

SMOKE ALARM MAINTENANCE CHECKLIST

Address/Suite Number: _____

Date: _____

Smoke alarm has been tested as a result of:

<input type="checkbox"/> routine test and maintenance	<input type="checkbox"/> extended absence of occupants
<input type="checkbox"/> annual test and maintenance	<input type="checkbox"/> complaint _____
<input type="checkbox"/> change of tenancy	<input type="checkbox"/> other _____

A. ROUTINE TEST AND MAINTENANCE	YES	NO
(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation holes on the smoke alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm signal sounds when the test device is operated.	<input type="checkbox"/>	<input type="checkbox"/>

B. ANNUAL TEST AND MAINTENANCE	YES	NO
(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Smoke alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm is powered by: <input type="checkbox"/> AC wiring; <input type="checkbox"/> standard battery; <input type="checkbox"/> long life battery that expires in the year _____. For battery operated smoke alarms: Battery has been replaced and securely connected to the clips. <input type="checkbox"/> <input type="checkbox"/> Battery is of the type _____ as recommended by the manufacturer. <input type="checkbox"/> <input type="checkbox"/> Battery terminals are free of corrosion and signs of leakage. <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) Smoke alarm signal sounds when the smoke alarm is tested using smoke produced from a burning: <input type="checkbox"/> incense stick, <input type="checkbox"/> punk stick, or <input type="checkbox"/> cotton string.	<input type="checkbox"/>	<input type="checkbox"/>

C. SERVICING AND REPLACEMENT (Complete this section if "No" is checked in sections A or B.)

Smoke alarm has been serviced as follows: _____

Smoke alarm has been replaced as a result of:

<input type="checkbox"/> failure to sound alarm during test	<input type="checkbox"/> frequent false alarms
<input type="checkbox"/> physical damage	<input type="checkbox"/> battery leakage
<input type="checkbox"/> painted exterior case	<input type="checkbox"/> age
<input type="checkbox"/> excessive stains, grease or dirt accumulations	<input type="checkbox"/> other _____

Name and Title (please print): _____

Agency (please print): _____

Signature: _____

INSTRUCTIONS TO ALL OCCUPANTS ON FIRE PROCEDURES IN ACCORDANCE WITH THE ONTARIO FIRE CODE

IN THE EVENT OF A FIRE:

- Leave the fire area, take key.
- Close all doors behind you.
- Telephone the Fire Department, dial 911 (never assume this has been done).
- Know and give correct address and location of fire in the building.
- Activate the fire alarm, use pull station
- Use exit stairwells to leave building immediately.
- Do NOT use elevators
- Do not return until it is declared safe to do so by the Fire Official.

If you are in a suite and a fire alarm is heard:

- Before opening door, feel door knob for heat. If no hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
- If you find no fire or smoke in corridor, take room key, close door behind you and leave by nearest stairwell.
- If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where another stairwell may be clear, or return to your suite.

If you cannot leave your suite or have returned to it because of fire or heavy smoke, remain in your suite and:

- Close the door,
- Unlock door for possible entry of firefighter.
- Dial 911 and tell Fire Department where you are, then signal to firefighters by waving a sheet.
- Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary. (Roll of wide strong masking tape is useful).
- Crouch low to the floor if smoke enters room.
- Move to the balcony or most protected room and partially open window for air (close the window if smoke comes in).
- Wait to be rescued. Remain calm. Do not panic or jump.
- Listen for instructions or information which may be given by authorized personnel or over loudspeakers.

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 to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for same.

FIRE HAZARDS:

In order to avoid fire hazards in the building, occupants are advised to:

- Not put burning materials such as cigarettes and ashes into garbage chutes.
- Not dispose of flammable liquids or aerosol cans in these chutes.
- Never force cartons, coat hangers, bundles of paper into chute because chute may become blocked.
- Avoid unsafe cooking practices (deep fat frying – too much heat – loosely hanging sleeves – unattended stoves).
- Not use unsafe electrical appliances, frayed extension cords, over-loaded outlets or lampwire for permanent wiring.
- Avoid careless smoking. Use ashtrays. Never smoke in bed.

See superintendent to review the complete Fire Safety Plan including more detailed instructions to occupants.

PLEASE REGISTER WITH SUPERINTENDENT IF YOU REQUIRE SPECIAL ASSISTANCE IN AN EMERGENCY.