



## **Building Manager Fire Safety Checklist**

### **Daily**

- ☐ Dryers free of lint/ (common) Laundry rooms.
- ☐ Maintain Fire separation doors, ensure that they close and latch properly and are not wedged open.
- ☐ Ensure fire alarm system is operating properly; **confirm that primary power is on and check status of primary and remote trouble signal indicators.** If any of these indicators are activated, investigate and call in a qualified technician immediately to repair as required.

### **Weekly**

- ☐ Exit signs and lights are in working order and are located properly.
- ☐ Pull stations have not been tampered with and indicator lights are on.
- ☐ Fire separation doors close properly and latch.
- ☐ Check portable fire extinguishers, repair or replace if needed.

### **Monthly**

- ☐ Boiler/ Service room clean up
- ☐ Check emergency lighting / 30 second test
- ☐ Vacuum smoke detectors where required
- ☐ Tenant workshop/ woodshop area (condominiums/ apartments) cleaned.
- ☐ Hose cabinet inspection: Hose is in proper position; all equipment is in place and in operable condition.

### **3-Month**

- ☐ Check Smoke Alarms (If nine volt battery type) and maintain written records as per The Fire and Protective Services Bylaw 7990, 2001. **Note: 24 hours notice must be given to tenants prior to entry into suite.**
- ☐ **Recommend:** Test emergency lights (Lights must stay illuminated for a minimum of 30 minutes by means of alternative power source (Batteries/ generator))

### **Yearly**

- ☐ Fire Alarm Systems Test by a qualified technician
- ☐ Fire Extinguisher Test by a qualified technician
- ☐ Carbon monoxide detectors located in underground parkades must be recalibrated annually.
- ☐ Check in-suite, hardwired smoke alarms, or tamper-proof smoke alarms with 10-year batteries and maintain written records as per The Fire and Protective Services Bylaw 7990, 2001. **Note: 24 hours notice must be given to tenants prior to entry into suite.**
- ☐ A qualified technician must perform an annual inspection, testing and maintenance of sprinkler and standpipe systems. Fire hose in hose stations must be re-racked and tested in conformance with NFPA 14 "Installation of standpipe and Hose Systems" and NFPA 1962 "Care, Use, and Service Testing of Fire Hose including Couplings and Nozzles."
- ☐ **Required:** Test emergency lights (Lights must stay illuminated for a minimum of 30 minutes by means of alternative power source (Batteries/ generator))

***Saskatoon Fire & Protective Services Department recommends that all occupants of the building participate in an annual fire drill.***

**For more information call 975-2578.**