



Annual Inspection Checklist for Care Occupancies, Care and Treatment Occupancies, and Retirement Homes

As prescribed by Ontario Regulation 364/13 and by Fire Marshal's Directive 2014-002, upon receipt of notice of a fire drill in a **care occupancy**, **care and treatment occupancy**, or **retirement home** as described in Article 2.8.3.3., Div. B of the Fire Code, the fire chief or other identified responsible person must ensure a fire safety inspection is carried out. The inspection shall be consistent with OFM TG-01-2012 *Fire Safety Inspections and Enforcement* and PFSG 04-40D-03 *Inspections upon Request or Complaint*, as published on the OFMEM website.

This checklist, forming part of Directive 2014-002, represents the minimum expected level of inspection to be conducted annually as prescribed in Ontario Regulation 364/13.

Please note that the absence of observable deficiencies during this inspection does not relieve the owner from their obligation to be in compliance with all applicable Fire Code requirements that may not be identified in the checklist below.

Building Name	Building Occupancy type, on file <input type="checkbox"/> Care Occupancy <input type="checkbox"/> Care and Treatment Occupancy <input type="checkbox"/> Retirement Home (licensed)
Building Address	Inspection Date: _____ Next Inspection Date due by: _____
Date of Construction _____ Date of Additions _____ Date of Renovations _____	Building Height _____ storeys Building Area _____ m ² Construction Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Sprinklered Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Owner or Authorized Agent	Inspector Name
Address of Owner or Authorized Agent	Inspector Phone Number
e-mail address of Owner or Authorized Agent	Inspector Mailing Address

A. EXTERIOR

ID	Fire Code Reference (Div. B)	Fire Code Requirement <small>(for accurate reference, refer to Ontario Regulation 213/07, as amended)</small>	Observable Deficiencies Noted		
			Yes	No	N/A
1	2.4.1.1.	(6) Outdoor storage receptacles, such as dumpsters, used for combustible materials shall be located so that they do not create a fire hazard to buildings .			
2	2.5.1.2.	(1) Fire access routes and access panels or windows provided to facilitate access for firefighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.			
3		(2) Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times.			
4	2.5.1.3.	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.			
5	6.6.4.3.	Hydrants shall be readily available and unobstructed for use at all times.			



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			Yes	No	N/A

B. CONFIRMATION* OF FIRE SAFETY PLAN MEASURES

1	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	2.8.2.1.	(1) A Fire Safety Plan shall include:			
	2.8.2.1.	(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			
3		(vi) confining, controlling and extinguishing the fire			
4		(b) the appointment and organization of designated supervisory staff to carry out fire safety duties			
5		(c) the training of supervisory staff and instruction of other occupants in their responsibilities for fire safety <i>(review of records and/or survey)</i>			
6		(2) The fire safety plan shall be prepared, approved and implemented in buildings regulated by Article 2.8.1.1.			
7	2.8.2.3.	(3) The fire safety plan shall be kept in the building in an approved location.			
	see Section N for a description of high buildings addressed by Subsection 3.2.6.	(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.			
8	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 .			

***Note:** Confirmation to be based on observation of a fire drill as described in Fire Marshal's Directive 2014-002.

C. CONFIRMATION* OF SUFFICIENCY OF SUPERVISORY STAFF

1	2.8.2.2.	(1) There shall be sufficient supervisory staff available in care occupancies, care and treatment occupancies, detention occupancies and retirement homes to carry out the duties required in the fire safety plan.			
2	2.8.3.2.	(2.1) In addition to the requirements of Sentence (1), in care occupancies, care and treatment occupancies and retirement homes , a fire drill shall be carried out at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that the requirements of Sentence 2.8.2.2.(1) have been met.			

***Note:** Confirmation to be based on observation of a fire drill as described in Fire Marshal's Directive 2014-002 and on times identified in OFMEM Guideline, "TG-01-2013 Staffing Levels for the Emergency Evacuation of Residents in Care Occupancies, Care and Treatment Occupancies, and Retirement Homes", Appendix E - Fire Drill Scenario Development.



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			Yes	No	N/A

D. RECORDS MANAGEMENT

1	1.1.1.2.	(3) Any appliance , device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance , device or component would adversely affect fire or life safety.			
2	1.1.2.1. Refer to Appendix A for list of minimum check/inspect/test requirements	(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 supported group living residences and intensive support residences regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 , written records of inspections shall be kept for two years after they are made, and the records shall be available to the Chief Fire Official upon request.			

E. EARLY WARNING EQUIPMENT

1	6.3.1.1.	Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.			
2	6.3.1.4.	Fire alarm and voice communication systems shall be maintained in operating condition.			
3	6.3.2.6.	(2) Interconnected smoke alarms shall be tested and maintained in operating condition in conformance with CAN/ULC-S552, "Standard for the Maintenance and Testing of Smoke Alarms", and as required by this Article.			
4	6.3.3.2	(1) Smoke alarms shall be maintained in operating condition by the owner			

F. FIRE SUPPRESSION EQUIPMENT

1	6.2.1.2.	Portable extinguishers shall be kept operable and fully charged.			
2	6.2.1.3.	(1) Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times, except as permitted in Sentences (2) and (3).			
3	6.5.1.5.	(1) No obstructions shall be placed so as to interfere with the effectiveness of water discharge from sprinklers.			
4		(2) Sprinkler systems shall not be used to support anything that will interfere with effective sprinkler system performance.			

G. EMERGENCY LIGHTING

1	2.7.1.7.	(2) Lighting provided for illumination in exits and access to exits , including corridors used by the public, shall be maintained.			
2	2.7.3.1.	Required exit signs shall be clearly visible and maintained in a clean and legible condition.			
3	2.7.3.2.	Exit signs shall be illuminated, externally or internally, as appropriate for each sign's design, while the building is occupied.			



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			Yes	No	N/A

H. SPECIAL FIRE SUPPRESSION SYSTEMS					
1	6.8.1.1.	(7) Operating and maintenance instructions for a special fire suppression system shall be posted in proximity to the equipment and, if manual controls are provided, shall also be posted near the manual controls.			
2		(8) Valves and controls for a special fire suppression system shall be clearly marked to indicate their function and shall be accessible at all times.			
3	6.8.2.3.	Extinguishing agent containers provided for special fire suppression systems shall be fully charged with the proper quantity of extinguishing agent and the necessary operating pressure maintained.			

I. KITCHENS					
1	2.6.1.14.	(1) Instructions for manually operating the fire protection systems required under Article 2.6.1.12. shall be posted conspicuously in the kitchen.			
2		(2) The instructions required in Sentence (1) shall be included in the fire safety plan where such a plan is required.			
3	6.2.1.2.	Portable extinguishers shall be kept operable and fully charged.			
4	6.2.6.12.	Wet chemical or alkali-based dry chemical portable extinguishers shall be provided to protect commercial cooking equipment.			

J. CORRIDORS					
1	2.2.2.1.	Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating , the damaged fire separations shall be repaired so that the integrity of the fire separations is maintained.			
2	2.2.3.1.	Where closures are damaged so as to affect the integrity of their fire-protection rating , the damaged closures shall be repaired so that the integrity of the closures is maintained.			
3	2.2.3.2.	(1) Closures in fire separations shall be maintained to ensure that they are operable at all times by <ul style="list-style-type: none"> (a) keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt, (b) keeping guides, bearings and stay rolls clean and lubricated, (c) making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, and (d) repairing or replacing inoperative parts of hold-open devices and automatic releasing devices. 			
4	2.2.3.3.	Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure .			
5	2.3.2.1.	(1) Drapes, curtains, netting, and other similar or decorative materials, including textiles and films used in buildings , shall meet the requirements of CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", when these materials are used in any <ul style="list-style-type: none"> (a) care and treatment occupancy and detention occupancy, 			
6		(2) Existing drapes, curtains, netting, and other similar or decorative materials, including textiles and films used in buildings which meet the requirements for a high degree of flame resistance as described in NOTE 4 of Test Method 27.1 of CAN2-4.2, "Textile Test Methods" are deemed to be in compliance with Sentence (1).			



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			Yes	No	N/A
7	2.4.1.1.	(1) Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.			
8		(2) Combustible materials, other than those for which the location, room or space is designed, shall not be permitted to accumulate in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space.			
9	2.7.1.7.	(1) Means of egress shall be maintained in good repair and free of obstructions. <i>(Note that Article 2.4.1.2. applies only to Hotels)</i>			
10	2.7.2.2.	(1) Except as permitted in Sentences (2) and (3), locking, latching and other fastening devices on (b) every door that opens into or is located within (iii) a facility that provides access to exit from a room serving patients or residents in a care occupancy or care and treatment occupancy shall be such that the door can be readily opened to permit egress without requiring keys, special devices or specialized knowledge of the door opening mechanism.			

K. EXIT STAIRS

1	2.2.2.1.	Where fire separations between rooms, corridors, shafts and other spaces are damaged so as to affect the integrity of their fire-resistance rating , the damaged fire separations shall be repaired so that the integrity of the fire separations is maintained.			
2	2.2.3.1.	Where closures are damaged so as to affect the integrity of their fire-protection rating , the damaged closures shall be repaired so that the integrity of the closures is maintained			
3	2.2.3.2.	(1) Closures in fire separations shall be maintained to ensure that they are operable at all times by (a) keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt, (b) keeping guides, bearings and stay rolls clean and lubricated, (c) making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching, and (d) repairing or replacing inoperative parts of hold-open devices and automatic releasing devices.			
4	2.2.3.3.	Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure .			
5	2.7.2.2.	(1) Except as permitted in Sentences (2) and (3), locking, latching and other fastening devices on (a) every required exit door, shall be such that the door can be readily opened to permit egress without requiring keys, special devices or specialized knowledge of the door opening mechanism.			

L. OXYGEN, COMPRESSED GAS

1	2.15.1.2.	Storage, handling and use of portable oxygen systems shall be in conformance with CSA-Z305.12, "Safe Storage, Handling, and Use of Portable Oxygen Systems in Residential Buildings and Health Care Facilities".			
2	5.6.1.2.	(1) Cylinders containing compressed gas shall be protected against mechanical damage.			



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			Yes	No	N/A
3		(2) Cylinders containing compressed gas shall be stored to hold them securely in place (a) on racks , (b) by nesting, or (c) by approved methods or devices.			

M. CONTROL OF HAZARDS

1	2.4.1.5.	Lint traps in laundry equipment shall be cleaned to prevent the accumulation of lint that creates an undue fire hazard.			
2	2.4.4.1.	(2) Open flames shall not be permitted in dining areas in care and treatment occupancies and care occupancies			
3	2.4.4.2.	(1) Flaming meals or drinks shall not be served in care and treatment occupancies and care occupancies .			
4	2.4.6.1.	Temporary electrical wiring shall not be used where it presents a fire hazard.			

N. FIRE EMERGENCY SYSTEMS IN HIGH BUILDINGS

Note: For the purposes of this Checklist, a “High Building” is one where the building:

- has a Group B major occupancy in which the floor level of the highest storey of that major occupancy is more than 18 m above grade;
- has a floor area or part of a floor area located above the 3rd storey occupied as either a care or care and treatment occupancy, or
- has a Group C major occupancy whose floor level is more than 18 m above grade

Notes: Where the facility meets the description of a High Building (ref. Article 3.2.6.1., Div. B of the **Building Code**), **Refer to Appendix B** for the appropriate Inspection Checklist specific to this Section

O. RETROFIT (PART 9)

(Compliance with key Items in Sections 9.4 and 9.7 should be confirmed in accordance with compliance time frames described in Article 9.1.3.1., of Div. B of the Fire Code)

Subject to compliance with:

- Section 9.4 Health Care Facilities [licensed]
- Section 9.7 Buildings with a Care Occupancy or Retirement Home

Section 9.4 Health Care Facilities

1	Where applicable, building is compliant with Section 9.4 requirements			
2	Where applicable, building is compliant with Section 9.4 retrofit enhancements (refer to Appendix C)			

Section 9.7 Buildings with a Care Occupancy or Retirement Home

1	Where applicable, building is compliant with Section 9.5 requirements			
2	Where applicable, building is compliant with Section 9.6 requirements			
3	Where applicable, building is compliant with Section 9.7 retrofit enhancements (refer to Appendix C)			



APPENDIX A – RECORDS MANAGEMENT

ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Records maintained of check/inspect/test?		Record of deficiency corrected	
			Yes	No		
Part 2 Fire Safety						
1	2.6.1.12.	(1) Commercial cooking equipment shall be provided with exhaust and fire protection systems in conformance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".				
2	2.6.1.13.	Commercial cooking equipment exhaust and fire protection systems shall be maintained in conformance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".				
3	2.7.3.3.	(1) Pilot lights on emergency lighting unit equipment shall be checked monthly for operation.				
4		(2) Emergency lighting unit equipment shall be inspected monthly to ensure that <ul style="list-style-type: none"> (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry. 				
5		(3) Emergency lighting unit equipment shall be tested <ul style="list-style-type: none"> (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 a duration equal to the design criteria under simulated power failure conditions. 				
6		(4) After completion of the test required in Clause (3)(b), 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 specifications.				
7		(5) Except as provided in Sentences (1) to (4), emergency lights shall be inspected at intervals not greater than 12 months to ensure that they are functional.				
8		(6) Where emergency power for the lights referred to in Sentence (5) is provided from a system of batteries, the batteries shall be inspected and tested in accordance with the procedures set out in Sentences (2) to (4).				
9		2.8.2.1.	(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. (Note: review is by owner/operator, and fire safety plan should include records of review)			
10		(6) In the case of a care occupancy, care and treatment occupancy and a retirement home , any training of supervisory staff carried out under a fire safety plan shall be recorded.				
11	(7) In the case of a training record required by Sentence (6), the original or a copy of at least the current and the immediately preceding record shall be retained in the building for a period of at least two years and shall be made available for examination by the Chief Fire Official on request.					



ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Records maintained of check/inspect/test?		Record of deficiency corrected
			Yes	No	
12	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 supported group living residences and intensive support residences regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 , day care centres, care occupancies, care and treatment occupancies and detention occupancies , fire drills shall be held at least monthly, (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.			
13	2.8.3.2.	(2.1) In addition to the requirements of Sentence (1), in care occupancies, care and treatment occupancies and retirement homes , a fire drill shall be carried out at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that the requirements of Sentence 2.8.2.2.(1) have been met.			
Part 6 Fire Protection Equipment					
1	6.2.7.2.	Portable extinguishers shall be inspected monthly.			
2	6.2.7.4.	(1) 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.			
3		(2) Sentence (1) does not apply where other approved records are maintained that show the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.			
4	6.2.7.5.	A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.			
5	6.2.7.9.	(1) Where a portable extinguisher is tested , a label shall be fixed to the extinguisher after testing that indicates the month and year the hydrostatic pressure test was performed, the test pressure used and the name of the person or agency performing the test .			
6		(2) Sentence (1) does not apply where a permanent record of the test is kept and is available to the fire department .			
7	6.3.1.2.	(2) Where the fire alarm system monitoring referred to in Sentence (1) is provided by a central station, the building owner shall obtain written documentation from the central station operator that the monitoring service complies with (a) NFPA 71, "Standard for the Installation, Maintenance, and Use of Signaling Systems for Central Station Service", or (b) CAN/ULC-S561, "Installation and Services for Fire Signal Receiving Centres and Systems".			
8	6.3.2.2.	(1) Except as provided in Sentence (2), a fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".			
9		(2) Despite Clause 5.7.4.1.6. of CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems", a UL listed smoke detector sensitivity instrument may be used to conduct annual sensitivity testing of smoke detectors .			



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			Yes	No	
10	6.3.2.4.	Voice communication systems that are integrated with a fire alarm system shall be tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".			
11	6.3.2.6.	(3) The power supply shall be checked weekly.			
12		(4) The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis.			
13		(5) Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms on an annual basis.			
14		(6) Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official .			
15		(7) Monthly and annual tests shall be recorded and kept in accordance with Article 1.1.2.1.			
16	6.4.3.1.	(1) Standpipe systems that have been modified, extended or are being restored to service after a period of disuse exceeding one year shall be tested in conformance with Articles 6.4.3.2. to 6.4.3.5.			
17	6.4.3.2.	Standpipe system piping shall be hydrostatically tested at a pressure of not less than 1400 kPa (gauge) for 2 h, or at 350 kPa (gauge) in excess of the normal hydrostatic pressure when the normal hydrostatic pressure is in excess of 1050 kPa (gauge).			
18	6.4.3.3.	Piping between the fire department connection and the check valve in the inlet pipe to the standpipe shall be tested in the same manner as the remainder of the system.			
19	6.4.3.4.	(1) Underground mains and connections shall be tested for 2 h at a hydrostatic pressure of 350 kPa (gauge) in excess of the maximum hydrostatic pressure in service, but not less than 1400 kPa (gauge).			
20		(2) Leakage during the test shall not exceed 2 L/h per 100 joints for pipe laid with rubber gasketed joints, and 30 mL/h per 25 mm of pipe diameter per joint for pipe laid with caulked lead or lead substitute joints.			
21	6.4.3.5.	Flow and pressure tests shall be conducted at the highest and most remote hose valve or hose connection to ensure that the water supply for standpipes is provided as originally designed.			
22	6.5.1.1.	(2) Compliance with the inspection, testing and maintenance provisions of NFPA 25, "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems", for sprinkler systems is deemed to satisfy the requirements of Subsections 6.5.4., to 6.5.6.			
23	6.5.5.3.	Water flow alarm tests using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.			
24	6.5.5.5.	Sprinkler system water supply pressure shall be tested annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply.			
25	6.5.5.6.	The test prescribed in Article 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.			
26	6.6.3.5.	Fire pumps shall be tested annually at full rated capacity to ensure that they are capable of delivering the rated flow.			
27	6.7.1.1.	(1) Except as provided in Sentence (2), and Articles 6.7.1.2. to 6.7.1.5., emergency power systems shall be inspected, tested and maintained in conformance with CSA-C282, "Emergency Electrical Power Supply for Buildings".			
28		(2) An emergency electrical power supply system for emergency equipment in hospitals shall be inspected, tested and maintained in conformance with CSA-Z32, "Electrical Safety and Essential Electrical Systems in Health Care Facilities".			



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			Yes	No	
29	6.7.1.3.	Despite the requirements of Article 1.1.2.1., written records shall be maintained as required in CSA-C282, "Emergency Electrical Power Supply for Buildings".			
30	6.8.2.2.	Written records shall be kept of inspections , maintenance and testing in conformance with Article 1.1.2.1. [special fire suppression systems]			



APPENDIX B – MAINTENANCE OF FIRE EMERGENCY SYSTEMS IN HIGH BUILDINGS

For the purposes of this Checklist, a “High Building” is one where the building:					
<ul style="list-style-type: none"> ▪ has a Group B major occupancy in which the floor level of the highest storey of that major occupancy is more than 18 m above grade; ▪ has a floor area or part of a floor area located above the 3rd storey occupied as either a B2 or B3 occupancy, or ▪ has a Group C major occupancy whose floor level is more than 18 m above grade 					
ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Records Maintained of check/inspect/test?		Record of Deficiency Corrected
			Yes	No	
Elevators					
1	7.1.1.3.	(2) The keys required to recall elevators and to permit independent operation of each elevator shall be kept in the location required by the Building Code .			
2		(3) The required firefighters' elevator symbol shall be maintained in identifiable condition.			
3	7.2.1.2.	Firefighters' elevators required by Part 9 of this Division or by the Building Code shall be maintained in operable condition.			
4	7.2.2.1.	(1) Elevator door-opening devices operated by means of photo-electric cells shall be tested to ensure that the devices become inoperative after the door has been held open for more than 20 s with the photo-electric cell covered.			
5		(2) Key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the street floor 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.			
6		(3) Key-operated switches in each elevator car shall be tested to ensure that actuation of the switch will <ul style="list-style-type: none"> (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, and (d) control the opening of power-operated doors only by continuous pressure on the door-opening buttons or switches, to ensure that if the “OPEN” button or switch is released while the door is opening, the doors will automatically close. 			
Venting to Aid Fire Fighting					
7	7.1.1.3.	(4) Access to windows and panels required to vent floor areas and vents to vestibules permitted to be manually openable shall be kept free of obstructions.			
8		(5) Windows and panels provided for venting floor areas shall be maintained so as to be openable without the use of keys.			
9		(6) Vents to vestibules permitted to be manually openable shall be maintained in an operable condition.			
10	7.2.3.1.	(1) Closures in vent openings into smoke shafts from each floor area shall be inspected sequentially over a period not to exceed five years.			
11		(2) Every closure in an opening to the outdoors at the top of a smoke shaft shall be inspected annually to ensure that it will open <ul style="list-style-type: none"> (a) manually from outside the building, (b) on a signal from the smoke or heat actuated device in the smoke shaft, and (c) when a closure in an opening between a floor area and the smoke shaft opens. 			



ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Records Maintained of check/inspect/test?		Record of Deficiency Corrected
			Yes	No	
12		(3) In addition to the procedures described in Sentences (1) and (2), elevators in an elevator shaft that is intended for use as a smoke shaft shall be inspected semi-annually to ensure that on activation of the fire alarm system they will return to the street floor and remain inoperative.			
13		(4) Where an air-handling system is used for venting floor areas in the event of a fire to comply with the requirements of the Building Code , the system shall be inspected annually to ensure that air is exhausted to the outdoors.			
14	7.2.4.1.	The checking, inspecting and testing of central alarm and control facilities and voice communication systems for life safety shall be carried out in accordance with the requirements of Section 6.3.			
Inspections and Tests for Smoke Control Equipment					
15	7.3.1.1.	Smoke control equipment provided in buildings under the Building Code shall be maintained in a manner to ensure that they are fully operational.			
16	7.3.1.2.	Where smoke control measures contained in Commentary C of NRC, User's Guide – NBC 1995, "Fire Protection, Occupant Safety and Accessibility (Part 3)" are used, the inspections and tests shall be carried out as outlined in Section 7.3 in Division B of NRC, "National Fire Code of Canada 2005".			
17	7.3.1.3.	(1) Except as described in Sentences (2) to (5), where a smoke control system is designed to meet the requirements of the Building Code , the inspections and tests for equipment shall be carried out in accordance with procedures established by the designer of the system.			
18		(2) Where procedures described in Sentence (1) are not available, smoke control systems shall be assessed to ensure satisfactory operation using techniques described in MAH Supplementary Standard SB-4, "Measures for Fire Safety in High Buildings".			
19		(3) Upon completion of the assessment described in Sentence (2), written procedures for periodic inspections and tests shall be established.			
20		(4) The procedures described in Sentence (2) and (3) shall bear the signature and seal of a Professional Engineer or Architect .			



Appendix C - Part 9 Requirements

(Introduced by Ontario Regulation 150/13)

ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Observable Deficiencies Noted		
			Yes	No	N/A
Section 9.4 Health Care Facilities [licensed]					
1	9.4.5.5.	<p>(1) Buildings containing a home described in Clause 9.4.1.1.(1)(a) or (b) that is a care occupancy or a care and treatment occupancy shall be sprinklered in conformance with Sentences (2) to (5).</p> <p>(2) Except as permitted in Sentence (3), an automatic sprinkler system shall be installed in accordance with NFPA 13, "Standard for the Installation of Sprinkler Systems".</p> <p>(3) In buildings not greater than 6 storeys in building height, sprinkler systems may be installed in accordance with NFPA 13R, "Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height".</p> <p>(4) Sprinkler systems shall be equipped with local electric waterflow alarms.</p> <p>(5) If a fire pump is required by NFPA 13 or NFPA 13R, it shall be installed in accordance with NFPA 20, "Installation of Stationary Pumps for Fire Protection", if it has a rated net head pressure greater than 280 kPa.</p> <p>(6) Buildings described in Sentence (1) that are sprinklered in conformance with Article 9.4.5.2. on January 1, 2014 are deemed to be in compliance with Sentence (1).</p> <p><i>Note: Compliance date is January 1, 2025</i></p>			
Section 9.7 Buildings with a Care Occupancy or Retirement Home					
2	9.7.1.3.	<p>(1) In addition to the requirements of this Section,</p> <p style="padding-left: 20px;">(a) a building not greater than 6 storeys in building height shall comply with Subsections 9.5.2. to 9.5.5., and</p> <p style="padding-left: 20px;">(b) a building greater than 6 storeys in building height shall comply with Subsections 9.6.2. to 9.6.5.</p> <p>(2) Clause (1) (a) does not apply to a building not greater than 3 storeys in building height that provides sleeping accommodation for not more than four persons.</p> <p><i>Note: Compliance date has passed – technical requirements of Sections 9.5 and 9.6 are continued in Section 9.7.</i></p>			
3	9.7.2.1.	<p>(1) Except for doors opening directly to the exterior, doors to suites and sleeping rooms not within suites shall be equipped with self-closing devices.</p> <p>COMPLIANCE OPTIONS</p> <p>(2) Sentence (1) does not apply</p> <p style="padding-left: 20px;">(a) in buildings not greater than 3 storeys in building height that provide sleeping accommodation for not more than 10 persons, or</p> <p style="padding-left: 20px;">(b) in buildings having public corridors on each floor area which are subdivided in accordance with Sentence (3).</p> <p>(3) The public corridor subdivision referred to in Clause (2)(b) is one</p> <p style="padding-left: 20px;">(a) that separates the corridor into at least two zones by fire separations,</p> <p style="padding-left: 20px;">(b) that is able to accommodate, in addition to its own occupants, the occupants of the adjacent zone based on the requirements of 1.6 m² per person, unless otherwise approved,</p>			



ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Observable Deficiencies Noted		
			Yes	No	N/A
		<p>(c) in which the travel distance from any point in one zone to an adjacent zone does not exceed 25 m, and</p> <p>(d) that contains smoke-tight doors equipped with self-closing devices that act as closures in the fire separation.</p> <p><i>Note: Compliance date is January 1, 2016</i></p>			
4	9.7.3.1.	<p>(1) Emergency lighting shall be provided in exit stairways, public corridors and other principal access to exits.</p> <p>(2) Emergency lighting required in Sentence (1) shall be designed to provide illumination for at least 30 minutes.</p> <p>COMPLIANCE OPTIONS</p> <p>(3) Sentence (1) does not apply in buildings not greater than 3 storeys in building height that provide sleeping accommodation for not more than 10 persons.</p> <p><i>Note: Compliance date is January 1, 2015</i></p>			
5	9.7.4.1.	<p>(1) Fire alarm systems shall have provision for notifying the fire department in accordance with Article 3.2.4.7. of the 1990 Building Code that a fire alarm signal or alert signal has been initiated.</p> <p>COMPLIANCE OPTIONS</p> <p>(2) Sentence (1) does not apply to buildings equipped with an interconnected smoke alarm system.</p> <p><i>Note: Compliance date is January 1, 2015</i></p>			
6	9.7.4.2.	<p>(1) Sprinkler systems shall have provision for notifying the fire department in accordance with Article 3.2.4.7. of the 1990 Building Code that the sprinkler system has been activated.</p> <p>COMPLIANCE OPTIONS</p> <p>(2) Sentence (1) does not apply where the fire alarm system or interconnected smoke alarm system has provision for notifying the fire department in accordance with Article 3.2.4.7. of the 1990 Building Code that a fire alarm signal or alert signal has been initiated.</p> <p><i>Note: Compliance date is January 1, 2015</i></p>			
7	9.7.4.3.	<p>(1) A smoke alarm shall be installed in each suite and in each sleeping room not within a suite.</p> <p>(2) Smoke alarms shall be installed with permanent connections to an electrical circuit and shall have no disconnect switch between the overcurrent device and the smoke alarm.</p> <p>COMPLIANCE OPTIONS</p> <p>(3) Battery-operated smoke alarms are deemed to be in compliance with Sentence (2).</p> <p>(4) Smoke alarms required in Sentence (1) shall conform to CAN/ULC-S531, "Standard for Smoke-Alarms".</p> <p>(5) Smoke alarms required in Sentence (1) shall be installed in accordance with CAN/ULC-S553, "Standard for the Installation of Smoke-Alarms".</p> <p>(6) Existing smoke alarms meeting the requirements of CAN/ULC-S531-M87, "Standard for Smoke-Alarms", are deemed to be in compliance with Sentence (4).</p>			



ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Observable Deficiencies Noted		
			Yes	No	N/A

		<p>(7) A smoke detector that is installed in each suite and in each sleeping room not within a suite is deemed to be in compliance with Sentence (1) if it is connected to a fire alarm system.</p> <p><i>Note: Compliance date is March 1, 2014</i></p>			
8	9.7.4.4.	<p>(1) A voice communication system conforming to Article 3.2.4.22. of the 1990 Building Code shall be provided in every building where a floor area that is more than 18 metres above grade contains a care occupancy or a retirement home.</p> <p>COMPLIANCE OPTIONS</p> <p>(2) A voice communication system is deemed to be in compliance with Sentence (1) if it</p> <ul style="list-style-type: none"> (a) consists of loudspeakers operated from, <ul style="list-style-type: none"> (i) the central alarm and control facility, or (ii) another location that is accessible to the fire department and supervisory staff required under Subsection 2.8.2. and that is approved, (b) provides a clear verbal signal throughout the building, except within elevator cars, and (c) provides for automatic silencing of the fire alarm devices when the loudspeakers are in use. <p>(3) A public address system capable of providing a clear verbal signal throughout the building, though not within elevator cars, is deemed to be in compliance with Sentence (1).</p> <p><i>Note: Compliance date is January 1, 2016</i></p>			
9	9.7.5.1.	<p>(1) An automatic sprinkler system shall be installed in each building in accordance with NFPA 13, "Standard for the Installation of Sprinkler Systems".</p> <p>COMPLIANCE OPTIONS</p> <p>(2) Despite Sentence (1), in a building not greater than 3 storeys in building height that provides sleeping accommodation for not more than 10 persons, a sprinkler system may be installed in accordance with NFPA 13D, "Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes", except that the minimum quantity of available water shall be adequate for a demand duration of at least 20 minutes if stored water is used as the sole water supply source.</p> <p>(3) Despite Sentence (1), in a building not greater than 6 storeys in building height, a sprinkler system may be installed in accordance with NFPA 13R, "Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height".</p> <p>(4) An existing sprinkler system that provides an average sprinkler discharge density over a design area that is equal to the minimum density corresponding to the area for light hazard classification as defined in NFPA 13, "Standard for the Installation of Sprinkler Systems", is deemed to be in compliance with Sentence (1).</p> <p>(5) Sprinkler systems shall be equipped with local electric waterflow alarms.</p> <p>(6) If a fire pump is required by NFPA 13 or NFPA 13R, it shall be installed in accordance with NFPA 20, "Installation of Stationary Pumps for Fire Protection", if it has a rated net head pressure greater than 280 kPa.</p>			



ID	Fire Code Reference (Div. B)	Fire Code Requirement (for accurate reference, refer to Ontario Regulation 213/07, as amended)	Observable Deficiencies Noted		
			Yes	No	N/A
		<p>(7) Sentences (1) to (6) do not apply to a building not greater than 3 storeys in building height that provides sleeping accommodation for not more than four persons, if the building is equipped with smoke alarms that comply with Article 9.5.4.4. and that are interconnected so that the activation of any smoke alarm will sound a similar signal in each of the interconnected smoke alarms.</p> <p><i>Note: Compliance date is January 1, 2019</i></p>			
Section 1.2 Qualifications (Division C)					
10	1.2.3.2.	<p>(1) A person referred to in Article 1.2.3.1. [i.e. every person who is required to implement the provisions of Section 2.8 of Division B in a building containing a care occupancy, a care and treatment occupancy or a retirement home.]</p> <p>(a) must have successfully completed a program or course acceptable to the Fire Marshal, and</p> <p>(b) shall, at the request of the Chief Fire Official, produce for inspection a certificate or other document attesting to his or her successful completion of that program or course.</p> <p><i>Note: Compliance date is January 1, 2017</i></p>			

