

# Fire Safety Plan

The Pas Student Family Housing

University College of the North

436 7<sup>th</sup> Street

The Pas, Manitoba

R9A 1M7

**Reviewed April 2023**

**Reviewed by:**

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UCN Workplace Safety & Health Manager

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The Pas Fire Department Fire Chief

## **Chapter 1: Introduction**

This Fire Safety Plan has been prepared by University College of the North (UCN) for The Pas Student Family Housing, 436 7<sup>th</sup> Street, The Pas, Manitoba.

The purpose of this plan is to provide safety information for all occupants in the event of a fire, to ensure the effective use of life saving features in the buildings, and to prevent fires from being initiated. This Fire Safety Plan has been designed to suit the resources of The Pas Student Family Housing. This plan must be approved by The Pas Fire Department; however, UCN is responsible for ensuring that the information provided in this Fire Safety Plan is accurate and complete.

Information found within this Fire Safety Plan include: contact information, an audit of building resources, maintenance of building resources (as required by the Manitoba Fire Code), building schematics, an outline of responsibilities, emergency procedures, control and extinguishment of a fire, fire protection measures and fire hazards and prevention.

The Fire Safety Plan shall be reviewed annually, or more frequently if any changes or modifications are made to the buildings, the procedures, or this plan. The Pas Fire Department is to be notified regarding any subsequent changes in the contents of the approved Fire Safety Plan.

The approved location of the Fire Safety Plan for The Pas Student Family Housing is the Main Campus Security Desk. In addition, copies will be kept in the Workplace Safety and Health Office, UCN Housing/Facilities Manager's Office, as well as the security vehicles.

This document is to be kept readily available in the approved locations at all times in the event of an emergency.

Electronic copies of the Fire Safety Plan will be posted on the UCN webpage under Workplace Safety and Health.

**Chapter 2: Contact Information**

Building Owner	Manitoba Housing 352 Donald Street Winnipeg, Manitoba R3B 2H8 204-945-4663
Building Operators	University College of the North 436 7 <sup>th</sup> Street East The Pas, Manitoba R9A 1M7 1-866-627-8500
President and Vice Chancellor	Doug Lauvstad 436 7 <sup>th</sup> Street East The Pas, Manitoba R9A 1M7 204-620-0719
Chief Administrative Officer	Cindee Laverge 436 7 <sup>th</sup> Street East The Pas, Manitoba R9A 1M7 204-620-0145
Director of Facilities, Ancillary Services & WSH	Mark Molyneaux 436 7 <sup>th</sup> Street East The Pas, Manitoba R9A 1M7 431-355-0726
Workplace Safety and Health Manager	Paul Simpson 436 7 <sup>th</sup> Street East The Pas, Manitoba R9A 1M7 204-620-7585
UCN Housing/Facilities Manager	Laurie Williamson 55 UCN Drive Thompson, Manitoba R8N 1L7 204-677-0694
Security Services	Onsite 24/7 Minimum 2 guards on shift 204-627-8572
Maintenance/Cleaning Staff	Available Monday to Friday, 7:00am-4:00pm 204-617-7932 (After hours contact security 204-627-8572)

## **Chapter 3: Audit of Building Resources**

### **3.1 General Description**

The Pas Student Family Housing located at 436 7<sup>th</sup> Street are two-story buildings with one partial basement level constructed in 2012.

#### **i. Occupancy and Use**

Basement Floor – Storage area and the location of the hot water tank and electrical panel.

Main Floor – Washroom, kitchen, living room.

Second Floor – Three or four bedrooms (depending on the unit), washroom, hallway closet.

#### **ii. Fire Department Access**

Firefighters will access each Block via the east and west parking lots.

Security Services will call in detailed instructions to The Pas Fire Department and provide specific information regarding the alarm, including the building entrance to use and any details concerning the fire (ie. which block is affected).

### **3.2 Fire Alarm System**

These buildings are provided with an Edwards EST 3 single stage system.

Main control panel location: At the end of each Block, outside of the electrical closet.

#### **i. Sequence of Operation**

Upon activation of a fire alarm in any portion of the building, a local fire alarm will sound throughout the Block.

#### **ii. Ancillary Functions**

The Fire alarm system is activated by:

- Manual pull stations at each entrance
- Smoke/heat detectors

### **3.3 Fire Hydrant**

One Town of The Pas fire hydrant is located at the entrance to the west parking lot.

### **3.4 Main Hydro Shut-off**

Located in each of the dog houses

### **3.5 Water Shut-Off**

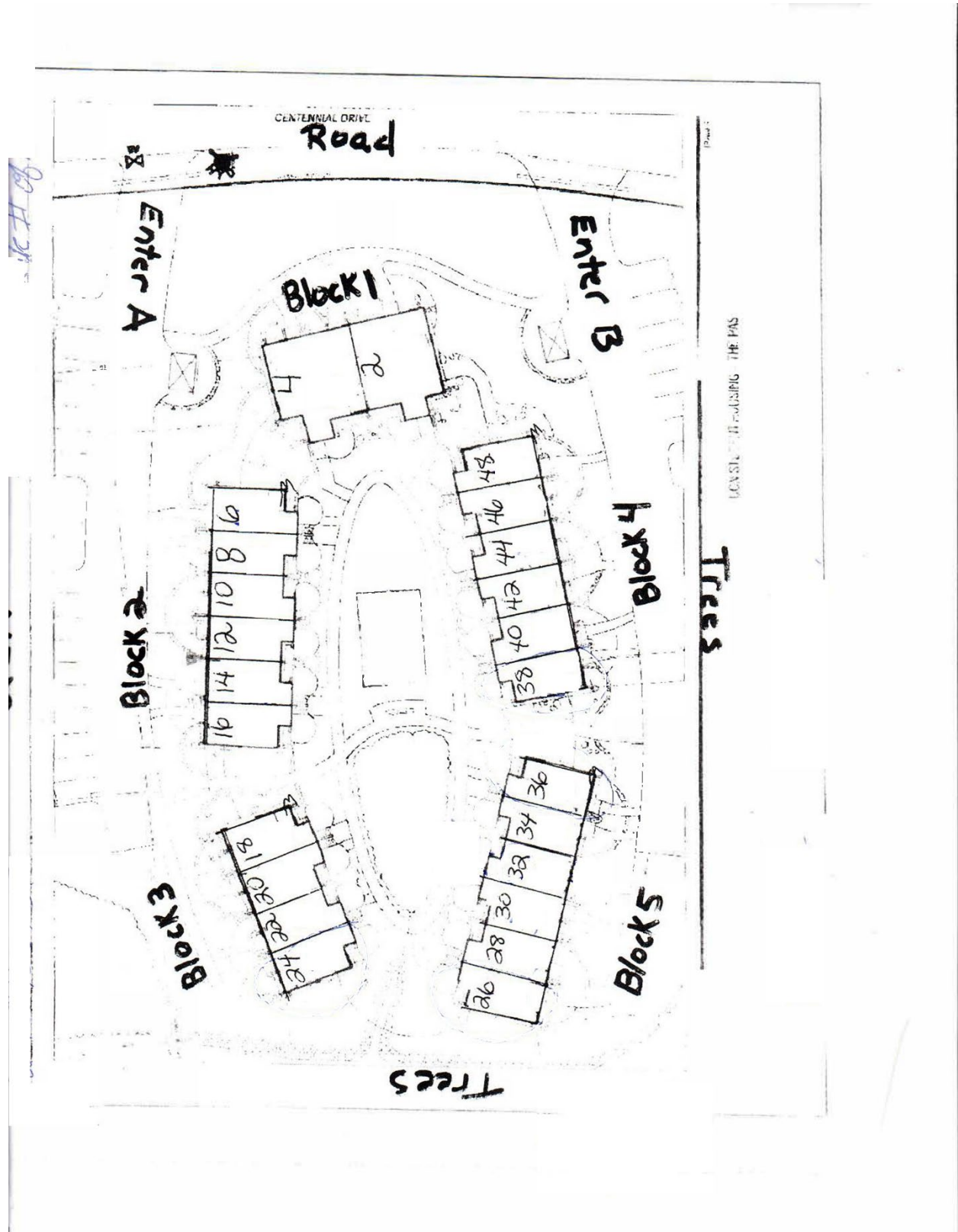
The main water shut-off valves are located in the basement of each unit. Each block has its own manifold. Shut-off located at the fire door (dog houses).

### **3.6 Hazards**

Only commercial products are found at The Pas Student Family Housing.

Chapter 4: Building Schematics

4.1 Site Plan & Fire Access Routes



## **Chapter 5: Responsibilities & Emergency Procedures**

The preparation and implementation of a Fire Safety Plan helps to assure effective use of people and resources to control and eliminate fire hazards in the workplace and to respond effectively to a fire emergency. This will reduce the incidence of fire, protect life safety and reduce the impact of fire should one occur.

The procedures outlined in the plan will be conducted with all due regard for personal safety.

It is not the intent of this plan to place a person in a hazardous situation that they are not trained or properly equipped for.

Many parties will have a role to play in promoting fire safety in the workplace. Each party will be responsible for certain administrative functions to be performed throughout the year. Some may be responsible for ensuring that tasks are carried out, while others may be responsible for carrying out those tasks.

### **5.1 Building Owner and Management**

Owner: Manitoba Housing

Management: University College of the North (President & Vice Chancellor and CAO)

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

- Comply with the Manitoba Fire Code.
- Ensure the Fire Safety Plan is developed, approved and fully implemented.
- Keep a copy of the approved Fire Safety Plan on the premises in an approved location.
- Review the Fire Safety Plan annually and revise when changes occur that will affect the information therein, such as contact information or changes in the Fire Safety Plan.
- Notification of The Pas Fire Department regarding changes in the Fire Safety Plan.
- Establishment of emergency procedures to be followed at the time of an emergency.
- Post and maintain at least one copy of the fire emergency procedures.
- Appointment and organization of designated supervisory staff (managers, maintenance staff, security) to carry out fire safety duties.
- Instruction of supervisory staff and other occupants so that they are aware of their responsibilities for fire safety.
- Designate and train sufficient alternates to replace supervisory staff during any absence
  - 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, as outlined in the Manitoba Fire Code.
  - It is not necessary that the supervisory staff be in the building on a continuous basis, but they shall be available on the notification of a fire emergency, to fulfill their obligations as described in The Pas Student Family Housing Fire Safety Plan.
- Hold drills in accordance with the Manitoba Fire Code and in consultation with The Pas Fire Department, incorporating emergency procedures appropriate to The Pas Student Family Housing.

- Keep adequate records of training and fire drills for a period of at least one year.
- Ensure hazards are identified and eliminated or controlled.
- Maintenance of building facilities and ensure that building life safety and fire protection systems provided for occupant safety are maintained.
- Provisions of alternate measures for safety of occupants during a shutdown of fire protection equipment.
- Assuring that checks, tests, and inspections as required by the Manitoba Fire Code are completed on schedule and that records are retained for a minimum period of two years.

## **5.2 Employers, Managers, and Supervisors**

Employers are responsible for fire safety within their area of operation. Employers, Managers, and Supervisors must:

- Comply with the Manitoba Fire Code within the space you control.
- Identify key personnel in your department requiring fire extinguisher training. To arrange training for personnel, contact the Workplace Safety and Health Manager (204-627-8174).
- Review the fire emergency procedures outlined in the plan with your employees.
- Ensure any person who requires assistance to evacuate the building is identified and that an Individual Emergency Response Plan is established in the event of an emergency. This plan will be formulated in consultation with the UCN Housing/Facilities Manager and the Workplace Safety and Health Manager.
- Practice and encourage employees and tenants to participate in fire drills conducted in the building.
- Encourage tenants to cooperate with The Pas Student Family Housing staff and Security Services, as they provide direction during fire alarms and building evacuations.
- Respond to any requests to eliminate fire hazards.
  - Eliminate those departmental fire hazards which you can control.
  - Report any fire hazards that you cannot control to the UCN Housing/Facilities Manager (204-677-0694) or to the Workplace Safety and Health Manager (204-627-8174).

## **5.3 Maintenance**

- Be familiar with the floor area, exits, the locations of any fire safety equipment and the sound of the building's fire alarm.
- Be familiar with the operation of all fire protection and life safety systems and equipment.
- Notify the appropriate persons of any planned or unplanned shutdown of fire protection or life safety equipment.
- Assist in implementing alternate measures for fire safety to compensate for the inactive system, as outlined in the Chapter 9 of this plan.
- Assist in fire prevention by controlling fire hazards and conditions of possible safety threats.
- Promptly address and correct any fire hazards reported to you.
- Maintenance will be notified by security and/or UCN Housing/Facilities Manager of any fire drills taking place



### **i. Emergency Procedures – Maintenance Staff**

- Notify Security Services of all emergency situations (including fire alarm, fire, smoke, etc).
- If notified by Security Services that a fire alarm has been activated, maintenance staff will stand by for further instructions.

### **5.4 Security**

- Be familiar with the floor area, exits, the locations of any fire safety equipment and the sound of the building's fire alarm.
- Participate in fire drills as described in this plan.
- Assist in fire prevention by controlling fire hazards and conditions of possible safety threats.
- Promptly report or correct any fire hazards you have been informed of.
- Notify the appropriate persons of any shutdown of fire protection or life safety equipment.
- Be familiar with the procedures and operation of the fire alarm and security systems.
- Be familiar with your role upon notification of a fire alarm.
- Know where the Fire Safety Plan is kept and how to access the building's safety data sheets.
- Security must have quick access to fire safety equipment (extinguishers, pull stations, fire panel).
- Be available to assist the fire department.

Fire alarms will take priority over any other university college business.

### **i. Emergency Procedures – Security Services**

Upon receiving notification of a fire alarm, you will:

1. Call The Pas Fire Department (911). Provide specific information regarding the alarm, including the unit number and address, which building entrance to use, and any details concerning the fire.
2. Call the UCN Housing/Facilities Manager (204-677-0694) and brief them on the situation. Afterhours use the Emergency Call list on file.
3. Attend the scene and ensure tenants are mustering in the designated area (UCN The Pas Campus – overflow parking lot).
4. Ensure fire access routes are clear for the fire department's arrival.
5. One security guard will meet the fire department at the designated entrance. Advise the fire department of any information regarding the cause of the alarm, details of the fire or any concerns regarding the area affected.
6. Await further instructions from the fire department or UCN management (Housing/Facilities Manager or designate).
7. Do not touch the fire panel.
8. Ensure the fire alarm system is not silenced or reset until authorization is given by the fire department.
9. Ensure no one re-enters the building until the fire department has given the all clear.

10. An incident report must be completed for all incidents and emailed to the UCN Housing/Facilities Manager and the Workplace Safety and Health Manager.

### **5.5 Evacuation Muster Point Location**

The designated muster point location for The Pas Student Family Housing is the UCN The Pas Campus overflow parking lot.

All persons evacuating The Pas Student Family Housing must immediately report to the designated muster point and await further instruction from security services or the fire department.

Housing blocks will have evacuation information posted in each unit along with the designated muster point location.

### **5.6 Persons Requiring Assistance to Evacuate**

Persons requiring assistance to evacuate are encouraged to identify themselves to UCN Housing/Facilities Manager and the Dean of Students and create an Individual Emergency Response Plan upon taking residence at UCN. It is the responsibility of UCN to ensure that persons requiring assistance to evacuate are provided with means to leave the premises safely.

Any special arrangements made for persons requiring assistance to evacuate should be reviewed in advance with the UCN Housing/Facilities Manager and the Dean of Students.

For persons who are unable to evacuate, security and the UCN Housing/Facilities Manager must know:

- Where a person can be safely left in the eventuality that evacuation from the building is not possible.
- The procedure for reporting the location of persons left in the building to the fire department.

### **5.7 All Tenants of The Pas Student Family Housing**

The fire alarm is a continuous loud ringing bell. Upon hearing the alarm, all tenants are to leave the building via the nearest safest exit.

If someone detects a fire, they are to activate the nearest pull station, call out to persons around you and proceed to exit the building. Call security services (204-620-8572) and provide specific details about the fire.

Pull stations are located in each Housing Unit. It is the responsibility of the tenant to be familiar with the location of alarm pull stations and exits in the unit. Discharging, tampering with or operating any fire prevention/detection equipment for any purpose other than for a fire is strictly prohibited.

It is an offense under the Criminal Code of Canada to cause a false alarm. This is an indictable offence that is liable to an imprisonment term (Criminal Code of Canada Section 437: "Other Interference with Property").

### **i. Emergency Procedures – All Tenants**

Fire safety notices are posted within each unit. These notices depict the designated meeting location and a building plan with the occupants location, the nearest exit and an alternate exit. These notices also include the following written emergency procedures.

If you discover a fire, detect smoke, or hear a fire alarm:

1. Close windows and doors, if safe to do so.
2. Ensure other people in the unit know to evacuate.
3. Activate the alarm via the pull station and proceed to the nearest exit.
4. Proceed to the designated muster point and call security services (204-620-8572).
5. Do not re-enter the building until instructed to do so.

Other information about fire safety:

1. If confronted by smoke, choose an alternate route. Otherwise drop to your knees and crawl.
2. never open a closed door without checking first for heat. If the door is hot, open it slowly standing to one side. Be prepared to shut it quickly if fire is present.
3. Failure to leave the building during a fire alarm presents a danger to both yourself and others.
4. Tampering with fire equipment (smoke/heat detectors, alarms, extinguishers), including this notice, is a serious offence and will be dealt with severely.
5. Hazardous substances may not be stored in your unit.

### **5.8 Contractors, Maintenance, and Cleaning Staff**

i. Contractors and Cleaning Staff while preparing a unit for occupancy:

1. As long as it is safe to do so, turn off any equipment you are using and ensure that it is not left in such a way as to block exits.
2. Close windows and doors, if safe to do so.
3. Ensure other people in the unit know to evacuate.
4. Activate the alarm via the pull station and proceed to the nearest exit.
5. Proceed to the designated muster point and call security services (204-620-8572).
6. Do not re-enter the building until instructed to do so.

## **Chapter 6: Fire Extinguishment, Control or Confinement**

Before attempting to extinguish a small fire, ensure that the Fire Alarm System has been activated and security services are called (204-620-8572). Security Services will report the fire to The Pas Fire Department.

Fighting a fire is always a voluntary act.

Only those persons who are trained and familiar with extinguisher operation may attempt to fight a fire. In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or if the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the area.

### **6.1 Operation of Portable Fire Extinguishers**

Remember the acronym P.A.S.S.

**P**ull the safety pin

**A**im the nozzle

**S**queeze the trigger handle

**S**weep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Contact the UCN Housing/Facilities Manager (204-677-0694) security services (204-620-8572) to ensure they are properly recharged by qualified personnel.

The UCN Housing/Facilities Manager will coordinate with security services to ensure that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

### **6.2 Classification of Fires**

Fires are classified according to the fuel involved.

Class “A” fires are those fueled by combustible solids, such as wood, paper, excelsior, rags and rubbish.

Class “B” fires occur in the vapor-air mixture over the surface of flammable liquids, such as gasoline, oil, grease, paints and thinners.

Class “C” fires occur in or near live electrical equipment.

Class “D” fires occur with pyrophoric (combustible) metals such as magnesium, titanium, lithium, sodium, potassium, etc.

Class “K” fires involve cooking oils or fats, such as those found in a deep fryer.

### 6.3 Classification of Fire Extinguishers

Portable fire extinguishers are classified according to their ability to handle specific classes of fires. Labels on the extinguisher indicate the class or classes of fire that they can be expected to extinguish.

“A” Extinguishers suitable for class “A” fires are identified by a triangle containing the letter “A”

“B” Extinguishers suitable for class “B” fires are identified by a square containing the letter “B”

“C” Extinguishers suitable for class “C” fires are identified by a circle containing the letter “C”

“D” Extinguishers suitable for class “D” fires are identified by a star containing the letter “D”

“K” Extinguishers suitable for class “K” fires are identified by a hexagon containing the letter “K”. Class K extinguishers must only be used on cooking fires.

In Thompson Student Family Housing, only class “ABC” extinguishers are provided. These extinguishers are suitable for Class A, B, and C fires.

Fire extinguishers are located in the living room closet, hallway closet and on the way to the basement.

### Chapter 7: Fire Hazards and Fire Prevention

If you notice a potential fire hazard, report it immediately to the UCN Housing/Facilities Manager or to the Workplace Safety and Health Manager. Every precaution shall be taken to minimize accidents and prevent injuries.

Fire prevention is everyone’s responsibility

As The Pas Student Family Housing is home to approximately 110 people during the academic year, UCN strives to make each unit a safe place to live. As such, maintenance must make monthly safety inspections of the respective units and submit the reports to the UCN Housing/Facilities Manager. At this time, inappropriate items will be removed. During regular rounds of units, all unsafe situations are expected to be brought to the attention of the UCN Housing/Facilities Manager and the Workplace Safety and Health Manager.

#### 7.1 Facility Maintenance

- Maintain safe escape routes by keeping exits, stairwells, hallways and windows free from obstructions and combustible materials.
  - Egress (exit) routes should not be impeded by personal belongings.
- Ensure both sides of a door are kept free and clear of debris.
- Regularly clear out combustible materials such as waste paper and cardboard boxes. Dispose of waste materials.

#### 7.2 General Hazards

- Open flames are not permitted in The Pas Student Family Housing. This includes, but is not limited to: incense, candles, sparklers, lit matches, lit lighters, lanterns, etc.
- Smoking is prohibited in the housing units. (Must be at least 10ft away from the buildings).
- Explosives or flammable accelerants are not permitted in housing units.

- This may include, but is not limited to: fire crackers, propane tanks, camp stove fuel, gasoline, diesel, dynamite, naphtha, etc.

### **7.3 Temporary Decorations**

- All decorations are to be flameproof or fire retardant.
  - Highly flammable materials including leaves, straw, hay, wood chips, or untreated wood are not permitted for use.
  - Open flames may not be used as decorations.
- Decorations must not obstruct access to fire safety equipment; specifically extinguishers, pull stations and fire alarms.
- Heat and smoke detectors must not be covered or obstructed by any obstructions.
- Decorations should not cover or restrict any exits.
- Lights (i.e. Christmas lights, spot lights) should be attached directly to the wall/ceiling and not to any decorations (with the exception of a Christmas tree). Lights are not to be covered by any material or fabrics.
  - Decorations must not be placed inside light fixtures or touch any fixtures in any way.
- All electrical receptacles in The Pas Student Family Housing are wired with 15-amp service. These circuits must not be overloaded.
  - Electrical cords, including extension cords, must be in proper working condition.
  - Extension cords are for short term temporary use only.

### **7.4 Extension Cords**

- Extension cords are designed for temporary use only. Never should they be used as permanent wiring.
- Assure that extension cords used are of the proper rating to accept the required electrical load.
- Protect extension cords from damage.
- Extension cords, when in use, should not be placed in a position to create a hazard. They should not cross any traffic area. Do not run them under mats or carpets.

### **7.5 Electrical Hazards**

- All electrical equipment, electrical lights used for decorations and extension cords must be CSA or ULC approved.
- Electrical wiring that is defective, frayed or cracked must be replaced. Discontinue use and contact the UCN Housing/Facilities Manager immediately.
- Outlets and electrical devices that show evidence of electrical arcing will mean discontinuation of use until a licensed electrician can assess the problem. Contact the UCN Housing/Facilities Manager immediately.
- If a circuit breaker consistently trips, contact the UCN Housing/Facilities Manager immediately.
- Circuit breaker panels shall not be covered or obstructed in any way. There must be a 1m clearance.
- All electrical work must be preformed by a UCN approved licensed electrician.

## **7.6 Furniture and Appliances**

- Electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates, grills, microwaves, sandwich makers, etc. are permitted only in areas with approved kitchen facilities.
- The use of electric, gas, or oil heaters is not allowed (space heaters).
- Keep vents free from furniture and other belongings, to ensure proper air circulation and to reduce the chance of fire.
- All electrical appliances with heating elements (kettles, coffee makers, etc.) must have an automatic shut-off function.

## **7.7 Storage Areas**

- Tenants may only store belongings in appropriate areas.
- Storage areas must be kept clean, organized and free of debris.
- Stacked material must be arranged so that the piles are stable and not at risk of tipping over.
- Light fixtures should be protected by wire guard or cage to prevent damage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.

## **Chapter 8: Fire Protection Measures**

### **8.1 Fire Alarms & Pull Stations**

The Pas Student Family Housing is equipped with fire alarm pull stations. Look for pull stations as you approach an exterior exit (by the doors at each end of the unit).

### **8.2 Fire Extinguishers**

The Pas Student Family Housing is equipped with fire extinguishers. The extinguishers are wall mounted. They are checked monthly and serviced annually. If you discharge an extinguisher, or find one that has been discharged, contact the UCN Housing/Facilities Manager so it can be replaced. Fire Extinguishers are located in hallway closet, living room closet facing the playground, and attached to the railing going down to the basement.

## **Chapter 9: Alternative Measures for Fire Safety**

In the event of any shutdown of fire protection equipment systems (either entirely or partially), alternate measures for fire safety must be taken. For any shutdown of fire protection equipment in excess of 24 hours, the fire department shall be notified in writing.

Occupants will be notified of the areas affected by the shutdown and instructions for alternate fire safety measures or actions will be posted as to alternate provisions or actions to be taken in case of emergency. These provisions and actions must be acceptable to the Fire Chief.

### **9.1 Fire Alarm Systems**

- It is the responsibility of the tenant (or maintenance staff during inspection) to notify the UCN Housing/Facilities Manager when any or all of a fire alarm system is out of service.
- UCN Housing/Facilities Manager will notify the Fire Department with a description of the problem and the anticipated length of time needed to correct it.
- UCN Housing/Facilities Manager will notify maintenance staff, security services and the Workplace Safety and Health Manager that the fire alarm is temporarily shut down.
- While the fire alarm is out of service, security services will initiate a fire watch. During a fire watch, a walkthrough of the affected area will be completed regularly by security until such a time that the fire alarm service is restored.
- Maintenance staff will post notices for the tenants, stating the problem and when it is expected to be corrected.
- UCN Housing/Facilities Manager will notify all the above-mentioned parties when the fire alarm system is back in operation.

### **9.2 Water System Shutdown**

- It is the responsibility of the UCN Housing/Facilities Manager to notify tenants and security services when all or part of the water system is out of service.
- UCN Housing/Facilities Manager will notify the Fire Department if any of the fire hydrants are taken out of service.
- Maintenance staff will bag and lock out any fire hydrants that have been taken out of service.

### **9.3 Emergency Power Shutdown**

- It is the responsibility of the UCN Housing/Facilities Manager to notify tenants, security services when all or part of the emergency power system is out of service.

### **9.4 Fire Watch**

A fire watch is implemented to ensure the fire safety of a building or area of a building and to minimize the impact of malfunctioning equipment. Security guards dedicated to a fire watch are responsible for patrolling the affected areas at least once an hour (and more frequently as needed).

A fire watch is required when:

1. Failure of the fire alarm system occurs.
2. Failure of the fire safety equipment occurs.
3. Any act which causes an increased risk to persons or property, such as hot work.
4. The Fire Department requests a fire watch be initiated.



## 9.5 Exits

Exits shall not be obstructed. In the event that planned construction or maintenance will cause an exit to become unusable, the following emergency procedures will be employed:

- Ensure the planned construction or maintenance is in compliance with building codes and permits.
- Ensure alternative measures are developed to compensate for the blocked exits.
- Post temporary exit signs to clearly identify the alternate exits.
- If necessary, create alternate emergency evacuation procedures.

The UCN Housing/Facilities Manager will alert the tenants via email and posted notices.

## 9.6 Fire Extinguishers

It is the responsibility of the UCN Housing/Facilities Manager to provide a temporary fire extinguisher (of equal type and rating) when a fire extinguisher has been removed for servicing.

## Chapter 10: Maintenance Schedule

The following is a list of the portions of the Fire Code that require checks, inspections, and/or tests to be conducted of the facilities. Permanent records of all tests and corrective measures taken are required to be retained for a period of two years after they were made. If the time interval between tests exceeds two years, then the records shall be retained for the period of the test interval plus one year.

Records are to be made available upon the request of the Fire Chief or Fire Prevention Officers.

This list has been prepared for convenience only. For accurate reference, the Fire Code and referenced standards should be consulted.

Definitions include:

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

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

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

**10.1 Monthly Tasks**

Responsibility	Task	Description	Fire Code Reference
Maintenance Staff	Inspect	Inspect portable fire extinguishers and date and initial the inspection tags.	MFC 6.2.1.1. <i>Ref. (N.F.P.A. 10 Standard for portable fire extinguishers)</i>
Maintenance Staff	Test	Test the batteries in the heat and smoke detectors.	MFC 6.7.1.1.

**10.2 Semi-Annual Tasks**

Responsibility	Task	Description	Fire Code Reference
Maintenance Staff	Test	Change and test batteries in all smoke/heat detectors.	MFC 6.7.1.1.

**10.3 Annual Tasks**

Responsibility	Task	Description	Fire Code Reference
ABC Fire and Safety	Inspect and Test	Inspect and test fire alarm system for operability and all components and devices.	MFC 6.3.1.2. <i>Ref (CAN/ULC-S536 Standard for the inspection &amp; testing of fire alarm systems)</i>
Workplace Safety & Health	Review	Review Fire Safety Plan annually or more frequently if changes occur.	MFC 2.8.2.1.
ABC Fire and Safety	Maintain	Fire extinguishers (mechanical parts, extinguishing agent, and expelling hose will be thoroughly examined).	MFC 6.2.1.1. <i>Ref. (N.F.P.A. 10 Standard for portable fire extinguishers)</i>
Maintenance Staff	Test	Smoke detectors	MFC 6.7.1.1.
ABC Fire and Safety	Test	H2O, CO2 and dry chemicals (stainless steel shell) extinguishers, hydrostatically tested.	
ABC Fire and Safety	Maintain	Stored -pressured fire extinguishers that require a 12	MFC 6.2.1.1. <i>Ref. (N.F.P.A. 10 Standard for portable fire extinguishers)</i>

**10.4 Tasks, As Required**

Responsibility	Task	Description	Fire Code Reference
Tenant and Maintenance Staff	Maintain	Maintain access to units for firefighting. Ensure area is clear of obstructions.	MFC 2.5.1.5.
Maintenance Staff	Maintain	Maintain fire access routes and fire lanes. Ensure they are clear and always ready for fire department vehicles.	MFC 2.5.1.5. <b><i>Fire department access is maintained clear of obstructions.</i></b>
Tenant	Clean	Clean lint traps in dryers.	MFC 2.4.1.4.
Contractor	Inspect	Inspect after any alterations or repairs.	
Security Services, Maintenance Staff, Tenant	Inform	Inform UCN Housing/Facilities Manager when any issues with the system arise.	

**Chapter 11 Revisions**

Date	Section	Page	Description
May 4, 2023	Entire document		Document was created, reviewed and approved by UCN.
August 17, 2023	Entire document		Document approved by The Pas Fire Chief
September 29, 2023	Chapter 1: Introduction	2	Clarified where the document will be readily available.
	Chapter 2: Contact Information	3	Changed title from “Audit of Human Recourses” to “Contact Information”.
	Chapter 5.5: Evacuation Muster Point Location	10	Added the word “evacuation” to describe the information to be posted.
	Chapter 5.8: Contractors, Maintenance, and Cleaning Staff	11	Changed the title from “Special Evacuation Procedures” to “Contractors, Maintenance, and Cleaning Staff”
	Chapter 6.3: Classification of Fire Extinguishers	13	Added the location of fire extinguishers to this section as well.
	Chapter 7.1: Facility Maintenance	13	Changed title from “Housekeeping” to “Facility Maintenance”.
	Chapter 7.5: Electrical Hazards	14	Added that all licensed electricians must be UCN approved.
	Approval emails from the Fire Chief		This section was removed. Emails saved separately.
	Chapter 11: Revisions	20	Added the revisions table