



# FIRE SAFETY SYSTEMS

Guideline for Business Owners





## Information for Building Owners

### Owner – The Alberta Fire Code (AFC) 1.4.1.2

**Owner** means lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership.

Business owners in a rented building, business managers, apartment management companies, school officials etc. are considered *owners* under the Alberta Fire Code.

### Your responsibilities as identified in the Alberta Fire Code (2014)

- Division C Article 2.2.1.1. of the AFC states that unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code.

### Fire Safety Systems

Fire safety systems are installed into buildings to help protect people and buildings from fires. They include but are not limited to portable fire extinguishers, sprinklers and fire extinguishing systems, fire alarms and their systems. Fire safety systems are also known as life safety systems and fire protection installations.

When the AFC Code (2.2.1.2) requires that tests, inspections, maintenance or operational procedures be performed, records shall be made and the original or a copy shall be retained at the premises for examination by the authority having jurisdiction (Okotoks Fire Department). The initial verification or test reports for each system shall be retained throughout the life of the systems.

### When should a system be inspected, tested or maintained?

Fire safety systems have to be inspected regularly, as per the [Alberta Fire Code](#), by a qualified service company. When a service company completes an inspection they will create a service report that will contain their findings. These reports must be kept on site for two years and be readily available for examination by a Fire Safety Codes Officer (Fire Inspector).

The Okotoks Fire Department has checklists available that show the daily, weekly, monthly, quarterly and annual required checks, test and inspection schedules for fire safety systems and equipment.

Before repairs or alterations are made to fire protection installations, including but not limited to fire extinguishing systems and fire alarm and detection systems, a procedure of notification acceptable to the fire department shall be established, and the procedure may include the notification of the fire department and the building occupants



## What is in a service report?

Service reports of a fire safety system should include:

- Building Address
- Inspection and testing date
- Testing Standard
- System Status (fully functional or system has deficiencies)
- Deficiencies
- Recommendations (reported on a separate page)

## What is a deficiency?

Deficiencies are problems with the system that **MUST** be corrected according to [Alberta Fire Code](#). They differ from recommendations which are suggestions on how you can improve your fire protection system and recommendations are not mandatory.

**Technicians** inspecting, testing and maintaining specific fire safety systems must be qualified in:

1. **Extinguishers** - Certified to inspect, test and maintain in conformance with NFPA 10 "Portable Fire Extinguishers".
2. **Fire Alarm Systems** - Certified to inspect and test in conformance with CAN/ULC-S537 – "Standard for Verification of Fire Alarm Systems"
3. **Water Based Fire Protection Systems** Includes; Sprinkler Systems, Standpipes, Private Hydrants, Hose Systems, Foam – Water Systems, Fire Pumps. Certified to inspect, test and maintain in conformance with NFPA 25 "Standard for Water Based Fire Protection Systems".
4. **Emergency Power Systems and Emergency Lighting** - Certified to inspect, test and maintain in conformance with CSA C282 – "Emergency Electrical Power Supply for Buildings"
5. **Commercial Cooking Equipment** – Certified to inspect and maintain commercial cooking equipment exhaust and fire protection systems in conformance with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations".
6. **Special Fire Suppression Systems** – Certified to test, inspect and maintain in conformance with;
  - a. NFPA 11 "Low, Medium and High Expansion Foam"
  - b. NFPA 12 "Carbon Dioxide Extinguishing Systems"
  - c. NFPA 12A & B "Halon Fire Extinguishing Systems"
  - d. NFPA 17 "Dry Chemical Extinguishing Systems"
  - e. NFPA 17A "Wet Chemical Extinguishing Systems"
  - f. NFPA 2001 "Clean Agent Extinguishing Systems"

If you have questions concerning the Alberta Fire Code and how it applies to your business, multi family dwelling or other occupancy please call the Okotoks Fire Department at 403-938-4066 or email [okotoksfire@okotoks.ca](mailto:okotoksfire@okotoks.ca)

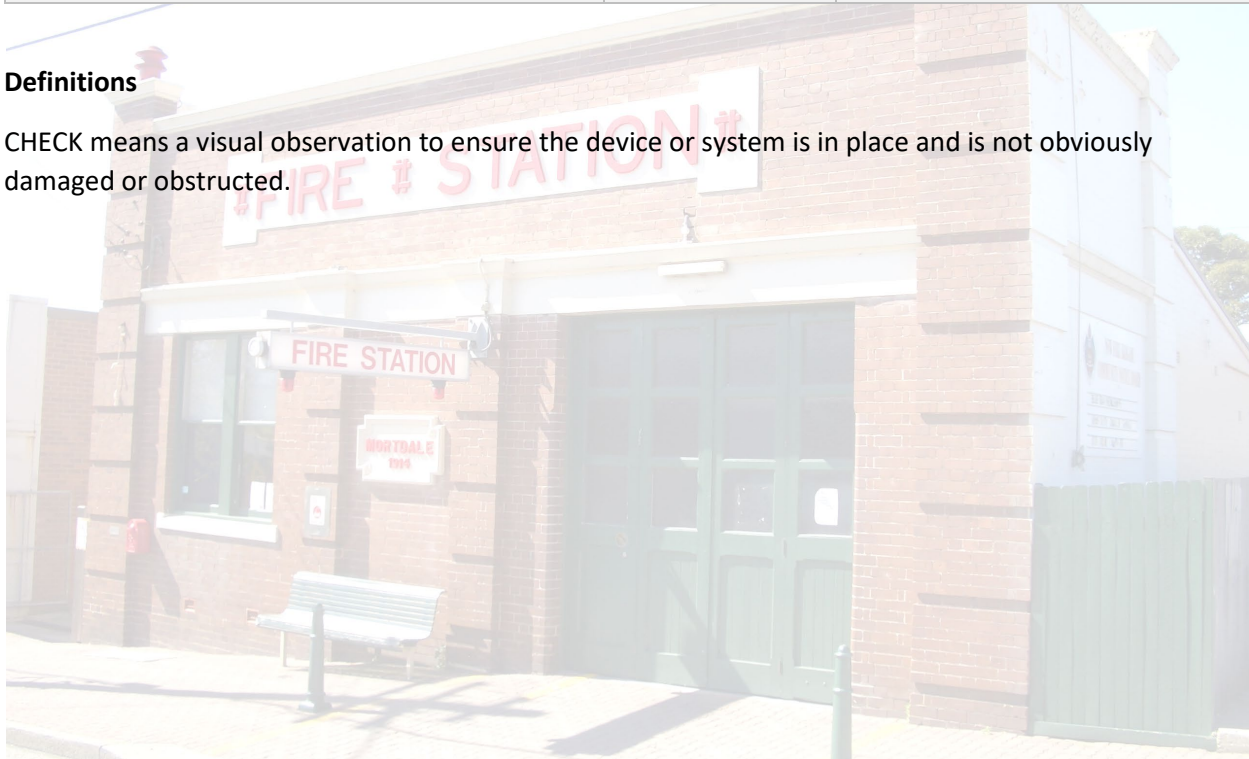


## Fire Safety Maintenance Requirements Every Day

DAILY	AFC Reference #	Date: Comments
<b>(1) Fire Alarm System – CHECK AC power lamp.</b>	6.3.1.2.	
<b>(2) Central Alarm and Control Facility – CHECK to ensure that no trouble is indicated.</b>	6.3.1.2.	
<b>(3) Exit Signs – CHECK to ensure they are in clean and legible condition</b>	2.7.3.1.	
<b>(4) Fire Doors – CHECK doors in fire separation to ensure they remain closed.</b>	2.2.2.4.(1)	
<b>(5) Exit Lights – CHECK to ensure they are illuminated and in good repair</b>	2.7.3.1.(2)	

### Definitions

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







## Fire Safety Maintenance Requirements Every Week

Weekly	AFC Reference #	Date: Comments
<b>Commercial Kitchens</b>		
(1) Hoods, Filters and Ducts in Ventilation Systems – CHECK for accumulation of combustible deposits and clean as required.	2.6.1.3.	
<b>Water Based Fire Protection Systems</b>		
(1) Sprinkler System – CHECK that the control valves are open	6.4.1.1.	
(2) Dry Pipe Sprinkler System – CHECK pressure gauge to ensure that air pressure is being maintained.	6.4.1.1.	
<b>Fire Pumps</b>		
(1) Fire Pump – CHECK fuel and oil level, water level in reservoirs	6.4.1.1	
(2) Fire Pump – INSPECT and operate.	6.4.1.1	
<b>Emergency Generator Equipped</b>		
(1) Emergency Generator Systems – INSPECT test, and maintain as per CSA C282 Table #2	6.5.1.1.	

### Definitions

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

INSPECT means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

WATER-BASED FIRE PROTECTION SYSTEMS includes sprinkler systems, standpipes, private hydrants, hose systems, water spray fixed systems, foam-water sprinkler systems, foam-water spray systems, and fire pumps.



## Fire Safety Maintenance Requirements Every Month

Monthly	AFC Reference #	Date: Comments
<b>* These articles require written records. (Division C 2.2.1.2.)</b>		
<b>(1) Portable Fire Extinguishers – INSPECT and sign tag</b>	6.2.1.1.*	
<b>(1) Exit Doors – TEST all doors forming part of a means of egress to ensure they are operable</b>	2.7.2.1.	
<b>(3) Emergency Lighting Systems – INSPECT and TEST batteries, units and lamps.</b>	6.5.1.6.	
<b>(4) Fire Doors – OPERATE all doors in fire separations.</b>	2.2.2.4.(3)	
<b>Water based Fire Protection Systems</b>		
<b>(1) Water Based Fire Protection Systems – INSPECT all control valve tamper switches.</b>	6.4.1.1.	
<b>Fire Alarm Systems</b>		
<b>(1) Fire Alarm System – TEST system and check all components on emergency power supply including standby power batteries.</b>	6.3.1.2.*	
<b>(2) Voice Communication System – TEST the system.</b>	6.3.1.2.*	
<b>Emergency Generator Equipped</b>		
<b>(1) Emergency Generator Systems – INSPECT test, and maintain as per CSA C282 Table #2 and #3.</b>	6.5.1.1.	
<b>Monthly Day Cares and Health Care Facilities,</b>	AFC Reference #	Date: Comments
<b>*These articles require written records. (Division C 2.2.1.2.)</b>		
<b>(1) Fire Alarm Drills – CONDUCT fire drills for supervisory staff</b>	6.3.1.2.*	



## Definitions

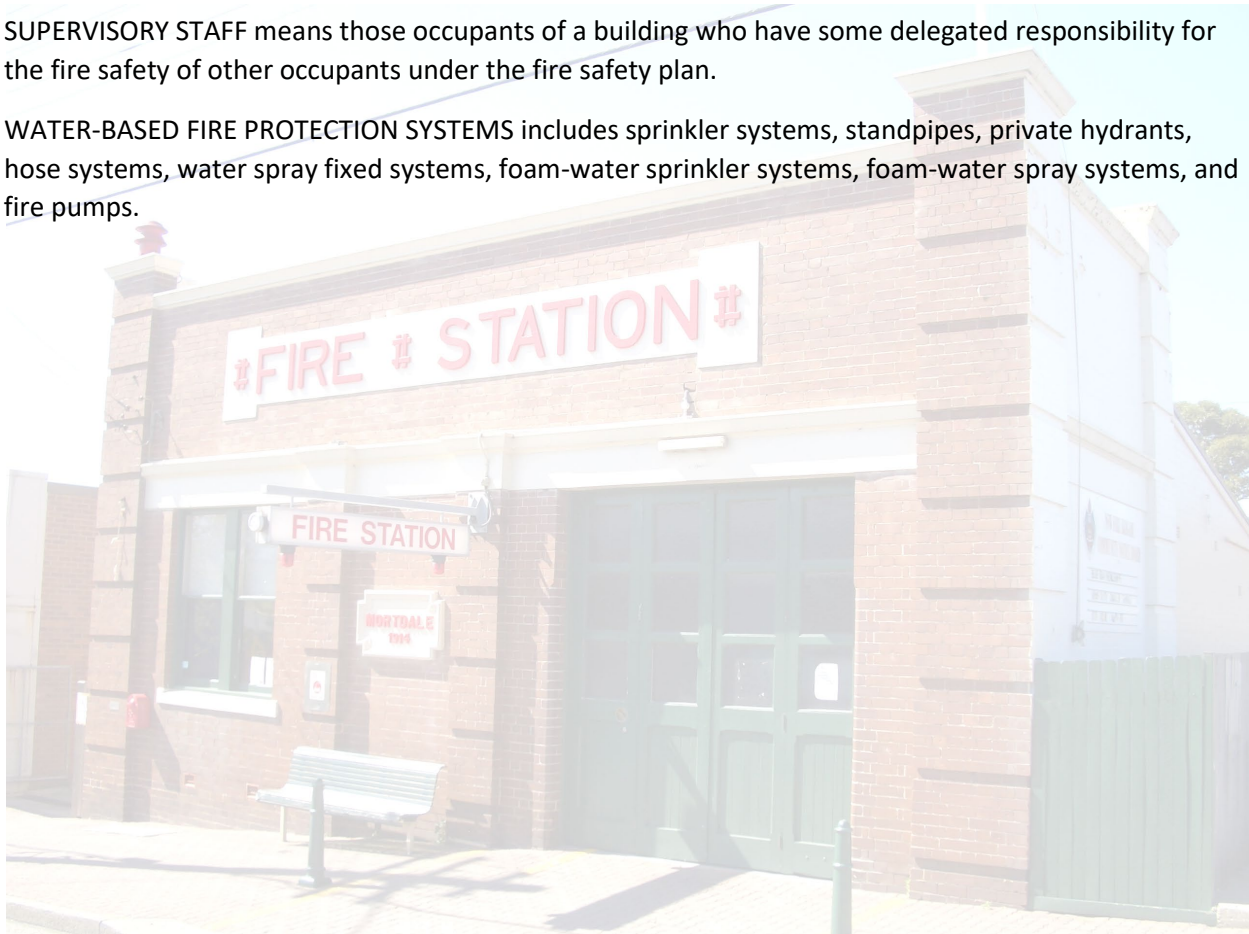
**CHECK** means a visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**INSPECT** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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

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

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# Fire Safety Maintenance Requirements Every 3 Months

Every Three Months Water Based Fire Protection Systems	AFC Reference #	Date: Comments
<b>* These articles require written records. (Division C 2.2.1.2.)</b>		
(1) Sprinkler Alarm Devices – INSPECT to verify that they are free of physical damage	6.4.1.1.	
(2) Water Based Fire Protection Systems – TEST all system water flow alarm devices.	6.4.1.1.*	
(3) Water Based Fire Protection Systems – TEST all preaction/deluge valves.	6.4.1.1.*	
(4) Water Based Fire Protection Systems – TEST all dry pipe valves/quick-opening devices	6.4.1.1.*	
(5) Fire Department Connections – INSPECT.	6.4.1.1.	
(6) Main Drain – TEST the main drain of at least one system downstream of a device that has the sole water supply through a backflow preventer and/or pressure reducing valves.	6.4.1.1.*	
(7) Fire Protection Tanks – INSPECT the water level in tanks equipped with supervised water level alarms that are connected to a constantly attended location.	6.4.1.1.	
<b>Emergency Generator Equipped</b>		
(1) Emergency Generator Systems – INSPECT test, and maintain as per CSA C282 Table #2 and #3.	6.5.1.1.	
<b>Every Three Months Commercial Kitchens,</b>		
<b>*These articles require written records. (Division C 2.2.1.2.)</b>		
(1) CLEAN – hoods, grease removal devices, fans and ducts on commercial equipment used in deep fat cooking, charbroiling or similar cooking operations.	6.3.1.2.*	





## Definitions

**INSPECT** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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

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## Fire Safety Maintenance Requirements Every Year

Annually	AFC Reference #	Date: Comments
<b>* These articles require written records. (Division C 2.2.1.2.)</b>		
<b>Fire Alarm Systems</b>		
(1) Fire Alarm System – CONDUCT a test of the system by qualified personnel acceptable to the AHJ.	6.3.1.2.	
(2) Voice Communication System – CONDUCT a test of the system by qualified personnel acceptable to the AHJ.	6.3.1.4	
<b>Water Based Fire Protection Systems</b>		
(1) Water-Based Fire Protection System – INSPECT, TEST, OPERATE and MAINTAIN components of each system as required by the appropriate NFPA or CAN/ULC document referenced in the AFC.	6.4.1.1.	
(2) Fire Pump – CONDUCT a flow test.	6.4.1.1.	
(3) Water-Based Fire Protection System Riser – TEST the main drain of each riser to determine whether there has been a change in the condition of the water supply piping and control valves.	6.4.1.1.	
(4) Standpipe Hose – INSPECT and re-rack.	6.4.1.1.	
(5) Sprinkler Heads – INSPECT supply of spare sprinkler heads and replace as required.	6.4.1.1.	
(6) Hydrants – INSPECT and flow test all private hydrants.	6.4.1.1.	
<b>Emergency Generator Equipped</b>		
(1) Emergency Generator Systems – INSPECT test, and maintain as per CSA C282 Table #2 and #3.	6.5.1.1.	
<b>Commercial Kitchens</b>		
(1) CLEAN – hoods, grease removal devices, fans and ducts on commercial equipment used in deep fat cooking, charbroiling or similar cooking operations.	6.3.1.2.*	



## Definitions

**INSPECT** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

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