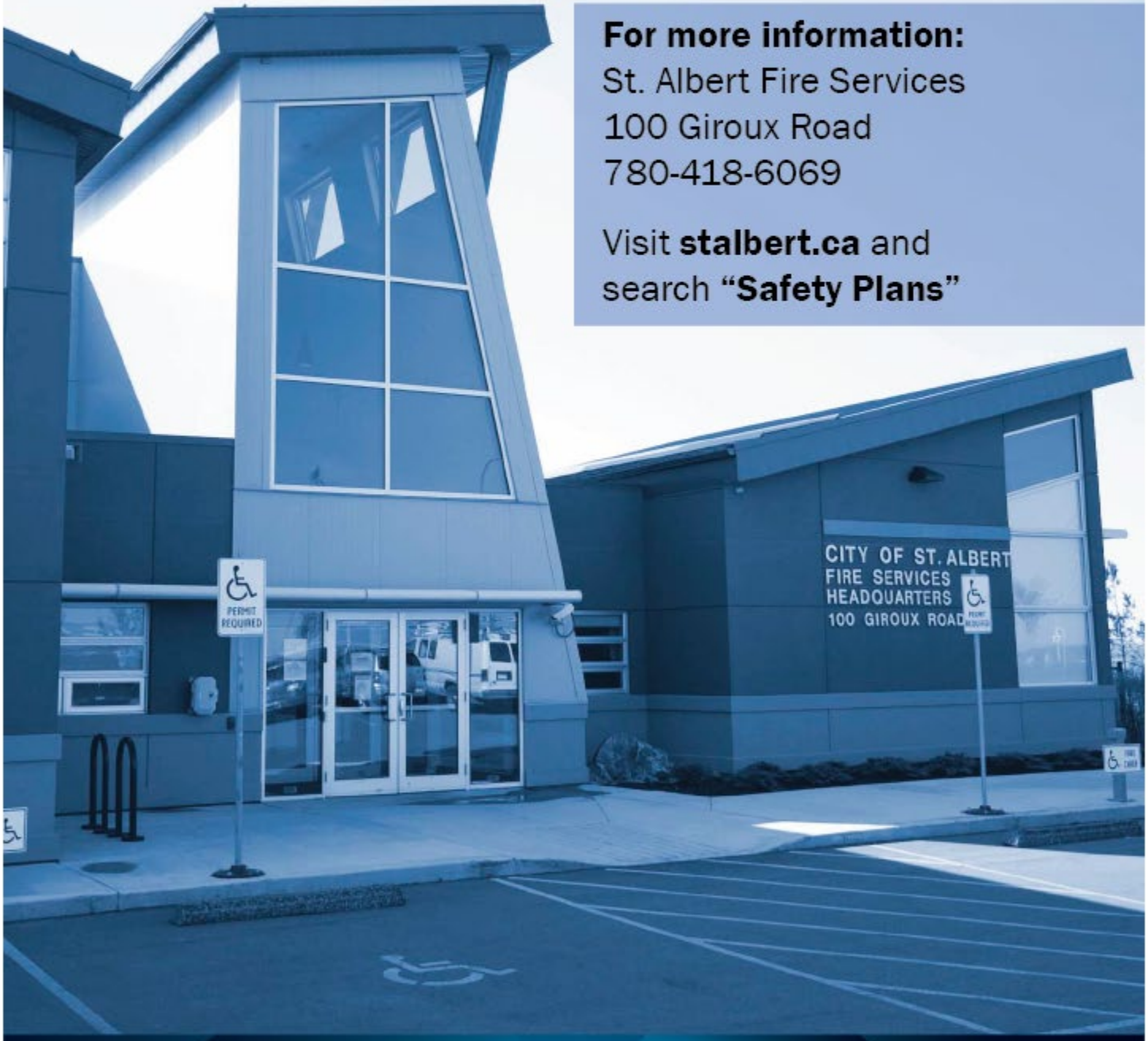
BUILDING OWNER'S RESPONSIBILITY FOR FIRE SAFETY EQUIPMENT

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City of St. Albert Cultivate Life

NATIONAL FIRE CODE, ALBERTA EDITION, SAFETY EQUIPMENT MAINTENANCE REQUIREMENTS

In this document are the fire safety equipment maintenance requirements that are found in Division B of the National Fire Code - 2019 Alberta Edition for all existing buildings. For a complete explanation of the maintenance requirements, the National Fire Code should be consulted.

Please contact St. Albert Fire Services with any questions or concerns.

Under the Safety Codes Act, owners or other persons responsible for a property, process, or thing, are required to ensure that all regulations and requirements of the Act are met. The goal of City fire inspections is Fire Code compliance and overall safety. Noncompliance with the Safety Codes Act may result in further action by a Fire Safety Codes Officer.

Your responsibilities as identified in the National Fire Code - 2019 Alberta Edition
Division C Article 2.2.1.1. Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code.
Division B Article 6.1.1.3. Before repairs or alterations are made to fire protection installations, including but not limited to fire extinguishing systems and fire alarm and detection systems, a procedure of notification acceptable to the fire department shall be established, and the procedure may include the notification of the fire department and the building occupants.
Division C Article 2.2.1.2. A written record shall be kept of all tests, inspections, maintenance or operational procedures for a period of two years after they are made, and the record shall be made available upon request to the Authority Having Jurisdiction.

Definitions
CHECK means a visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
INSPECT means physical examination to determine that the device or system will apparently perform in accordance with its intended function.
TEST means operation of device or system to ensure that it will perform in accordance with its intended function.
OWNER means a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who, for the time being, exercises the powers and authority of ownership.
AUTHORITY HAVING JURISDICTION (AHJ) means a safety codes officer in the fire discipline exercising authority pursuant to designation of power and terms of employment in accordance with the Safety Codes Act.
SUPERVISORY STAFF means those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the fire safety plan.
WATER-BASED FIRE PROTECTION includes sprinkler systems, standpipes, private hydrants, hose systems, water spray fixed systems, foam-water sprinkler systems, foam-water spray systems, and fire pumps.

FIRE SAFETY MAINTENANCE REQUIREMENTS

DAILY	NFC ref. #	✓
(1) Fire Alarm System – **CHECK** AC power lamp.	**6.3**	
(2) Central Alarm and Control Facility – **CHECK** to ensure that no trouble is indicated.	**6.3**	
(3) Fire Pump Rooms – CHECK temperature during cold weather.	**6.4**	
(4) Fire Protection Water Tanks – CHECK tank heating equipment, enclosure and water temperature during heating season in systems without low temperature alarms.	**6.4**	
(5) Exit Signs – **CHECK** to ensure they are in clean and legible condition.	**2.7**	
(6) Fire Doors – **CHECK** doors in fire separation to ensure they remain closed.	**2.2**	
(7) Exit Lights – **CHECK** to ensure they are illuminated and in good repair.	**2.7**	
WEEKLY	**NFC ref. #**	**✓**
(1) Fire Pump – **CHECK** fuel and oil level.	**6.4**	
(2) Fire Pump – **CHECK** water level in reservoirs.	**6.4**	
(3) Fire Pump – **INSPECT** and operate.	**6.4**	
(4) Sprinkler System – **CHECK** that the control valves are open.	**6.4**	
(5) Dry Pipe Sprinkler System – **CHECK** pressure gauge to ensure that air pressure is being maintained.	**6.4**	
(6) Fire Protection Water Tanks – **CHECK** tank heating equipment, enclosure and water temperature during heating season in systems with low temperature alarms.	**6.4**	
(7) Emergency Generator System – **INSPECT**, **TEST** and **MAINTAIN** as per Table 2 of CAN/ CSA-C282-05 Emergency Electrical Power Supply For Buildings.	**6.5**	
(8) Hoods, Filters and Ducts in Ventilation Systems – **CHECK** for accumulation of combustible deposits and clean as required.	**2.6**	
MONTHLY	**NFC ref. #**	**✓**
(1) Fire Alarm System – **TEST** system and check all components on emergency power supply including standby power batteries.	**6.3**	
(2) Voice Communication System – **TEST** the system.	**6.3**	
(3) Water-Based Fire Protection Systems – **INSPECT** all control valve tamper switches.	**6.4**	
(4) Fire Protection Water Tanks – **INSPECT** the water level in tanks not equipped with supervised water level alarms connected to a constantly attended location.	**6.4**	
(5) Emergency Generator System - INSPECT, **TEST** and **MAINTAIN** as per Table 3 of CAN/ CSA-C282-05.	**6.5**	
(6) Portable Fire Extinguishers – **INSPECT** and sign tag.	**6.2**	
(7) Exit Doors – **TEST** all doors forming part of a means of egress to ensure they are operable.	**2.7**	
(8) Emergency Lighting Systems – **INSPECT** and **TEST** batteries, units and lamps.	**6.5**	
EVERY THREE MONTHS	**NFC ref. #**	**✓**
(1) All Fire Emergency Systems in High Buildings as defined by Subsection 3.2.6. of the Building Code – **TEST**.	**7.2**	
(2) Sprinkler Alarm Devices – **INSPECT** to verify that they are free of physical damage.	**6.4**	
(3) Water-Based Fire Protection Systems – **TEST** all system water flow alarm devices.	**6.4**	
(4) Water-Based Fire Protection Systems – **TEST** all preaction/deluge valves.	**6.4**	
(5) Water-Based Fire Protection Systems – **TEST** all dry pipe valves/quick-opening devices.	**6.4**	
(6) Fire Department Connections – **INSPECT**.	**6.4**	

FIRE SAFETY MAINTENANCE REQUIREMENTS

EVERY THREE MONTHS (CONTINUED)	NFC ref. #	✓
(7) Main Drain – **TEST** the main drain of at least one system downstream of a device that has the sole water supply through a backflow preventer and/or pressure reducing valves.	**6.4**	
(8) Fire Protection Tanks – **INSPECT** the water level in tanks equipped with supervised water level alarms that are connected to a constantly attended location.	**6.4**	
(9) CLEAN – hoods, grease removal devices, fans and ducts on commercial equipment used in deep fat cooking, charbroiling or similar cooking operations.	**2.6**	
EVERY SIX MONTHS	**NFC ref. #**	**✓**
(1) Fire Protection Systems – **TEST** supervisory control valves.	**6.4**	
(2) Special Fire Suppression Systems – **TEST**, **INSPECT** and **MAINTAIN** systems as per the appropriate National Fire Protection Association (NFPA) code.	**6.6**	
(3) Commercial Cooking Equipment Suppression System – INSPECT and MAINTAIN.	**2.6**	
(4) CLEAN hoods, grease removal devices, fans and ducts on commercial cooking equipment.		
(5) Emergency Generator System – **INSPECT**, **TEST** and **MAINTAIN** as per Table 4 of CAN/ CSA-282-05.	**6.5**	
(6) Fire Alarm Drills – **CONDUCT** in schools attended by children, three times in both spring and fall terms.	**2.8**	
(7) Fire Alarm Drill – **CONDUCT** for supervisory staff in all high-rise buildings.	**2.8**	
ANNUALLY	**NFC ref. #**	**✓**
(1) Fire Alarm System – **CONDUCT** a test of the system by qualified personnel acceptable to the AHJ.	**6.3**	
(2) Voice Communication System – **CONDUCT** a test of the system by qualified personnel acceptable to the AHJ.	**6.3**	
(3) Water-Based Fire Protection System – **INSPECT**, **TEST**, **OPERATE** and **MAINTAIN** components of each system as required by the appropriate NFPA or CAN/ULC document referenced in the AFC.	**6.4**	
(4) Fire Pump – **CONDUCT** a flow test.	**6.4**	
(5) Water-Based Fire Protection System Riser – **TEST** the main drain of each riser to determine whether there has been a change in the condition of the water supply piping and control valves.	**6.4**	
(6) Hydrants – **INSPECT** and flow test all private hydrants.	**6.4**	
(7) Standpipe Hose – **INSPECT** and re-rack.	**6.4**	
(8) Fire Extinguishers – **CONDUCT** maintenance procedures by qualified personnel acceptable to the AHJ.	**6.2**	
(9) Electromagnetic Door Locks – **TEST** to ensure they work properly.	**2.7**	
(10) Sliding Doors – **TEST** sliding doors that are required to swing on their vertical axis in the direction of egress when pressure is applied.	**2.7**	
(11) Revolving Doors – **TEST** safety features.	**2.7**	
(12) Mechanical Air Conditioning and Ventilation Systems – **OPERATE** disconnect switches.	**2.6**	
(13) Fire Dampers and Fire Stop Flaps – **INSPECT**.	**2.2**	
(14) Sprinkler Heads – **INSPECT** supply of spare sprinkler heads and replace as required.	**6.4**	
(15) Emergency Generator System – **INSPECT**, **TEST** and **MAINTAIN** as per Table 5 of CAN/CSA-282-05.	**6.5**	
(16) Chimneys, Flues and Flue Pipes – **INSPECT**.	**2.6**	
(17) Chimney Spark Arrestors – **INSPECT** and **CLEAN**.	**2.6**	
(18) Fire Alarm Drills – **CONDUCT** for supervisory staff in buildings with fire alarm systems.	**2.8**	
(19) Exhaust and make up air system – **TEST** and **MAINTAIN** system initiating devices (i.e. carbon monoxide detector) in enclosed parkades.	**2.6**	

EVERY TWO YEARS	NFC ref. #	✓
(1) Fire Protection Water Tanks – **CHECK** steel tanks for corrosion.	**6.4**	
(2) Fire Protection Water Tanks – **INSPECT** all tanks, connected to a non-potable water supply for sediment.	**6.4**	
(3) Pressurization Systems – **TEST** systems in high buildings as defined by Subsection 3.2.6. of the Building Code.	**7.3**	
EVERY THREE YEARS	**NFC ref. #**	✓
(1) Dry Pipe Sprinkler Systems – **TEST** the dry pipe valve with the control valve fully open and the quick-opening device, if provided, in service.	**6.4**	
EVERY FIVE YEARS	**NFC ref. #**	✓
(1) Sprinkler System – **TEST** extra-high temperature sprinkler heads as per NPFA document.	**6.4**	
(2) Standpipe System – Flow **TEST** systems.	**6.4**	
(3) Standpipe System – Hydrostatically **TEST** system.	**6.4**	
(4) Standpipe System – **TEST** pressure control and pressure reducing valves.	**6.4**	
(5) Standpipe System – **TEST** standpipe hose.	**6.4**	
(6) Water-Based Fire Protection Systems – **TEST** all gauges.	**6.4**	
(7) Private Hydrant – Flow **TEST** exposed and underground piping.	**6.4**	
(8) Fire Extinguishers – Hydrostatically **TEST** carbon dioxide and water type extinguishers.	**6.2**	
(9) Water-Based Fire Protection System – **INSPECT** fire protection water tank for corrosion.	**6.4**	
(10) Emergency Generator System – **INSPECT**, **TEST**, and **MAINTAIN** as per Table 6 of CAN/CSA-282-05.	**6.5**	
EVERY SIX YEARS	**NFC ref. #**	✓
(1) Fire Extinguishers – **REPLACE** the extinguishing agent in dry chemical fire extinguishers.	**6.2**	
EVERY TWELVE YEARS	**NFC ref. #**	✓
(1) Fire Extinguishers – Hydrostatically **TEST** dry chemical and vaporizing liquid fire extinguishers.	**6.4**	
EVERY TWENTY YEARS	**NFC ref. #**	✓
(1) Sprinkler System – **TEST** fast response sprinkler heads.	**6.4**	
AS REQUIRED	**NFC ref. #**	✓
(1) Fire Department Access – **ENSURE** streets, yards and private roadways that are provided for fire department access are kept clear.	**2.5**	
(2) Dry Pipe Sprinkler Systems – **TEST** the dry pipe valve with the control valve fully open and the quick-opening device, if provided, in service.	**6.4**	
(3) Spray Booths – **CLEAN** residue in walls, ceilings, floors, etc. from spray booths.	**5.4**	
(4) Means of Egress – **CHECK** exterior passageways and exterior exit stairs and ensure they are maintained free of snow, ice and obstructions.	**2.7**	
(5) Smoke Control Equipment – **MAINTAIN** equipment in a manner that ensures satisfactory operation.	**7.3**	
(6) Sprinkler System – **INSPECT** auxiliary drains.	**6.4**	
(7) Fire Doors – **CHECK** doors in fire separations to ensure they are closed.	**2.2**	
(8) Dust Producing Operations – **CLEAN** any combustible dust-producing operations.	**5.3**	
(9) Dry-powder Finishing Operations – **VACUUM**, **CLEAN** and **DUST** any dry-powder finishing operations.	**5.4**	
(10) Industrial Ovens – **INSPECT** clean and maintain all industrial ovens and associated ductwork.	**5.4**	
(11) CHECK lint traps in laundry equipment.	**2.4**	

NOTE: Whenever a defect or deficiency is discovered in any fire safety equipment as a result of these maintenance requirements, CORRECTIVE ACTION must be taken IMMEDIATELY by the owner or the owner's authorized agent.

EMERGENCY PLANNING

The **building owner** is responsible for preparing a fire safety plan, acceptable to St. Albert Fire Services, and appointing supervisory staff to carry out the same in all public assembly buildings, care or detention buildings, all buildings equipped with a fire alarm, demolition and construction sites, storage areas, areas where flammable liquids or combustible liquids are stored or handled and areas where hazardous processes or operations occur.

Section 2.8 of the National Fire Code, Alberta Edition must be referred to in order to get the exact regulations as it applies to your building.

SECTION 2.8

Subsection 2.8.1. General

2.8.1.1. (1) Fire emergency procedures conforming to this Section shall be provided for:

a. every building containing an assembly, care, treatment or detention occupancy,
b. every building required by the NBC(AE) to have a fire alarm system,
c. demolition and construction sites,
d. storage areas required to have a fire safety plan,
e. areas where flammable liquids or combustible liquids are stored or handled,
f. areas where hazardous processes or operations occur.

2.8.1.2. (1) Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.

Subsection 2.8.2. Fire Safety Plan

2.8.2.1.(1) A fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and shall include:

a. the emergency procedures to be used in case of fire including:
    i. sounding the fire alarm,
    ii. notifying the fire department,
    iii. instructing occupants on procedures to be followed when the fire alarm sounds,
    iv. evacuating occupants, including special provisions for persons requiring assistance,
    v. confining, controlling and extinguishing the fire.
b. the appointment and organization of designated supervisory staff to carry out fire safety duties,
c. the training of supervisory staff and other occupants in their responsibilities for fire safety,
d. documents, including diagrams, showing the type, location and operations of the building fire emergency systems,
e. the holding of fire drills,
f. the control of fire hazards in the building, and
g. the inspection and maintenance of building facilities provided for the safety of occupants.

2.8.2.1.(2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of change in the use and other characteristics of the building.

2.8.2.2.(1) A sufficient number of supervisory staff shall be on duty in care or detention occupancies to perform the tasks outlined in the fire safety plan.

2.8.2.3.(1) In Group 1, Division 1 assembly occupancies containing more than 60 occupants, there shall be at least one supervisory staff member on duty in the building to perform the tasks outlined in the fire safety plan whenever the building is open.

2.8.2.4.(1) In buildings within the scope of Subsection 3.2.6. of Division B of the Alberta Building Code, the fire safety plan shall, in addition to the requirements of Sentence 2.8.2.1.(1), include:

a. the training of supervisory staff in the use of the voice communication system,
b. the procedures for use of elevators,
c. the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
d. the instructions to the supervisory staff and fire department for the operation of the systems referred to in Clause (c), and
e. the procedures established to facilitate fire department access to the building and fire location within the building.

2.8.2.5.(1) The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff and other personnel.

2.8.2.5.(2) The fire safety plan for a building within the scope of Subsection 3.2.6. of Division B of the National Building Code, 2019 Alberta Edition shall be kept at the central alarm and control facility.

2.8.2.6.(1) A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan, shall be given to all supervisory staff.

2.8.2.7.(1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.

Owners failing to comply with maintenance requirements as identified in the National Fire Code, Alberta Edition may be subject to fines of not more than $100,000 and/or imprisonment for a term not exceeding six months, as per the Alberta Safety Codes Act Section 68(1). Reinspection fees may also apply.