



St. John's Regional Fire Department



Property Management Responsibilities for Fire Safety



Fire
Prevention

ST. JOHN'S REGIONAL FIRE DEPARTMENT

Fire Safety Responsibilities For Multi-Unit Residential Building Owners/Property Managers

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INTRODUCTION

Fire safety is an important responsibility for everyone. The consequences of poor fire safety practices and a lack of emergency planning are especially serious in properties that house a large number of people.

In an effort to prevent fires and minimize the damage from fires when they occur, property managers are encouraged to develop and implement a Fire Safety Plan and a schedule of regular maintenance checks for all the fire safety equipment located within their building.

This booklet will aid property managers in developing a Fire Safety Plan and a maintenance schedule by informing them what checks are required on the various fire safety equipment and at what intervals. This booklet also provides owners/property managers with information on what to do should any of the fire safety equipment fail to operate.

What is a Fire Safety Plan?

A Fire Safety Plan is a detailed document designed to deal with all aspects of fire safety relating to a specific building or property. The document is intended to be a reference manual outlining the fire safety practices to be routinely used.

Every Fire Safety Plan should include:

- Emergency procedures to be used in case of fire, including: sounding the alarm, notifying the fire department, provisions for access for firefighting, instructing occupants on procedures to be followed when the fire alarms sounds, and evacuating endangered persons;
- Instructions on ways to prevent fire and methods to control fire hazards throughout the building;
- Information about the appointment, organization and instruction of designated supervisory staff and other occupants, including their related fire safety duties and responsibilities;
- The method and frequency of conducting fire drills;
- Detailed maintenance procedures for fire protection systems and building features;
- The identification of alternate fire safety measures in the event of a temporary shutdown of fire protection equipment or systems, so that occupant safety can be assured;



- Instructions and schematic diagrams describing the type, location and operation of building fire emergency systems.

EVACUATION DIAGRAMS

What Are They?

Evacuation Diagrams are typical diagrams that provide instructions to occupants and visitors to your building highlighting exit facilities and other fire safety provisions for their use. They should include an orientation tool, “*You Are Here*”, as well as directional arrows leading to all exits. Diagrams are then permanently affixed to the wall near elevators and exits. A copy also needs to be provided to the residents and/or occupants as part of their fire safety instructions.

What Part Of The Building Must Be Shown?

Basements, parking garages, and floor plans of all levels including typical floors, penthouses, mezzanines and partial floor levels, roof plans, building sections may also be necessary. Unit layouts are required for business and commercial buildings but optional for apartment suites.

Benefits of Implementing a Fire Safety Plan

- Reduces the incidence of fire
- Promotes fire hazard identification and elimination
- Promotes employee and tenant safety and awareness
- Coordinated building and fire department resources during a fire emergency
- Enhances Fire Code compliance



FIRE PROTECTION MEASURES

Please find below brief descriptions of fire protection systems, which may be present in existing buildings:

Automatic Sprinkler System

An automatic sprinkler system is a series of underground and overhead piping designed in accordance with fire protection engineering standards. The system is connected to a water supply such as a storage tank or municipal water supply. The system includes a controlling valve, a series of sprinkler heads and a device for actuating an alarm when the system is in operation and is usually activated by heat from fire, thereby discharging water over the fire area.

Emergency Lighting

Emergency lighting ensures that exits, corridors and principal routes providing access to exits are illuminated in the event of loss of electrical power to the building.

Exits

An exit is that part of a means of egress that leads from the floor area it services to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path necessary for occupants to proceed with reasonable safety to the outside.

Fire Alarm System

The purpose of a fire alarm system is to alert all the occupants of the building that a fire emergency exists, so that such occupants may put the measures required by the Fire Safety Plan into practice.

All fire alarm systems shall be maintained in a fully operational condition at all times.

Fire Department Access

Fire department access allows fire fighters and their equipment to gain access to the building. Vehicles parked in Fire access routes, excessive vegetation, snow and other forms of obstructions to access fire hydrants, and fire department connections are not permitted by the National Fire Code. Maintaining Fire Department Access is an ongoing matter. In addition, access into a building requires consideration (e.g. keyholder available through preplanning).



Portable Extinguishers

Portable extinguishers are intended as a first aid measure to cope with fire of limited size. The basic types of fire are Class A, B, and C. Portable extinguishers are rated for the corresponding class of fire.

Standpipe and Hose Systems

A standpipe system is an arrangement of piping, valves and hose outlets installed in a building or structure in such a manner that water can be discharged through a hose and nozzle for extinguishment of fire. The system is connected to a water supply, which provides an adequate supply of water to the hose.

Kitchen Fire Suppression System and Kitchen Exhaust

Kitchen Fire Suppression Systems are specifically designed, tested, and approved/listed to provide fire protection for commercial kitchen cooking appliances, hoods, and ducts. These are classified as wet chemical pre-engineered fire suppression systems. The exhaust is system of ductwork that mechanically expels cooking vapors from the building.



RESPONSIBILITIES

Responsibilities of Owner/Property Manager

1. Establishment of emergency procedures to be followed at the time of an emergency.
2. Appointment and organization of designated supervisory staff and alternates to carry out fire safety duties.
3. Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
4. Assuring maintenance of building facilities provided for safety of the occupants.
5. Provision of alternative measures for safety of occupants during shutdown of fire protection equipment.
6. Assuring that checks, tests and inspections, as required, are completed on schedule and that records are retained.

Responsibilities of Superintendents

The Superintendents are responsible for daily, weekly, and monthly, bi-annual, and annual maintenance, as required under the National Fire Code, of all fire safety equipment located within their site. Maintenance includes visual inspections and written verification in the building's Fire Safety Log, and immediate notification of equipment malfunction or shutdown to their Owner/Property Manager, or staff person on duty, as well as the Fire Department.

1. Keep fire separation doors closed at all times – stairwell, hallway, apartment, laundry room, electrical/mechanical room.
2. Keep stairways, landings, hallways, passageways and exits, both inside and outside, clear of obstructions at all times. (Including snow and ice.)
3. Do not permit combustible materials to accumulate in any part of a stairway or other means of egress, or electrical, mechanical, service room.
4. Keep access roads, hydrants, and fire department connections clear and accessible at all times for Fire Department use.
5. Have a working knowledge of the fire alarm system and how to reset it. The St. John's Regional Fire Department will not reset fire alarm panels.
6. Maintain the fire alarm system and other fire protection equipment in good operation at all times. Record this information in the Fire Safety Log.



7. In the event of any shutdown of fire protection equipment, e.g. fire alarm system, sprinkler, standpipe, notify the Fire Department and implement a fire watch.

During an emergency situation the Superintendent shall:

1. Ensure the fire alarm has been activated.
2. Notify the Fire Department at 911 and inform them of the emergency condition.
3. Supervise the evacuation of the occupants.
4. Upon the arrival of the Fire Department, inform the Fire Official regarding conditions in the building and co-ordinate the efforts of supervisory staff with those of the Fire Department.
5. Provide access and vital information to the Fire Department (i.e. keys for access to suites, service rooms, elevators, etc.)
6. Reset the fire alarm only when directed to do so by the Fire Department.
7. Contact the monitoring company (if applicable) and advise that fire systems have been reset.

DEFINITIONS

- ❖ **Check:** means 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 its intended function.
- ❖ **Test:** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

Fire Alarm System

- **Check** to ensure fire alarm system is fully operational at all times
- **Check** AC power light daily
- **Check** for trouble signal daily
- Report trouble to alarm maintenance company and have them come in ASAP to repair
- Implement a fire watch when the alarm is showing trouble or not functioning for some other reason
- Have system **inspected by a qualified professional** at least annually
- Replace smoke alarms, and smoke and heat detectors as required
- **Check** detectors at least monthly and report any problems to the alarm maintenance company and have them come in ASAP to repair



- If renovations are done, ensure there are adequate smoke/heat detectors for the renovated space

Sprinkler System

- **Check** to ensure sprinkler system is fully operational at all times
- Report any problems to the sprinkler maintenance company and have them come in to repair ASAP
- Have system **inspected by a qualified professional** at least annually
- **Check** sprinkler heads monthly for any sign of damage or dirt
- Have damaged/dirty sprinkler heads repaired/cleaned and/or replaced
- Maintain 18 inches of clearance around sprinkler heads

Standpipe and Hose Cabinets

- **Check** to ensure standpipe system is fully operational at all times
- Report any problems to the standpipe maintenance company and have them come in to repair ASAP
- Have system **inspected by a qualified professional** at least annually
- **Check** hoses in cabinets to ensure they are hung properly
- **Check** to ensure hose wrench is available in the cabinet
- **Check** to ensure hose cabinets are unobstructed at all times

Hydrants

- **Check** to ensure hydrants are clear and accessible at all times
- Have hydrant **inspected by a qualified professional** at least annually
- Report any damage to the hydrant to the maintenance company and have it repaired ASAP

Evacuation Plan

- Implement and maintain the evacuation plan. Review the plan at least annually to see if updates are required. e.g. change in emergency contact information, change in any residents with mobility impairments
- Ensure each dwelling unit receives a copy of the evacuation plan. This plan shall include the location of alarms, egress paths and action to be taken when there is a fire in your dwelling unit and when the alarm activates.
- Provide a copy of the evacuation plan to each dwelling unit annually or when tenancy changes.
- Conduct annual fire drills.



Exits

- **Check** to ensure all exits are clear and unobstructed, both inside and outside, at all times, and are well lit
- **Check** to ensure exits are free of snow and/or ice at all times
- **Check** to ensure exits are cleared to a public way
- **Test** to ensure exit doors are easy to open with minimal force

Emergency Lights

- **Test** at least monthly
- Repair and/or replace any that are not working

Exit Signs

- Must be operable in AC and DC mode
- **Test** DC mode at least monthly to ensure battery is functioning
- **Check** for burned out bulbs in AC mode at least weekly, replace as needed

Apartment/Hallway/Stairwell Doors

- **Check** to ensure doors are kept closed at all times, unless they are connected to the fire alarm system
- **Check** to ensure they are self-closing and latching. Repair any doors with missing/broken self-closures and any doors that are not fully latching

Hallways/Stairwells

- **Check** to ensure there is no storage
- **Check** to ensure they are unobstructed at all times

Electrical/Mechanical Rooms and Laundry Rooms

- **Check** to ensure there is no storage as storage is not permitted
- **Check** to ensure doors are closed at all times, unless they are connected to the fire alarm system.

Fire Extinguishers

- Installed in hallways and/or dwelling units
- Have extinguishers **inspected by a qualified professional** at least annually



- **Check** the gauge at least monthly to ensure the needle is still located within the green section
- **Check** to ensure extinguishers are unobstructed at all times
- **Check** for any signs of physical damage and that the pin is in place

General

- **Check** to ensure lint traps and area behind dryers are free of lint buildup and other combustible debris
- **Check** to ensure dryer hoses are still connected
- **Check** for any holes in ceilings or walls, or missing ceiling tiles. Repair/replace to maintain fire separation
- **Check** to ensure all regular lighting is in good working order so means of egress is illuminated
- **Check** to ensure dumpster is safe distance from building and lids are secured
- **Check** storage areas for debris, improper storage of cleaners or chemicals



FIRE SAFETY MAINTENANCE REQUIREMENTS

Daily (Not Normally Recorded in the Fire Safety Log)

1. Fire Alarm System – **Check** AC power lamp to ensure it is lit and that no trouble is indicated.
2. Laundry Room – **Check** to ensure dryers and area behind dryers are free of lint and dryer hoses are connected.
3. Fire Doors – **Check** to ensure they remain closed and they are not wedged or held open in any way. (Electrical/mechanical/service rooms, laundry rooms, hallway, stairwell, exterior and apartment doors.)
4. Extinguishers – **Check** to ensure they are unobstructed.
5. Dumpster – **Check** to ensure lid is in place and dumpster is locked when not in use.
6. Exits – **Check** to ensure exits are cleared to a public way.

Weekly

1. Sprinkler System – Control valves that are not electrically supervised shall be **checked** to ensure they are in the open position and accessible.
2. Sprinkler System – Water supply pressure and system air or water pressure shall be **checked** to ensure the system is maintained at the required operating pressure.
3. Sprinkler Cabinet – Check to ensure spare sprinkler heads are located in the cabinet along with a sprinkler wrench.
4. Electrical/Mechanical/Service Rooms – **Check** to ensure there is no storage in them.
5. Breeches in Fire Separation – Check to ensure there are no holes in walls or ceilings, or ceiling tiles missing. Repair as necessary.

Monthly

1. Portable Extinguishers – **Check** to ensure there is no physical damage, pin is in place, pressure is good on the gauge, and inspection date is current.
2. Emergency Lights – **Test** batteries and make repairs as necessary.
3. Exit Signs – **Check** to ensure they are illuminated and **test** to ensure they illuminate in DC mode. Repair as necessary.
4. Exit Doors – **Test** (physically open) all doors forming part of a means of egress (any hallway, stairwell or exterior doors) to ensure they are operable with minimal force. Repair as necessary.



5. Fire Doors – **Test** all doors forming part of a fire separation (electrical/mechanical/service rooms, laundry rooms, hallway, and stairwell) to ensure they self-close and latch. Repair as necessary.
6. Hose Cabinets – Inspect all hose cabinets to ensure proper hose position and that all equipment is in place and operable.

Bi-Annually

1. Smoke alarms – Battery operated smoke alarms or those hard-wired with battery backup shall have the batteries replaced at least twice a year.
2. Carbon monoxide alarms – Battery operated carbon monoxide alarms or those hard-wired with battery backup shall have the batteries replaced at least twice a year.
3. Kitchen suppression system **inspected** by a qualified professional.
4. Kitchen exhaust **inspected and cleaned** by a qualified professional.

Annually

1. Fire Alarm System **inspected** by a qualified professional.
2. Water Based Fire Protection Systems (Sprinkler, Standpipe, Hose Cabinets, Hydrants) **inspected** by a qualified professional.
3. Portable Fire Extinguishers **inspected** by a qualified professional.
4. Smoke alarms shall be **tested** annually during the fire alarm inspection and after every change in tenancy.
5. Carbon monoxide alarms shall be **tested** annually during the fire alarm inspection and after every change in tenancy.
6. Dryer ductwork for common laundry rooms cleaned by a qualified professional.

The SJRFD Fire Department is dedicated to the protection of life and property for our citizens, visitors, and businesses. We are confident that through education and awareness your property can be a fire safe facility.

Annual inspections by the SJRFD are performed to assess and mitigate potential fire- and life-safety hazards in buildings.

We believe that by working together, our annual inspections will greatly reduce the occurrence of injury and the impact of a fire in your property. The best way for you to prepare for your annual inspection is to follow the preventative measures that have been outlined in this booklet.

**See the back of this manual for Sample Fire Safety Logs.*



GENERAL FIRE SAFETY INFORMATION

Cooking Fire Safety

- ❖ Never leave cooking food unattended. If you need to step away, turn off the stove.
- ❖ Do not cook if you are sleepy or have consumed alcohol or drugs that may cause drowsiness.
- ❖ Do not deep fry food in a pot of oil on the stovetop. Use an approved, thermostatically controlled deep-fryer instead. Do not leave the kitchen while using it.
- ❖ Keep pot lids nearby so that if the pot catches fire, you can carefully slide the lid/cover on it and turn off the stove. **Do not move a pot that is on fire from the stovetop!** In a panic, you may drop the pot or spill its contents on the floor which may catch your clothes or the floor on fire.
- ❖ If there is a fire in the oven, keep the door closed and turn off the oven. Call 911.
- ❖ Wipe up any spills on the stovetop or in the oven as built up grease can catch fire.
- ❖ Mount a fire extinguisher in the kitchen, and check the pressure gauge monthly.
- ❖ Do not wear loose clothing when cooking: a dangling sleeve can easily catch fire or it can hook a pot handle causing the pot to tip over.
- ❖ Keep anything that can burn (i.e. oven mitts, paper towels, dish towels, curtains, food packaging, etc.) away from the stove.
- ❖ Do not put or store anything that can burn in your oven (i.e. oven mitts, pizza boxes, food packaging, towels, etc.)

Microwave Safety Tips:

- ❖ Plug the microwave directly into the wall outlet – never use an extension cord.
- ❖ Make sure the microwave oven is at a safe height, within easy reach of all users.
- ❖ Open food slowly, away from the face. Hot steam or the food itself can cause burns.



- ❖ Use only microwave-safe food containers and dishes. Never use aluminum foil, metal dishes or dishes with metallic trim on them in a microwave oven.
- ❖ If you have a fire in the microwave, leave the door closed, turn the oven off and unplug it from the wall, if you are able to do so. If the fire does not go out, get outside and call the fire department.

Propane Grilling/BBQ Safety Tips:

***IMPORTANT:** Follow the manufacturer's installation instructions for clearances from combustible overhangs, decks, walls, fences, etc. Keep the area clear of branches, leaves, or other combustibles. Apartment building management may want to consider prohibiting the use of BBQs on balconies.*

- ❖ Propane and charcoal BBQ grills should only be used outdoors.
- ❖ Keep children and pets at least three feet away from the grill area.
- ❖ Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- ❖ Never leave the grill unattended.
- ❖ Always make sure the grill lid is open before lighting it.
- ❖ Periodically check the propane tank hose for leaks before using it. Do this by applying a light soap and water solution to the hose. If it is leaking, there will be bubbles.
- ❖ If there is a leak and the grill is not lit, turn off the propane and grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call 911.
- ❖ If you smell gas while cooking, immediately move away from the grill and call 911. Do not move the grill.
- ❖ If the flame goes out while you are grilling, turn the grill and gas off and wait at least 15 minutes before re-lighting it.



Charcoal Grilling/BBQ Safety Tips:

***IMPORTANT:** Follow the manufacturer's installation instructions for clearances from combustible overhangs, decks, walls, fences, etc. Keep the area clear of branches, leaves, or other combustibles. Apartment building management may want to consider prohibiting the use of BBQs on balconies.*

- ❖ If you use a starter fluid, make sure that you only use charcoal starter fluid. Never add charcoal starter fluid or any other flammable liquids to the fire.
- ❖ Keep charcoal starter fluid out of the reach of children and away from heat sources.
- ❖ When finished grilling, let the coals completely cool before disposing in a metal container with a metal lid away from the home and anything that can burn.

Heating Fire Safety

Heating equipment is one of the leading causes of home fires. Half of home heating fires are reported during the months of December, January, and February.

Safety Tips:

- ❖ Keep anything that can burn at least three-feet away from heating equipment, such as electric baseboard heaters, furnaces, fireplaces, woodstoves or portable space heaters.
- ❖ Have a three-foot "kid and pet free zone" around fireplaces, woodstoves and space heaters.
- ❖ Have fuel burning heating equipment and chimneys cleaned and/or inspected every year by a qualified professional.
- ❖ Remember to turn electric portable heaters off when leaving the room or going to bed.
- ❖ Make sure the fireplace has a sturdy screen or tempered glass door in front of it to stop sparks from flying out.



- ❖ Ashes from a fireplace or woodstove should be cooled before putting them in a metal container with a metal lid. Keep the container outside, a safe distance from your home and anything that can burn.
- ❖ All fuel burning equipment should be vented to the outside to avoid carbon monoxide poisoning.
- ❖ Install and maintain carbon monoxide alarms if you have any fuel burning equipment in your home. i.e. oil, wood or propane.

Smoking Fire Safety

The place where we feel safest – at home - is where most smoking fires, deaths and injuries occur. Careless smoking can lead to fire.

Safety Tips:

- ❖ If you smoke, smoke outside. Never smoke in bed or while lying on the couch.
- ❖ Keep cigarettes, lighters, matches and other smoking materials up high and out of the reach of children.
- ❖ Use a deep, sturdy ashtray and place it away from anything that can burn.
- ❖ Do not discard cigarettes in potted plants, bushes, on grass, leaves, or other things that could easily catch fire.
- ❖ Before you throw away butts and ashes, make sure they are out. Douse them in water or flush them down the toilet.

Electrical Fire Safety

Electricity is a necessity for modern day living but can be dangerous if not handled with properly. Treat electricity with respect.

Safety Tips:

- ❖ Have all electrical work done by a qualified electrician.
- ❖ Only plug one heat-producing appliance (such as a coffee maker, kettle, toaster, space heater, etc.) into an outlet at a time.
- ❖ Do not overload electrical circuits.



- ❖ Check electrical cords to make sure they are not running across doorways or under carpets. This can pose a tripping hazard and can cause wear and damage to the cord.
- ❖ Extension cords are intended for temporary use. Use a surge protected power bar or have a qualified electrician install more outlets.
- ❖ If you are using an extension cord for temporary use, make sure it is properly rated for its intended use, indoor or outdoor, and meets or exceeds the power needs of the appliance or tool being used.
- ❖ If a piece of electrical equipment or appliance has a damaged, frayed, cracked, or worn cord, then replace the entire unit. Do not tamper with damaged cords.

Candle Fire Safety

Candles may look pretty but they are another leading cause of residential fires. Remember a candle is an open flame. The best policy is to not have candles in the residence.

Safety Tips:

- ❖ If you choose to burn candles, use only candle holders that are sturdy and won't tip over easily. Place the candle holders on sturdy, uncluttered surfaces.
- ❖ Light candles carefully. Keep your hair and clothing away from the flame.
- ❖ **NEVER** use a candle if oxygen is being used.
- ❖ Keep anything that can burn at least 3 feet away from candles and make sure there is nothing above them.
- ❖ Blow all candles out when you leave the room or go to bed.
- ❖ For festive decor, choose CSA approved electric lights.
- ❖ In preparation for an emergency, place flashlights in key locations, for example, beside the bed, favorite chair, and in the kitchen.
- ❖ Consider using battery operated candles.



Samples of Fire

Safety Maintenance

Logs



WEEKLY	Week 1		Week 2		Week 3		Week 4		Initials	Action Taken if Not OK
	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		
Exit Signs (All bulbs lit)	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		
Sprinkler System (control valves open, pressure ok, 18" clearance around heads and heads not damaged or dirty)	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		
Sprinkler Cabinet (spare heads and wrench in cabinet)	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		
Breeches in Fire Separation (check for holes in ceilings/walls or ceiling tiles missing)	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		
Storage in Electrical/Mechanical /Service Rooms (no storage permitted)	OK	Not OK	OK	Not OK	OK	Not OK	OK	Not OK		



MONTHLY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Initials
Fire Extinguishers (no physical damage, pin in place, pressure ok, inspection date current)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	
Emergency Lights (test batteries)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	
Exit Signs (check bulbs and test batteries)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	
Exit Doors (open all doors in means of egress)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not ok	
Fire Separation Doors (test all doors to ensure self-closing and latching)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	
Hose Cabinets (proper hose position and wrench)	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	Not OK	

Action Taken: _____



BI-ANNUALLY	Date	Batteries Replaced		Initials		Date	Batteries Replaced		Initials	
Smoke Alarms		Yes	No				Yes	No		
Carbon Monoxide Alarms		Yes	No				Yes	No		
	Date	Inspection and Cleaning Conducted		Certificate Received		Date	Inspection and Cleaning Conducted		Certificate Received	
Kitchen Suppression		Yes	No	Yes	No		Yes	No	Yes	No
Kitchen Exhaust		Yes	No	Yes	No		Yes	No	Yes	No



ANNUALLY	Tested and Inspected by a Qualified Agency		Certificate Received		Date	Initials
Fire Alarm	Yes	No	Yes	No		
Smoke Alarms	Yes	No	Yes	No		
Carbon Monoxide Alarms	Yes	No	Yes	No		
Sprinkler	Yes	No	Yes	No		
Standpipe	Yes	No	Yes	No		
Hydrant	Yes	No	Yes	No		



ANNUALLY	Tested and Inspected by a Qualified Agency		Certificate Received		Date	Initials
Hose Cabinets	Yes	No	Yes	No		
Fire Extinguishers	Yes	No	Yes	No		



For more information please contact:

Fire Prevention Division
St. John's Regional Fire Department
Central Fire Station, Administration

Phone: 576-3905

Fax: 576-8635

Email: fire@stjohns.ca

Website: www.sjrfd.ca

