

Dundas Street Centre United Church Policy Manual

Section: Facilities

Title: **Fire Safety Plan**

Policy #: D-06

Approved/Amended: Nov. 8, 2014

Referral Committee: Property

# Fire Safety Plan

(Single-Stage Fire Alarm System)

Fire Safety Plan - Single-Stage Fire Alarm System for:

**Dundas St Centre United Church**

**482 Dundas St, London ON N6B 1W6**

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## Part 1: Introduction

The Ontario Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building/occupancy. The plan is to be kept in the building in an approved location.

The implementation of the Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings. It is the responsibility of the owner to ensure that the information contained within the Fire Safety Plan is accurate and complete.

The Fire Protection and Prevention Act Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

This official document is to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

The fire safety plan will be kept in the DSCUC Policy & Procedure binder in the Church Office.

Reference:

[http://www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_070213\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_070213_e.htm)

## Part 2: Audit of Building Resources Checklist

### Occupancy Type

Assembly, religious

### Occupant Load

Sanctuary: floor-400 seating; balcony-300 seating  
 Sunday School Auditorium: 137 seating+tables; 205 seating; 400 standing  
 Chapel: 40 seating+tables; 90 seating; 180 standing  
 Gymnasium: 210 seating+tables; 315 seating; 600 standing

### Access

Designated Fire Route:  Yes, Dundas Street  
 Nearest Municipal Hydrants: 1. North West corner of Maitland and Dundas  
 2. South side of Dundas in front of CCLC  
 Private Hydrants:  No  
 Lockbox:  No  
 Natural Gas

### Heating

#### Shut-off Locations

Main Gas Shut-off: North East corner of Shambleau Hall, beside chain link fence.  
 Second Shut-off: South side of building, behind front signage  
 Main Electrical Shut-off: East Boiler Room  
 Main Domestic Water Shut-off: West/Maitland wall of Maintenance room  
 Second Water Shut-off: East Boiler Room

#### Single Stage Fire Alarm System

Make: Mirtone, Series 712  
 Model: 712 55  
 Main Panel Location: Dundas St ramp entrance, on left as entering building  
 Annunciator Panel Location: n/a  
 Fire Alarm Description: Single Stage

#### Sprinkler System

No

#### Standpipe System

No

#### Fire Department Connection

No

#### Fire Pump

No

**Fixed Extinguishing System for Commercial Cooking Equipment** Yes

Protex II Restaurant Kitchen Fire Suppression System

Type: Wet Chemical, AB

Connected to F/A System:  NoEcology Unit:  NoProtected by Fixed System:  YesFuel Source:  Natural Gas

Fuel Shut Off for Appliances: Behind stove in kitchen.

K Type (wet) Extinguisher: North entrance of Kitchen, across from stove.

**Portable Fire Extinguishers** Yes, refer to schematic drawings for locations**Emergency Lighting** Yes, refer to schematic drawings for locations**Emergency Power** No**Electromagnetic Locking Devices** Yes, North parking lot/kitchen door and South entrance of Shambleau Hall crash bar on door for manual release.**Proper Signage** Yes**Extra Hazardous Area**Is there hazardous materials on site?  Yes

List the material and quantity:

Cleaning Supplies, East Boiler Room

Cleaning Supplies, Custodian's Storage Room

10 gal. paint in basement under Sunday School auditorium

Asbestos (see Asbestos plan)

**Exits**

Refer to schematics for location of exits.

**Elevators** No

## Part 3: Additional Information

See Building Schematics section for locations.

1. Boilers
  - a. Hot Water Boiler - East Boiler Room 020
  - b. Steam Boiler - West Boiler Room 07
  - c. Decommissioned Boiler - West Boiler Room 07
  
2. Chemical Storage
  - a. East Boiler Room 020
  - b. Maintenance Room 013
  - c. Custodian's Office 11 b)
  
3. Electrical Shut Off and Panels
  - a. Main Electrical Shut Off - East Boiler Room 020
  - b. Other Electrical Shut Offs - East Boiler Room 020
  - c. Electrical Panels - East Boiler Room 020
  - d. Electrical Panel - Sorting Room 013 (SS room at bottom of steps)
  - e. Electrical Panel - Maintenance Room 08
  - f. Electrical Panels - Basement under Sanctuary Room 03
  
4. Natural Gas Water Heater
  - a. East Boiler Room 020
  - b. West Boiler Room 07
  
5. Ranges
  - a. Electric Range - Room S7
  - b. Natural Gas Range - Kitchen Room 21
  
6. Telephone System East Boiler Room 020
  
7. Rarely Used Areas
  - a. The attic above the Sunday School auditorium and the sanctuary. It is accessible through a small door high up on the wall of room 37. Once in the first part of this attic above the auditorium, the second part above the sanctuary is accessed using a ladder attached to the wall.
  - b. The crawl space under the sanctuary organ is accessed through the narrow door in the hall just west of the north-east exit door of the sanctuary.
  - c. The three towers can be accessed through trap doors in the ceilings of each.

## Part 4: Audit of Human Resources

**Business/Building Name:** Dundas St Centre United Church  
Address: 482 Dundas Street (at Maitland)  
Postal Code: N6B 1W6  
Business Phone: 519-434-9173  
**Business Owner:** Held in Trust for the United Church of Canada  
Address: 3250 Bloor St. West, Suite 300  
Toronto, ON M8X 2Y4  
Phone Number: 416-231-5931  
**After Hour Contacts (24 hour telephone numbers):**

Ken Conn/Chair Property

Phone: 519-453-5432

Steve Clark/Chair Trustees

Phone: 519-657-7312 Mobile: 519-617-0741

Howard Rundle/Chair Stewards

Phone: 519-433-9503 Mobile 519-495-1027

Jim Traquair/Chair Spirituality

Phone: 519-434-0116

Dianne Allen/Property Committee

Phone: 519-433-7438

## **Part 5: Emergency Procedures for Occupants**

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations.

### **IN CASE OF FIRE**

#### **Upon Discovery of Fire:**

- Leave fire area immediately and close doors
- Sound Fire Alarm
- Call the London Fire Department 9-1-1
- Leave building via nearest Exit

#### **Upon Hearing Fire Alarm:**

- Leave building via nearest Exit
- Close doors behind you

### **CAUTION**

IF YOU ENCOUNTER SMOKE - USE AN ALTERNATE EXIT

### **Remain Calm**

Single Stage Fire Alarm System



## Part 6: Emergency Procedures for Supervisory Staff

### Upon Discovery of Fire

- Leave fire area immediately and close doors. Alert occupants.
- Sound Fire Alarm and follow the fire alarm supervisory procedures.
- Call 9-1-1 from a safe location.
- Exit the building via the nearest exit.
- Await the arrival of Fire Department at the main entrance.

### Upon Hearing of a Fire Condition

- Ensure that the other occupants have been notified of the emergency conditions.
- Notify the London Fire Department of the emergency condition. Dial 9-1-1 and ask for the London Fire Department.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon the arrival of the firefighters, inform the fire officer of the conditions in the building and co-ordinate the efforts of the Supervisory staff with those of the Fire Department.
- Provide access and vital information to the firefighters as to location of persons, master keys for this occupancy and service rooms, etc.

### Related Duties

#### In general:

- Keep the doors in fire separations closed at all times.
- Keep access to exits, inside and outside, clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Keep access roadways, fire routes and fire department connections clear and accessible for fire department use.
- Maintain the fire protection equipment in good operating condition at all times.
- Participate in fire drills. Occupants' participation should be encouraged.
- Have a working knowledge of the building fire and life safety systems.
- Ensure the building fire and life safety systems are in operating condition.
- Arrange for a substitute in your absence.
- Comply with the Ontario Fire Code.
- In the event of any shutdown of fire and life safety systems, notify the London Fire Department and initiate alternative measures.

## Part 7: Emergency Procedures - Fire Alarm System

### HOW TO USE FIRE ALARM SYSTEM - MIRTONE 712

The Fire Alarm System Panel is located in the main hallway, Dundas St Ramp Entrance, on the west wall as one enters the building.

The Fire Alarm System Panel Door is to remain Closed and Locked at all times, unless in Alarm or Trouble Condition

The key for the Fire Alarm System Panel Door is located in the Church Office, located off the main hallway, east of the Dundas St Ramp Entrance, and hangs in the closet on a paint stick labeled "Fire Panel". A spare key is in the locked filing cabinet.

#### Normal Condition

The green 'Power On' light will be illuminated.  
All lights and indicators will be off/not illuminated and signals/bells will be silent.  
Smoke detectors, heat detectors, manual pull stations are monitored.  
Nothing is required of the user at this point.

#### Alarm Condition - Bells Ringing

The green 'Power On' light will be illuminated.  
The zone indicator (top row of lights) will illuminate which zone the alarm is in.  
The 'Alarm' light will be illuminated.  
The alarm bells will be ringing throughout the building.

- **In case of smoke or fire**, leave the fire area immediately and close doors. Alert occupants of the building, follow the fire alarm supervisory procedures (part 6), call 9-1-1 from a safe location, exit the building via the nearest exit.
- **THE ALARM SYSTEM IS NOT CONNECTED DIRECTLY TO THE FIRE DISPATCH. YOU MUST CALL 9-1-1 FOR ASSISTANCE!**
- **In case of accidentally setting off the alarm**, make sure you know what part of the building accidentally set off the alarm (i.e. toaster in kitchen). A map of the building and the zones are on the wall beside the Fire Alarm System Panel.

If the zone indicator does not match where you think the alarm started from, follow the "in case of smoke or fire" instructions above.

If the zone indicator does match where you think the alarm started from, and there is no fire, enter the Church Office and retrieve the Fire Panel key from

the closet. Open the fire alarm system door. Press the Signal Silence button once. The 'Signals Silenced' light will now be lit.

If the bells do not stop ringing, please wait before pushing it again. The alarms are on a timer of either 1 (one) minute or 4 (four) minutes and cannot be silenced until that time period has passed. **DO NOT SILENCE THE BELLS IF THERE IS ANY DOUBT OF THERE BEING A FIRE.**

If the alarms continue to ring after pushing the Signal Silence button after waiting four minutes or they begin to ring again, a second alarm has been recognized and you should follow the "in case of smoke or fire" instructions above.

If the alarms did not continue to ring, no fire or smoke is found upon investigation, press the Reset button inside of the panel. Make sure all indicator lights are off, except the 'Power On' light, lock the fire alarm system door, return the key and resume normal activity.

- **If the fire alarm bells were ringing for more than 1 (one) minute and there is no fire**, please contact the London Fire Department Dispatch at 519-661-5615. Let them know that the Fire Alarm had gone off but it was a false alarm and that you are calling to let them know that you do NOT need assistance, in case someone else called.
- **In case of setting off the alarm by using a pull station, follow instructions as above (for accidentally setting it off).**

The system will not reset until the pull station has been reset. In case of a real fire, the fire department may be able to help reset the pull station and the system. In case of a pull station being used to set off the alarms and there is no fire, please contact the Property Committee Chair to reset the pull station or to contact a fire alarm system company to reset it.

### **Trouble Condition**

The green 'Power On' light will be illuminated.

A 'Trouble' or 'Status' light will be illuminated.

The trouble buzzer will be emitting sound from the fire alarm system (not the bells).

Other lights may be illuminated as well.

If there is no fire, enter the Church Office and retrieve the Fire Panel key from the closet. Open the fire alarm system door. Press the 'Trouble Silence' button once. The 'Signals Silenced' light will now be lit. You can attempt to resolve the issue by pressing the 'Reset' button. If the system is still experiencing a problem, the trouble light will re-illuminate and the buzzer will resume. The buzzer can be silenced a second time by pushing the 'Trouble Silence' button again. Please contact the Property Committee Chair to determine further action to address the problem."

## **NO ELECTRICITY TO SYSTEM**

The green 'Power On' light will be illuminated and flashing.

A 'Trouble' or 'Status' light may be illuminated.

The trouble buzzer will be emitting sound from the fire alarm system (not the bells).

The exit lights and emergency lighting will be on.

Once the power has gone off, the emergency lighting will only be guaranteed for 20 minutes. If it is during a concert, a meal, in the evening, people are on multiple levels, etc., it would be best to evacuate or at least make sure people are aware of the situation. Cooking should stop - the kitchen fire suppression system WILL work without power BUT the emergency lighting, etc. will not last very long. If a fire starts after the power has gone off, it will just make it much more difficult to get people out.

After 20 minutes, the panel will still be working and the building will be monitored for smoke and heat. The panel's battery is to last for 24 hours.

If there is no fire, enter the Church Office and retrieve the Fire Panel key from the closet. Open the fire alarm system door. Press the Trouble Silence button once or the Signal Silence button to stop the buzzer (whichever one works). The 'Signals Silenced' light will now be lit.

If the power comes back on, the panel will reset. The lights will start to charge but may not have a full charge if the power goes off again.

**IF THE PANEL IS SILENCED, IF THE ALARMS ARE SILENCED, IF THE PANEL INDICATES THAT IT IS NOT WORKING -** There are procedures to follow for a non-working fire alarm system which includes letting London Fire Services know. That includes posting signage to say that the alarm is not working, that people need to be hyper vigilant, no candles, no cooking, etc.

## Part 8: Responsibilities of the Owner / Occupant

The building owner/occupant has numerous responsibilities related to fire safety and must ensure that the following measures are enacted:

- Establishment of emergency procedures to be followed at the time of an emergency.
- Appointment and organization of designated supervisory staff to carry out safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Holding of fire drills in accordance with the Fire Code, incorporating Emergency Procedures appropriate to the building.
- Control of fire hazards in the building.
- Maintenance of building facilities provided for safety of the occupants.
- Provisions of alternate measures for safety of occupants during shut down of fire protection equipment.
- Assuring that checks, tests and inspections as required by the Ontario Fire Code are completed on schedule and that records are retained for a minimum period of two (2) years.
- Post and maintain at least one (1) copy of the fire emergency procedures.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Notification of the Chief Fire Official regarding changes in the Fire Safety Plan.
- Ensure that the information in the Fire Safety Plan is current.
- Designate and train sufficient alternates to replace supervisory staff during any absence.

## Part 9: Fire Hazards

### Commercial, Retail and Industrial Properties

A high standard of housekeeping and building maintenance is probably the most important single factor in the prevention of fire. Listed below are some specific hazards.

- Combustible material stored in non-approved areas.
- Fire and smoke barrier door not operating properly or wedged open.
- Improper storage of flammable liquids and gases.
- Defective electrical wiring and appliances, over-fusing, and the use of extension cords as permanent wiring.
- Careless use of smoking materials.
- Kitchen hoods and filters not cleaned properly/grease laden.
- Improper disposal of oily rags.

### In general, occupants should:

- Know how to alarm occupants of building, know where exits are located.
- Call the London Fire Department immediately (9-1-1) whenever you need assistance.
- Know the correct address of the building.
- Notify the building/property management if special assistance is required in the event of an emergency.
- Know the fire alarm signals and the procedures established to implement safe evacuation.
- Know the supervisory staff in your building.
- Report any fire hazard to supervisory staff.
- Know stairwell designation and the crossover floors (if any).

## Part 10: Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the London Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

### Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

**NOTE:** Prior to using a K-type extinguisher, activate the kitchen extinguishing system to avoid electrocution.

## Part 11: Alternative Measures for Occupant Fire Safety

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 24 hours, the fire department shall be notified in writing. Occupants will be notified and instructions will be posted as to alternative provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Chief Fire Official.

All attempts to minimize the impact of malfunctioning equipment will be initiated. Where portions of a sprinkler or fire alarm system are placed out of service, service to remaining portions must be maintained, and where necessary, the use of watchmen, bull-horns, walkie talkies, etc. will be employed to notify concerned parties of emergencies. Assistance and direction for specific situations will be sought from the London Fire Department.

Procedures to be followed in the event of shutdown of any part of a fire protection system are as follows:

1. Notify the London Fire Department. Dial (519) 661-5615 (DO NOT USE 911). Give your name, the church name and address, a description of the problem and when you expect it to be corrected. The London Fire Department is to be notified in writing of shutdowns lasting longer than 24 hours.
2. Post notices at all exits and the main entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour. Patrols shall be documented including person(s), date, time, areas patrolled and conditions found.
4. Notify the London Fire Department and the building occupants when repairs have been completed and systems are operational.

**Note:** All shutdowns will be confined to as limited an area and duration as possible.

Cooking operations shall be suspended until the commercial cooking fixed extinguishing system is restored.



## Part 12: Fire Drills

Fire drills will be held at least once every 12 months to ensure efficient execution of the Emergency Procedures. Fire drill records are required to be retained for a period of one year.

Fire exits will be established from all rooms - usually the nearest exit, marked by exit signs with an alternate exit wherever possible. In the event of a fire alarm, all persons in the building should leave immediately and the last person leaving a room should close any windows or doors. Anytime children are separated from their parents/guardians, parents or guardians are to exit the building at the nearest exit. The volunteers/staff supervising the children will assist them to exit the building. The leaders/co-ordinators of all groups in the church should assume the responsibility of ensuring their groups exit the building in a timely fashion and should be the last to leave. Once outside, leaders/coordinators should report the status of their groups to the fire personnel. Meeting places will be Quinton Warner House (Queens/Maitland) or the parking lot east of the building depending upon the exit used. Parents or guardians should reunite with their children at either or both of the meeting places.

### FIRE DRILL RECORD

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Manager/Supervisor On-Duty: \_\_\_\_\_

Staff Present:

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Deficiencies Noted:

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General Comments:

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## Part 13: Requirements of the Ontario Fire Code

### Check/test/inspect requirements of the Ontario Fire Code:

- To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the facilities. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and/or tests for the items which may apply to your property.
- Fire Prevention Officers may check to ensure that the necessary checks, inspections and/or tests are being done, when conducting their inspections.
- This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

### Definitions for key words are as follows:

<i>Check</i>	means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed
<i>Test</i>	means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function
<i>Inspect</i>	means physical examination to determine that the device or system will apparently perform in accordance with its intended function

It is stated in the Fire Code that records of all tests and corrective measures are required to be retained for a period of two years after they are made.

## General Fire Protection Systems/Equipment

### General

Doors in fire separations shall be **checked** as frequently as necessary to ensure that they remain closed.

### Responsibility

Unified Board

Exit signs shall be clearly visible and maintained in a clean and legible condition.

Unified Board

Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.

Unified Board

### Weekly

When subject to accumulation of combustible deposits, hoods, filters and ducts shall be **checked** weekly and be cleaned when such deposits create an undue fire hazard.

### Responsibility

Unified Board

### Monthly

Doors in fire separations shall be **inspected** monthly for proper operation.

### Responsibility

Unified Board

### Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Chief Fire Official.

### Responsibility

Contractor

Every chimney, flue and flue pipe shall be **inspected** annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.

Contractor

Disconnect switches for mechanical air-conditioning and ventilating systems shall be **inspected** annually to establish that the system can be shut down.

Contractor

Spark arresters shall be cleaned annually or more frequently where accumulations of debris will adversely affect operations. Burnt-out arresters shall be repaired or replaced.

Contractor

## Portable Fire Extinguishers

### General

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.

A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.

### Monthly

Portable extinguishers shall be **inspected** monthly.

### Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.

Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher:

- a) mechanical parts
- b) extinguishing agent
- c) expelling means

Every twelve months, pump tank water, and pump tank calcium chloride base antifreeze types of extinguishers shall be recharged with new chemicals or water, as applicable

### 5 Years

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically **tested**.

### 6 Years

Every six years, stored pressure extinguishers that require a

### Responsibility

Contractor

Unified Board/  
Contractor

Contractor

### Responsibility

Unified Board

### Responsibility

Contractor

Contractor

Contractor

### Responsibility

Contractor

### Responsibility

12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Contractor

## Fire Alarm

### General

Fire alarm shall be kept unobstructed.

### Responsibility

Unified Board

Fire alarm system power supply disconnect switches shall be locked on in an approved manner.

Unified Board

### Daily

### Responsibility

The following daily checks shall be conducted if a fault is established; appropriate corrective action shall be taken.

- a) **Check** the principle and remote trouble lights for trouble indication;
- b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

Unified Board

Unified Board

### Monthly

### Responsibility

Every month the following **tests** shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:

- a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition
- b) function of all signal devices shall be ensured
- c) intended function of the audible and visual trouble signals shall be ensured
- d) fire alarm batteries shall be checked to ensure that:
  - i) terminals are clean and lubricated where necessary;
  - ii) terminal clamps are clean and tight;
  - iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications

Unified Board

Unified Board

Unified Board

Unified Board

### Yearly

### Responsibility

Yearly **tests** conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

Contractor

## Commercial Cooking Equipment

### General

Commercial cooking equipment exhaust and fire protection systems shall be installed and maintained in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Operations”.

Ensure wet chemical or alkali based dry chemical portable fire extinguishers are provided to protect commercial cooking equipment and are readily available for use in an emergency.

### Monthly

Hoods, grease removal devices, fans, ducts, and other equipment shall be **checked** weekly and cleaned at frequent intervals, prior to surfaces becoming heavily contaminated with grease or oily sludge.

### Yearly

**Inspection** and servicing of the fire extinguishing system shall be made at least every twelve months by properly trained and qualified persons in conformance with Ontario Fire Code, Section 6.8.1.1.

### Responsibility

Contractor

Contractor

### Responsibility

Unified Board

### Responsibility

Contractor

## Emergency Lighting System

### Daily

Check pilot lights for indication of proper operation.

### Responsibility

Unified Board

### Monthly

Batteries shall be **inspected** monthly and maintained as per manufacturer's specifications.

### Responsibility

Unified Board

Ensure that battery surface is clean and dry.

Unified Board

Ensure that terminal connections are clean, free of corrosion and lubricated.

Unified Board

Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.

Unified Board

Emergency lighting equipment shall be **tested** monthly to ensure that the emergency lighting will function upon failure of the primary power supply.

Unified Board

### Yearly

Emergency lighting equipment shall be **tested** annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

### Responsibility

Contractor










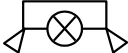






After completion, the charging conditions for voltage and current and the recovery period will be **tested** annually to ensure that the charging system is in accordance with the manufacturer's specifications.

Contractor



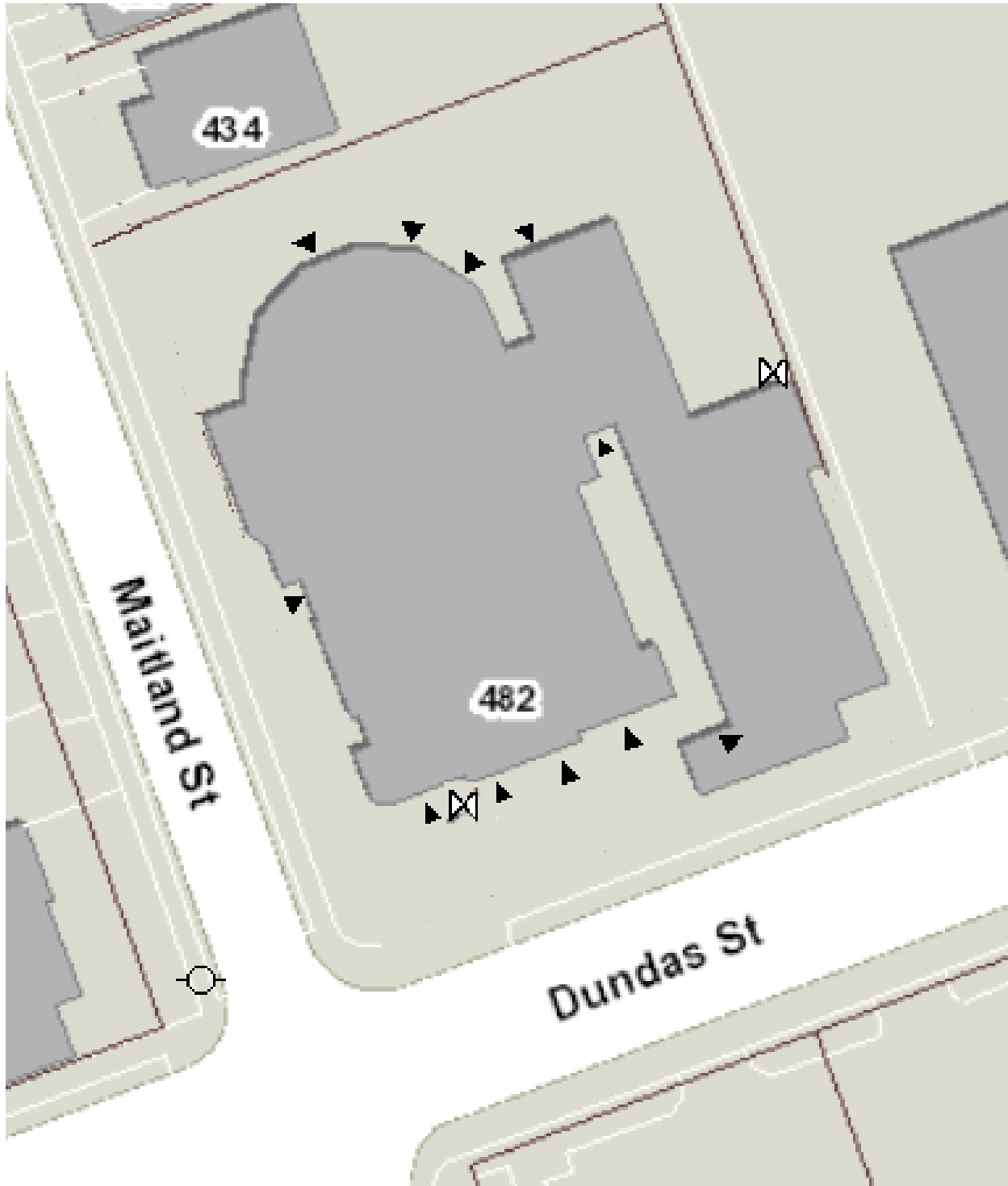
## Part 14: Building Schematics

### LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Electrical Panel
	Electrical Panel Auxiliary
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Alarm Bell
	Fire Extinguisher - ABC Type
	Fire Extinguisher – K

# Site Plan

(Legend - refer to page 25)



## **Floor Plans**

Floor plans of the buildings are maintained in the church office.

**Fire Prevention Division  
London Fire Department  
400 Horton Street East  
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