY MEETING
- FIRE EQUIPMENT OPERATED

**(2) DETAIL**

DATE: \_\_\_\_\_ TIME \_\_\_\_\_ DEVICE/EQUIP \_\_\_\_\_

FLOOR \_\_\_\_\_ ALARM ZONE \_\_\_\_\_ # OF INJURIES \_\_\_\_\_

CAUSE / REASON FOR INCIDENT \_\_\_\_\_

EXPLAIN DAMAGE / LOSS \_\_\_\_\_

**(3) ACTION**

WHO DISCOVERED THE FIRE? \_\_\_\_\_

DID FIRE DEPT. ATTEND? \_\_\_\_\_ IF NOT, WHY? \_\_\_\_\_

WHO OPERATED FIRE EQUIPMENT? \_\_\_\_\_

**(4) COMMENTS / RECOMMENDATIONS**

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# NOTICE OF FIRE SYSTEM TEST

---

At (Building Name), on the  
**2<sup>nd</sup> Tuesday of each Month**  
**between 1:00 to 2:00 p.m.**

The fire bells will ring in the building for one or more brief periods during the test. Please take this opportunity to practice your fire safety planning.

**If you are able to evacuate without assistance:** please proceed to the building's "Designated Assembly Area" outside the building.

**If you are unable to evacuate without assistance:** Please speak with your Building Manager about the procedure for remaining safe and notifying emergency personnel of your whereabouts.

If you have any questions about fire safety, please speak with your Building Manager.

**Thank you,**  
**(Property Manager)**

Address		Date (YYYY – MM – DD)	
Building Name		Building Use	
<b>ACCESS</b>			
Weight Restricted Parking/Access/Areas Yes <input type="checkbox"/> No <input type="checkbox"/>		Main Building Access Side	
<b>If Yes, Provide Site Drawings Showing the Restrictions</b>		North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/>	
Lock Box? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, Location?	
Sprinkler System? Yes <input type="checkbox"/> No <input type="checkbox"/>		Standpipe System? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>DANGEROUS GOODS / HAZARDOUS PROCESSES</b>			
Describe (add additional sheets if necessary)		Quantity	Location? (Add drawing if necessary)
Location of M.S.D.S.			
Swimming Pool? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location	Hot Tub? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location
<b>FIRE ALARM</b>			
Fire Alarm System? Yes <input type="checkbox"/> No <input type="checkbox"/>		Local Alarm or Monitored	911 Signs Posted? Yes <input type="checkbox"/> No <input type="checkbox"/>
Annunciator Location		Signal Silence Locations	
Reset Switch Location	Fire Alarm System? Single Stage <input type="checkbox"/> 2 Stage <input type="checkbox"/>	Monitoring Company	Telephone Number
Voice Communication In Stairways? Yes <input type="checkbox"/> No <input type="checkbox"/>		Fire Phones? Yes <input type="checkbox"/> No <input type="checkbox"/>	Location
<b>BUILDING INFORMATION</b>			
Major Occupancy (Type of Business)		# of Suites	Electrical Vault Location
Below Grade Floors # Use:	Above Grade Floors # Use:	Building Height (Storey's)	Dimensions X
Boiler Room Location	Type of Heat	Electrical Room Location	
Are any floors missing in numbering sequence? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, which floors?	
Roof Construction Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Wood Truss <input type="checkbox"/> Steel Truss <input type="checkbox"/> Other <input type="checkbox"/>		Building Construction Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Steel <input type="checkbox"/> Other <input type="checkbox"/>	
<b>ELEVATORS</b>			
Recall Key Switch Location		Elevator Recall Automatic <input type="checkbox"/> Manual <input type="checkbox"/>	Elevator Keys in Lockbox or on Site with Security
Is there a designated Fire Elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, Location?	
Is there a marked/designated Firefighter Elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, Location?	
Do you have Firefighter Service or Independent service? FF Service <input type="checkbox"/> Independent <input type="checkbox"/>		Full Firefighter Elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>	Converted Firefighter Elevator? Yes <input type="checkbox"/> No <input type="checkbox"/>
Which Elevator runs on emergency Power?	Phones in Elevators? Yes <input type="checkbox"/> No <input type="checkbox"/>	Elevator Service Company	Phone
Brief Description on Elevator Recall Procedure:			
<b>PROPERTY CONTACT / GENERAL INFORMATION</b>			
Building Owner		Telephone Number	
Address			
24 / 7 Contact Person with knowledge of Building / Content / Processes		Telephone Number	
Building Insurance Company Name		Telephone Number	
Building Content Insurance Company Name		Telephone Number	
Additional Contact Information			

PLEASE COMPLETE ALL APPLICABLE SECTIONS IN FULL

# Vital Building Information

## Fire Safety Plan

<b>FIRE SUPPRESSION</b>				
Sprinklers None <input type="checkbox"/> Total <input type="checkbox"/> Partial <input type="checkbox"/>		If Partial, Where? <i>Insert appendices.</i>		Sprinkler Main Valve Location
Standpipes: 2 1/2" Valve? Yes No		Location		Sprinkler Zone Isolation Valve Location
Standpipes 1 1/2" Valves? Yes <input type="checkbox"/> No <input type="checkbox"/>		Location		
Fire Department Connection? Yes No		Location		Signage at Fire Department Connection Yes No
Fire Pump? Yes No		Fire Pump Location		GPM/LPM FP#1    FP#2    FP#3
<b>SMOKE REMOVAL &amp; VENTILATION</b>				
OPENABLE WINDOWS <input type="checkbox"/> STAIRWAY TO ROOF <input type="checkbox"/> SMOKE SHAFT <input type="checkbox"/> BUILDING EXHAUST SYSTEM <input type="checkbox"/>				
Location of Smoke Damper Control			Exhaust Fan <b>IF YES</b> Automatic Yes No Manual <input type="checkbox"/>	
Type of Damper Control Electric toggle <input type="checkbox"/> Manual Pull <input type="checkbox"/>				
Do Parkade Fans Shut Down On Fire Alarm Activation? Yes No			If Yes, where are the manual override switches located? Fire Alarm Panel <input type="checkbox"/> Other Location <input type="checkbox"/>	
List Specific Instructions if Necessary				
<b>STAIRWAY INFORMATION</b>				
Pressurized Stairways Yes No	Stairway Fan Activation Automatic <input type="checkbox"/> Manual <input type="checkbox"/>	Numbered Stairways From 1 to	Colored Stairways? Yes No	Stairway Number/Color Direct to Roof
Location of Pressurization Control Switches		Cross-over Floors? Yes No	Which Floors are Cross-over?	Scissor Stairs? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>GARBAGE</b>				
Bin Location	Chute Location	Chute Sprinklers? Yes No	Sprinkler Isolation Valve Location	Compactor? Yes No
<b>KEYS</b>				
Building Keys available on-site? Yes No	<b>IF YES</b> , List keys available and where keys are located? (Lock box, Manager, Security)			
<b>ROOF</b>				
Microwave Antennae Yes <input type="checkbox"/> No <input type="checkbox"/> Quantity:		Strongest Wattage: Watts		Roof Locked? Yes <input type="checkbox"/> No <input type="checkbox"/>
Guard Rail <input type="checkbox"/> Parapet <input type="checkbox"/> Unprotected <input type="checkbox"/>		Roof Hydrant? Yes No	Roof Access Door <input type="checkbox"/> Hatch <input type="checkbox"/> No Interior Access <input type="checkbox"/>	
<b>SHUT OFFS</b>				
Sprinkler Location		Gas Location		
Domestic Water Location		Electric Location		
<b>EMERGENCY POWER / LIGHTING</b>				
Generator Location N/A <input type="checkbox"/>		Fuel	Capacity <b>K.W.</b>	
Will Operate: Fire Alarm <input type="checkbox"/> Voice Communications <input type="checkbox"/> Elevators <input type="checkbox"/> Fire Phones <input type="checkbox"/> Fire Pump <input type="checkbox"/> Lights <input type="checkbox"/> Smoke Ventilation <input type="checkbox"/> Other <input type="checkbox"/>				
Battery Powered Emergency lights Yes No		UPS Power? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>ADDITIONAL EMERGENCY INFORMATION</b>				