

Fire Safety Plan

HCCC #155

**80 Spinnaker Drive Halifax
Nova Scotia
B3N 3B5**



Prepared by Donald d'Entremont
On behalf of Novacorp Properties Ltd.

original signed by HRM
Reviewed by Fire Prevention Officer
(Fire Prevention Officer)

Table of Contents

Part 1	
Objectives of the Fire Safety Plan	
Part 2 A	
Audit of the building resources	
Part 2 B	
Audit of human resources	
Part 3	
Emergency procedures for occupants	
Part 4	
Emergency procedures for superintendent	
Part 5	
Responsibilities of the owner / occupant	
Part 6	
Fire hazards	
Part 7	
Fire extinguishment, control or confinement	
Part 8	
Alternative measures for occupant fire safety	
Part 9	
Fire drills	
Part 10	
Requirements of the national fire code	
Part 11	
Building schematics	

Part 1 - OBJECTIVES OF THE FIRE SAFETY PLAN

General

Fire safety planning has 3 primary objectives:

Fire Hazard Control
Fire Protection System Maintenance
Emergency Evacuation

Fire Safety Planning prevents the occurrence of fire by the control of fire hazards in the building, ensures operation of fire protection systems by establishing maintenance procedures, and provides a systematic method of safe and orderly evacuation of the building in the event of fire.

The Nova Scotia Fire Safety Act which adopts the National Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for this building. The plan is to be kept in the building in an approved location.

Part 2(a) - Audit of Building Resources Checklist

Occupancy Type

Condominium (48 Units)

Access

Designated Fire Route: No Yes

Nearest Municipal
Hydrant Location:

Located on Spinnaker Drive on south side of the building. In front of 12 Spinnaker.

Private Hydrants: No Yes (Location(s)):

Lockbox: No Yes (Location(s)):

Heating

Natural Gas

Electric

Oil

Propane

Other (there are 8
fireplaces in the
building)

Main Electrical Shut-off Location:

Electical room located in parking garage

Main Domestic Water Shut-off Location:

Sprinkler room located in parking garage

Single Stage

Fire Alarm System:

Make:

Mircom (*Illustration #1*)

Model:

FA-300 Series

Main Panel Location:

Outer Lobby

Annunciator Panel Location:

Outer Lobby

Fire Alarm Description:

Single stage alarm (monitored by AEL)
(*Illustrations # 3, #6 and # 10*)

Pull-stations Location:

(*Illustrations # 15, #16 and #17*)

Sprinkler System: No Yes

Type: Wet Dry Other

Connected to the Fire Alarm System: No Yes

Location of Sprinkler Room/Shut Off Valves:

Sprinkler room is located in parking garage
Sprinkler Shut off valve for elevator shaft is located on the 3rd level to the right of elevator door (*Illustration #2*)
The machine room and pit sprinkler head shut off valve is located in the main lobby to the right of the elevator door. (*illustration #*)

Fire Department

Connection: No Yes (Location(s)):

Front of the structure to the right of south exit/entrance
Four inch check valve is located in the parking garage in storage locker # 43 (*Illustration # 7 and Illustration # 8*)

Portable Fire Extinguishers:

(Refer to schematic drawings)
(*Illustrations # 15, #16 and #17*)

Portable Fire Extinguishers – Type:

Dry Chemical (ABC 5 lbs) (*Illustartion #4*)

Emergency Lighting

No Yes

Location(s): (Refer to schematic drawings)

(*Illustration # 5 and illustration #12*)

Emergency Power

No Yes

Electromagnetic Locking Devices

No Yes (*Illustration # 9*)

Proper Signage

No Yes

Location(s): Signage is posted on each residential level to the left of each elevator door.
(Illustrations # 15, #16 and #17)

Extra Hazardous Area:

Are there hazardous materials on site? No Yes

Exits: Refer to schematics for location of exits.

Elevators (if applicable):

Automatic Recall No Yes

Total Number of Elevators: 1



Illustration 1: Fire Alarm Panel located in outer lobby

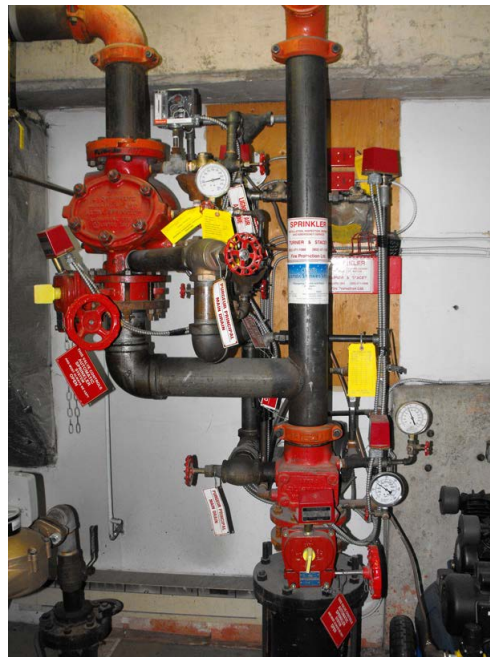


Illustration 2: Sprinkler Controls located in sprinkler room.



Illustration 3: Alarm bell



Illustration 4: Fire Extinguisher



Illustration 5: Emergency Lighting



Illustration 6: Fire alarm in residents units



Illustration 7: Fire Department Connection



Illustration 8: Four inch check valve for fire department connection (In locker #43 in Garage)

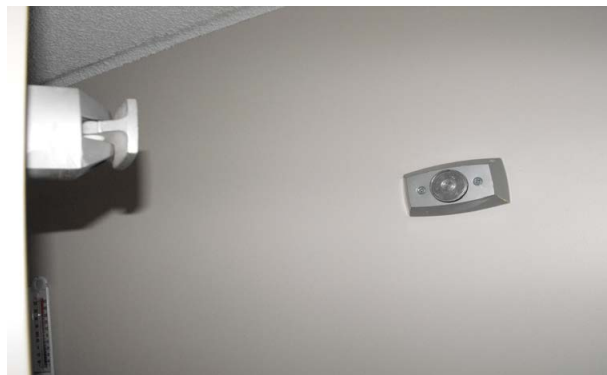


Illustration 9: Elector magnet door closer



Illustration 10: Fire Alarm pull station



Illustration 11: Emergency exit sign



Illustration 12: Remote emergency light



Illustration 13: smoke detector



Illustration 14: Sprinkler head

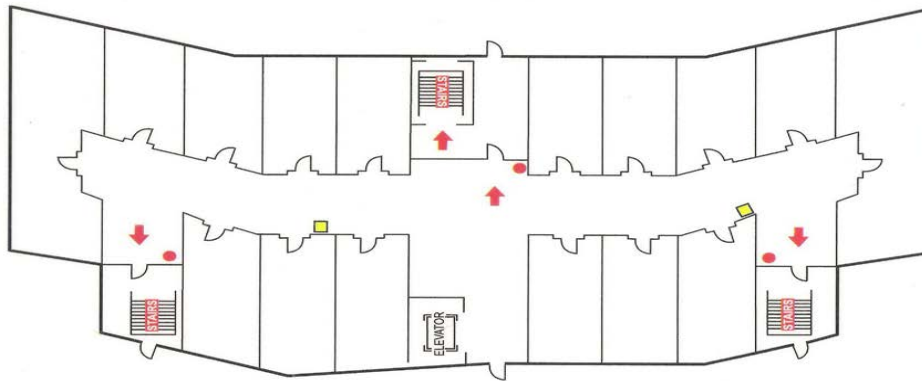


Illustration 15: Machine room and pit sprinkler head shut off valve

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

FIRST FLOOR



If fire or smoke is visible: Activate fire alarm. Warn people in immediate area.
Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator.
Do not re-enter the building until authorized to do so by the fire department or a similar official.

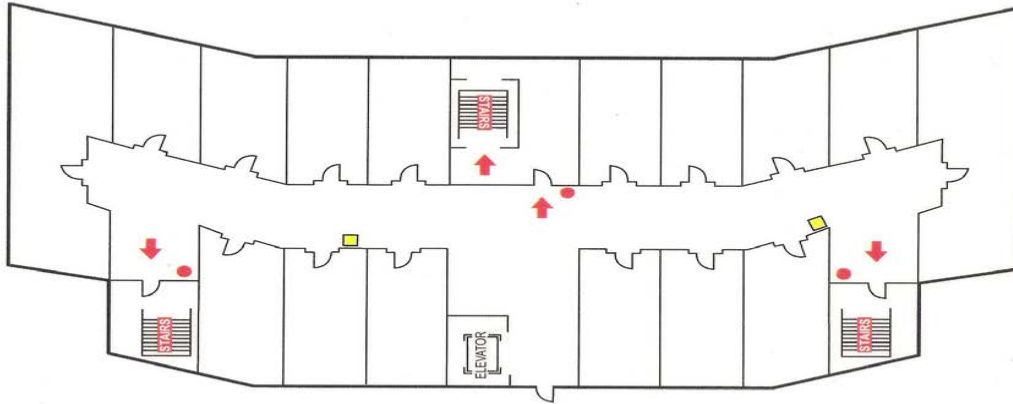
● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES **SPC** STANDPIPE CONNECTION

Illustration 16: Fire Alarm Pull Stations, Portable Fire Extinguishers, Escape Routes 1st Floor

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

SECOND FLOOR



If fire or smoke is visible: Activate fire alarm. Warn people in immediate area. Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator. Do not re-enter the building until authorized to do so by the fire department or a similar official.

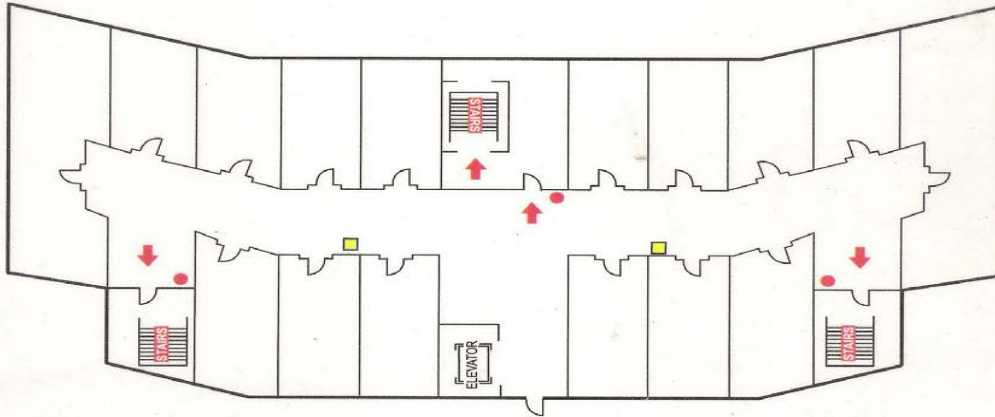
● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES SPC STANDPIPE CONNECTION

Illustration 17: Fire Alarm Pull Stations, Portable Fire Extinguishers, Escape Routes 2nd Floor

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

THIRD FLOOR



If fire or smoke is visible: Activate fire alarm. Warn people in immediate area.
Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator.
Do not re-enter the building until authorized to do so by the fire department or a similar official.

● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES **SPC** STANDPIPE CONNECTION

Illustration 18: Fire Alarm Pull Stations, Portable Fire Extinguishers, Escape Routes 3rd Floor

Part 2(a)
Additional Information

For any additional information not already covered:

Part 2(b) - Audit of Human Resources

Building Name: Spinnaker Arms

Address: Spinnaker Drive Unit No: 80

Postal Code: B3N 3B5

Property Management Company: Novacorp Properties Limited
 Suite 202, 300 Prince Albert Road
 Dartmouth, NS
 B2Y 4J2

Business Phone No: Novacorp Office Phone # 902 *****

Business Owner: HCCC# 155

After Hour Contacts (24 hour telephone numbers)

Property Manager: Colleen Hynes Phone No: 902 ***** (cell)
 902 ***** (office)

Superintendent: Donald d'Entremont Phone No: 902 *****

Fire Alarm Monitoring Company: AEL Phone No: 902 *****

Fire Alarm Service Company: Karmat Alarm Ent Phone No: 902 *****

Sprinkler Monitoring Company: AEL Phone No: 902 *****

Sprinkler Service Company: Atlantic Automatic Sprinkler Ltd

Phone No: Day 902 *****
 Night 902 *****
 902 *****
 902 *****

Part 3 - Emergency Procedures for Occupants

Please take the time to review this section (1 page).

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
- Ⓟ Close all doors behind you
- Ⓟ Sound Fire Alarm
- Ⓟ Call Halifax Regional Fire and Emergency at 9-1-1 (from a safe location)
- Ⓟ Use exit to leave the building
- Ⓟ Do not use elevators

Upon Hearing Fire Alarm:

- Ⓟ Leave building via nearest Exit
- Ⓟ Close doors behind you
- Ⓟ Do not use elevator

CAUTION

- Ⓟ If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place a wet towel or other object, i.e. jacket, sweater, etc, at the base of the door.
- Ⓟ If you encounter smoke in stairway, use an alternate exit or find refuge in nearest suite.

Remain Calm

Part 4 - Emergency Procedures for Superintendent

Please take the time to review this section (2 pages).

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 Halifax Regional Fire and Emergency of the emergency condition. Dial 9-1-1 and ask for Halifax Regional Fire and Emergency. Tell them the address and emergency.
- Ⓟ If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Ⓟ Upon the arrival of the fire-fighters, 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 fire-fighters 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 and 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 Nova Scotia Fire Safety Act and National Fire Code.
- ⌚ In the event of any shutdown of fire and life safety systems, notify Halifax Regional Fire and Emergency and initiate alternative measures.

Emergency Procedures

Additional Information/Comments

Muster Station(s):

During an emergency in which the residents of 80 Spinnaker Drive are asked to evacuate the Condominium complex they are asked to assemble in the lobby of 85 Spinnaker Drive. Access to 85 Spinnaker can be obtained by contacting the Superintendent.

Emergency Procedures
Additional Information/Comments (p.2)

A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for providing additional information or comments related to the emergency procedures.

Part 5 - Responsibilities of the Owner / Occupant

Please take the time to review this section (1 page).

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 Nova Scotia Fire Safety Act and National Fire Code are completed on schedule and that the 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 Fire Prevention and Life Safety Division 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.
- ⌚ **Fire Safety Act - Fire Safety Regulations Section 37** - The owner of a sprinkler system or a fixed-pipe extinguishing system shall, subject to the regulations, notify the Fire Marshal of the activation of the system within forty-eight hours of the discharge.

Part 6(a) - Fire Hazards

☐ Please take the time to review this section (2 pages).

Residential Properties

To avoid fire hazards in the building, occupants must:

- ⌚ Never put burning material such as cigarettes and ashes into the garbage.
- ⌚ Never dispose of flammable liquids into the garbage.
- ⌚ Avoid unsafe cooking practices: deep frying, too much heat, unattended stoves, loosely hanging sleeves.
- ⌚ Avoid careless smoking. Never smoke in bed.
- ⌚ Never leave anything that may burn or cause a trip hazard in the halls, corridors and /or stairways.
- ⌚ Always clean out clothes dryer lint collector before and after use.
- ⌚ Do not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lamp wire for permanent wiring.

In general, occupants should:

- ⌚ Know how to alarm occupants of building, know where exits are located.
- ⌚ Call Halifax Regional Fire and Emergency immediately (9-1-1) whenever you need assistance.
- ⌚ Know the correct address of the building.
- ⌚ Notify the building owner/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 the stairwell designation and the crossover floors (if any).

Part 7 - Fire Extinguishment, Control or Confinement

Please take the time to review this section (1 page).

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 Halifax Regional Fire and Emergency 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.

Part 8 - Alternative Measures for Occupant Fire Safety

☐ Please take the time to review this section (1 page).

In the event of any shut-down of fire protection equipment systems or part thereof, in excess of 2 hours, the fire department shall be notified. 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 Fire Prevention and Life Safety Division.

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 Halifax Regional Fire and Emergency.

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

Fire Safety Regulations made under Section 51 of the Fire Safety Act Repairs to fire protection system - 33 Article 6.1.1.4. of the National Fire Code is replaced by the following Article - 6.1.1.4. Repairs

1) Except as provided in Sentence (2), where a fire protection system or any part of it is shut down for repairs or is inoperative for more than 2 hours, the owner of the building containing the fire system shall:

- a) Notify the fire department, and
- b) Provide a sufficient number of trained people to patrol the building until the fire protection system is restored to operating condition.

2) Sentence (1) does not apply to industrial or manufacturing facilities that maintain their own industrial fire brigades.

3) Every owner of a building shall develop procedures to notify occupants of the building if a fire or other emergency occurs when the fire alarm and detection system are shut down or inoperative.

4) Every owner of a building shall develop procedures to provide protection to the building if a sprinkler system or part of that system is shut down for more than 6 hours.

Note: All shut downs 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 9 - Fire Drills

Please take the time to review this section.

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 DRILL RECORD

Date: _____ Time: _____

Manager/Supervisor On-Duty: _____

Staff Present:

Deficiencies Noted:

General Comments:

Part 10 - Requirements of the National Fire Code

Please take the time to review this section (1 page).

Check/test/inspect requirements of the National 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 necessary 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:

- Check** means 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

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

Responsibility

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

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

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

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. NA

Monthly

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

Yearly

Fire dampers and fire-stop flaps shall be **inspected** annually, or based on a schedule via contractor acceptable to the Fire Prevention and Life Safety Division. NA

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. Owner/designate

Disconnect switches for mechanical ventilating systems shall be **inspected** annually to establish that the system can be shut down. Owner/designate

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. NA

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.

Responsibility

Owner/designate

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.

Owner/designate
Certified Contractor

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.

Owner/designate
Certified Contractor

Monthly

Portable extinguishers shall be **inspected** monthly for: pin in place, gauge reading, location and mounted, tagged

Owner/designate

Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. (Qualified Fire Extinguisher Service Company)

Certified Contractor

5 Years

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

Certified Contractor

6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic **test** shall be emptied and subjected to the applicable maintenance procedures.

Certified Contractor

Fire Alarm

General

Fire alarm shall be kept unobstructed.

Responsibility

Owner/designate

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

Owner/designate

Daily

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;

Owner/designate

b) **Inspection** of the AC power-on light shall be done to ensure its normal operation.

Owner/designate

Monthly

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:

Owner/designate

- 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) the annunciator panel shall be checked to ensure correct annunciation
- d) intended function of the audible and visual trouble signals shall be ensured
- e) 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

Yearly**Responsibility**

Yearly **tests** conducted by a certified alarm contractor as required by The National Fire Code, Division B Section 6.3.1.2.(1) **Tests** shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".

Certified Contractor

A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.

Certified Contractor

Smoke Alarms

General

Ensure dwelling unit smoke alarms are maintained in operating condition.

Responsibility

Unit Occupant

Standpipe Systems

Responsibility

Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads **inspected** for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.

Owner/designate

If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.

Owner/designate

A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.

Certified Contractor

Sprinkler Systems (Wet)

General

Auxiliary drains shall be **inspected** as required to prevent freezing.

Responsibility

Owner/designate

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Owner/designate

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Owner/designate

Quarterly

Fire Department connections

Owner/designate

Yearly**Responsibility**

Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair. Certified Contractor

Sprinkler heads shall be **checked** at least once per year to ensure that they are kept in good repair. Certified Contractor

Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions. Certified Contractor

On wet sprinkler systems, water-flow alarm **test** using the most hydraulically remote test connection, shall be performed annually. Certified Contractor

Sprinkler system water pressure shall be **tested** annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply. Certified Contractor

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected of wear, rust or obstruction. Re-secure plugs or caps, wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps. Owner/designate
Certified Contractor

A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection. Certified Contractor

Sprinkler Systems (Dry)

General

Responsibility

Auxiliary drains shall be **inspected** as required to prevent freezing.

Owner/Designate

Dry-pipe valve rooms or enclosures in unheated buildings shall be **checked** as often as necessary when the outside temperature falls below 0° Celsius to ensure that the system does not freeze.

NA

Weekly

Except for electrically supervised valves, all valves controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are sealed or locked in the open position.

Owner/designate

Water supply pressure and system air or water pressure shall be **checked** weekly by using gauges to ensure that the system is maintained at the required operating pressure.

Owner/designate

System pressure gauges shall be **checked** weekly. The system shall be maintained at the required operating pressure.

Owner/designate

Quarterly

Fire Department connections

Owner/designate

<u>Yearly</u>	<u>Responsibility</u>
Exposed sprinkler piping hangers shall be checked yearly to ensure that they are kept in good repair.	Certified contractor
Sprinkler heads shall be checked at least once per year to ensure that they are free from damage, corrosion, grease dust, paint, or whitewash. They shall be replaced where necessary as a result of such conditions.	Owner/designate Certified Contractor
Sprinkler system water pressure shall be tested annually or after any sprinkler system control valve has been operated, with the main drain valve fully open, to ensure that there are no obstructions or deterioration of the main water supply.	Certified Contractor
Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps wrench tight. If plugs or caps are missing, examine the Fire Department connection for obstructions, back flush if necessary and replace plugs or caps.	Owner/designate
Dry pipe valves shall be tripped annually by means of the system test pipe, to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. A full flow trip test, with the control valve fully open, shall be conducted at least every three years.	Certified Contractor
A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.	Certified Contractor
<u>15 Years</u>	
Every fifteen years, dry pipe systems shall be inspected for obstructions in the sprinkler piping and if necessary, the entire system shall be flushed of foreign material.	Certified Contractor

Emergency Lighting System

Daily

Check pilot lights for indication of proper operation.

Responsibility

Owner/designate

Monthly

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

Owner/designate

Ensure that battery surface is clean and dry.

Owner/designate

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

Owner/designate

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

Owner/designate

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

Owner/designate

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.

Certified 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.

Certified Contractor

A copy of the annual inspection report shall be sent to the Fire Prevention and Life Safety Division within thirty (30) days of the inspection.

Certified Contractor











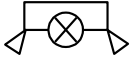








**Maintenance
Additional Comments**

A large, empty rectangular box with a black border, intended for providing additional comments on maintenance.

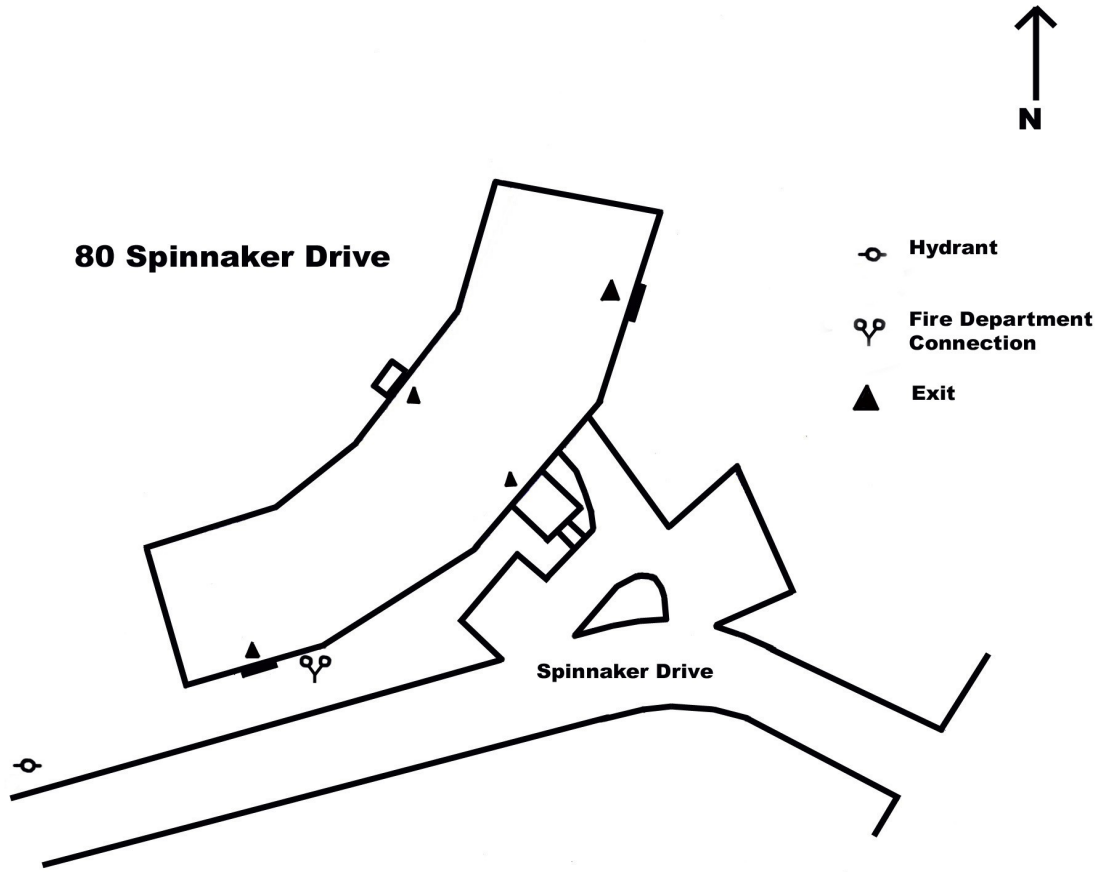
Part 11- Building Schematics

☐ Please take the time to review this page.

LEGEND FOR BUILDING / UNIT FIRE EMERGENCY SYSTEM

	Pull Pin For Kitchen Fire Suppression System
	Entrance / Exit
	Hydrant
	Siamese Fire Department Connection
	Free Standing Siamese Fire Department Connection
	Valves (General) Identify The Type Of Valve (Ie. Shut Off Valve For Natural Gas, Sprinklers, Etc.)
	Fire Alarm Control Panel
	Fire Alarm Annunciator
	Emergency Light, Battery-Powered
	Illuminated Exit Sign, Single Face
	Combined Battery-Powered Emergency Light & Illuminated Exit Sign
	Pull Station
	Heat Detector
	Smoke Detector
	Fire Extinguisher - BC Type
	Fire Extinguisher - ABC Type
	Fire Extinguisher - Water
	Hose Cabinet
	Sprinkler Riser, indicate whether Wet or Dry System

Site Plan

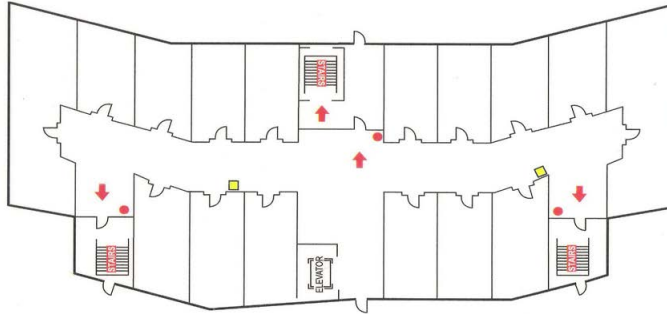


Floor Plans

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

FIRST FLOOR



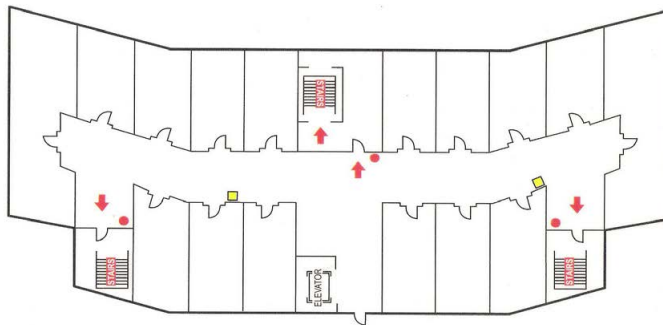
If fire or smoke is visible: Activate fire alarm. Warn people in immediate area. Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator. Do not re-enter the building until authorized to do so by the fire department or a similar official.

● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES SPC STANDPIPE CONNECTION

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

SECOND FLOOR



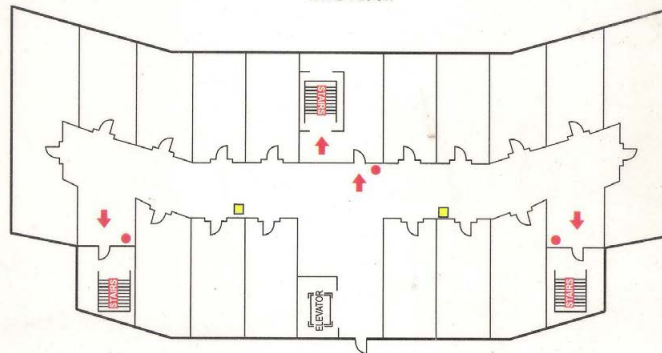
If fire or smoke is visible: Activate fire alarm. Warn people in immediate area. Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator. Do not re-enter the building until authorized to do so by the fire department or a similar official.

● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES SPC STANDPIPE CONNECTION

FIRE EVACUATION PROCEDURE

80 SPINNAKER ARMS

THIRD FLOOR



If fire or smoke is visible: Activate fire alarm. Warn people in immediate area.
Exit the building through the nearest exit or stairwell. Call the Fire Department at 911. Do not use elevator.
Do not re-enter the building until authorized to do so by the fire department or a similar official.

● FIRE-ALARM PULL STATION ■ PORTABLE FIRE EXTINGUISHER ➔ ESCAPE ROUTES SPC STANDPIPE CONNECTION

**Halifax Regional Fire and Emergency
Fire Prevention Division
7 Mellor Avenue, Suite 10
PO Box 1749 Halifax, NS B3J 3A5**

INSPECTION & MAINTENANCE RECORDS
FOR 80 SPINNAKER DRIVE
HCCC#155

DAILY CHECKS

Fire separation doors
Exit signs
Fire panel power and trouble indicators
Emergency lighting system pilot lights

WEEKLY

Valves controlling water supply to sprinkler system locked in the open position

MONTHLY

Doors in fire separations
Fire extinguishers
One manual fire alarm initiating device shall be operated (on a rotating basis)
Check fire alarm batteries
Sprinkler alarm test
Emergency lighting system battery inspection
Emergency lighting system test

QUARTERLY

Fire Department connections

YEARLY

Chimney, flue and flue pipe
Disconnect switches for mechanical ventilating system
Fire extinguishers (Fire Extinguisher Service Company)
Fire alarm test by certified alarm contractor
Caps on fire department connections
Yearly sprinkler check and test
Emergency lighting system test by certified personnel

5 YEARS

Pressurized water and carbon dioxide extinguishers hydrostatically tested

6 YEARS

Stored pressure extinguishers maintenance

15 YEARS

Dry pipe sprinkler system inspection