CHECK, TEST, INSPECT REQUIREMENTS OF THE ONTARIO FIRE CODE

CHECK - Means *visual* observation to ensure the device or system is in place and is not obviously damaged or obstructed.

TEST - Means *operation* of 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.

A record of all tests and corrective measures as required by the Ontario Fire Code will be retained for period of two years after they are made.

Frequency Intervals	Function	O.F.C. Reference
	PORTABLE EXTINGUISHERS	
Annually	Maintenance and **testing** of portable extinguishers shall be in conformance with NFPA 10, "Portable Fire Extinguishers". ** Portable extinguishers must be serviced by a qualified technician in accordance with NFPA 10. **	6.2.7.1.
Monthly	Portable extinguishers shall be **inspected** monthly. ** A record of this inspection shall be recorded on the tag located on the portable extinguisher or in a maintenance log book. **	6.2.7.2.
	FIRE ALARM SYSTEM	
Annually	A fire alarm system, with or without voice communication capability, shall be **inspected** and **tested** in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems". ** The fire alarm system must be inspected and tested by a qualified technician. A copy of the inspection certificate must be submitted to the fire department. **	6.3.2.2.
Daily	The central alarm and control facility shall be **checked** daily for indication of trouble in the system.	6.3.2.3.
Annually	Voice communication systems	
Monthly	Voice communication systems that are not integrated with a fire alarm system shall be **tested** monthly in compliance with Sentences (2) and (3) ** Voice communication systems are not required to be **tested** in conformance with Sentences (1) and (2) where the systems are regularly used as part of a paging system. **	6.3.2.5.(1)
Monthly	Loudspeakers described in Sentence (1) shall be **tested** monthly as an all-call signal to ensure they function as intended.	6.3.2.5.(2)
Monthly	Communication form at least one remote firefighter emergency telephone location to the control unit shall be **tested** monthly on a rotational basis so that communication from all remote firefighter emergency telephone locations are **tested** at least once per year.	6.3.2.5.(3)

	STANDPIPE AND HOSE SYSTEMS	
Annually	Except when in use or being **inspected** in accordance with Sentence (2), fire department connections shall be equipped with plugs or caps that are secured wrench tight.	6.4.1.3.(1)
	Plugs or caps shall be removed annually and the fire department connections **inspected** for wear, rust or obstruction and corrective action shall be taken as needed.	6.4.1.3.(2)
	If plugs or caps are missing, the fire department connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	6.4.1.3.(3)
Monthly	Hose stations shall be **inspected** monthly to ensure that the hose is in proper position and that all of the equipment is in place and in operable condition.	6.4.2.1.
Annually	Hose valves shall be **inspected** annually to ensure that they are tight so that there is no water leakage into the hose.	6.4.2.4.
Annually	Standpipe hose shall be **inspected** and re-racked annually and after use, and any worn hose or gaskets in the couplings at the hose valves and at the nozzle replaced.	6.4.2.5.(1)
	When hose is re-racked as required in Sentence (1), it shall be done so that any folds will not occur at the same places.	6.4.2.5.(2)
Every 5 Years	Standpipe system piping which normally remains dry shall be **tested** in conformance with Article 6.4.3.2. at intervals of not more than 5 years.	6.4.3.6.

	SPRINKLER SYSTEMS	
Weekly	Valves, except for electrically supervised valves, controlling water supplies to sprinklers and alarm connections shall be **checked** weekly to ensure that they are in the open position.	6.5.3.1.
Annually	Exposed sprinkler piping hangers shall be **checked** yearly to ensure that they are kept in good repair.	6.5.3.2.
Weekly	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.	6.5.3.3.
As Needed	Dry-pipe valve rooms or enclosures in unheated **buildings** shall be **checked** as often as necessary when the outside temperature falls below $0^{o}C$ to ensure that the system does not freeze.	6.5.3.4.
Annually	Sprinkler heads shall be **checked** at least once per year to ensure that they are free from damage, corrosion, grease, dust, paint or whitewash.	6.5.3.5.
As Needed	Auxiliary drains shall be **inspected** to prevent freezing.	6.5.4.1.

Every 15 Years	Dry-pipe systems shall be **inspected** every 15 years for obstructions in the sprinkler piping and, if necessary, the entire system flushed of foreign material.	6.5.4.2.
Every 3 Months	The priming water for dry-pipe systems shall be **inspected** at least every three months to ensure that the proper level above the dry-pipe valve is maintained.	6.5.4.3.
Annually	Except when in use or being **inspected** in accordance with Sentence (2), **fire department** connections shall be equipped with plugs or caps that are secured wrench tight. Plugs or caps shall be removed annually and the **fire department** connections **inspected** for wear, rust or obstruction and corrective action shall be taken as needed. If plugs or caps are missing, the **fire department** connections shall be examined for obstructions, back flushed when conditions warrant and the plugs or caps replaced.	6.5.4.4.(1) 6.5.4.4.(2) 6.5.4.4.(3)
Monthly	Except as provided in Article 6.5.5.7., the alarm on all sprinkler systems shall be **tested** monthly by flowing water through the **test** connection located at the sprinkler valve. An alarm line subject to freezing shall be cleared of all obstructions susceptible to freezing after the **test** specified in Sentence (1).	6.5.5.2.(1) 6.5.5.2.(2)
Annually	Waterflow alarm **tests** using the most hydraulically remote test connection shall be performed annually on wet sprinkler systems.	6.5.5.3.
Annually	Dry-pipe valves shall be trip **tested** by means of the inspector's test valve in accordance with Sentences (2) and (3) to ensure that they operate satisfactorily and that the sprinkler alarms are in operating condition. Dry-pipe valves shall be trip **tested** annually. During the **test** referred to in Sentence (2), the control valve is not required to be in the fully open position.	6.5.5.(1) 6.5.5.4.(2) 6.5.5.4.(3)
Every 3 Years	Dry-pipe valves shall be trip **tested** at least once every 3 years with the control valve fully open. The trip time for the **tests** described in Sentences (2) and (4) may exceed the acceptance trip time by not more than 10 per cent.	6.5.5.4.(4) 6.5.5.4.(5)
Annually	Sprinkler system water supply pressure shall be **tested** annually with the main drain valve fully open to ensure that there are no obstructions or deterioration of the main water supply. The **test** prescribed in Article 6.5.5.5. shall be conducted after any sprinkler system control valve has been operated.	6.5.5.5. 6.5.5.6.
Every 2 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be **tested** by operating the supervisory signal devices in conformance with Sentence (2) Transmitters and waterflow actuated devices shall be **tested** every 2 months.	6.5.5.7.(1) 6.5.5.7.(2)

Every 6 Months	Where an electrical supervisory signal service is provided for a sprinkler system, it shall be **tested** by operating the supervisory signal devices in conformance with Sentence (3) Valve supervisory switches, tank water level devices, **building** and tank water temperature supervisory devices and other sprinkler system supervisory devices shall be **tested** at least every 6 months.	6.5.5.7.(1) 6.5.5.7.(3)

	WATER SUPPLIES FOR FIRE PROTECTION	
Weekly	Valves controlling water supplies used exclusively for fire protection systems shall be **inspected** weekly to ensure that they are wide open and are sealed or locked in that position.	6.6.1.2.
As Needed	Water supply systems used for fire protection shall be kept free of ice accumulations that may interfere with flow.	6.6.1.3.
Annually	An annual **inspection** shall be made of tanks for fire protection, tank supporting structures and water supply systems including piping, control valves, check valves, heating systems, mercury gauges and expansion joints to ensure that they are in operating condition.	6.6.2.1.
Daily	Tank heating equipment and accessories shall be **checked** daily during freezing weather to ensure that they are in operating condition and that heater valves are open.	6.6.2.2.
Daily	A daily **check** of the temperature of the water contained in tanks shall be carried out during freezing weather to ensure that it does not fall below the freezing temperature.	6.6.2.3.
Daily	A daily **check** of the temperature of the tank enclosure for tanks in **buildings** shall be carried out during freezing weather to ensure that the temperature of the tank enclosure does not fall below $0^{o}C$.	6.6.2.4.
Every 2 Years	Steel and iron work including the inside and outside of steel tanks and hoops and grillages for wooden tanks shall be **checked** for corrosion at intervals not exceeding 2 years and scraped and repainted as required.	6.6.2.5.
Every 2 Years	Tanks, other than tanks supplied by a potable water supply, shall be **inspected** for accumulations of sediment at least every 2 years and cleaned as required.	6.6.2.6.(1)
Every 5 Years	Tanks supplied by a potable water supply shall be **inspected** every 5 years and scraped and repainted as required.	6.6.2.6.(2)
Annually	Where cathodic protection equipment is installed to prevent corrosion of steel tanks, the equipment shall be **inspected** annually.	6.6.2.7.
Monthly	The water level in gravity tanks shall be **inspected** monthly.	6.6.2.8.
Annually	Gravity tanks shall be **inspected** annually to ensure that the tank roof is tight and in good repair, that hatches or doors are kept closed and properly secured and that the frostproof casing of the tank riser makes a tight joint with the bottom of the tank.	6.6.2.9.

Weekly	Pressure tanks shall be **checked** weekly during which the water level shall be observed and the air pressure shall be read. Corrective action shall be taken immediately if the observed water level or air pressure are outside the designed operating range for the tank.	6.6.2.12.(1) 6.6.2.12.(2)
Weekly	Relief valves on the air and water supply lines of pressure tanks shall be **inspected** weekly.	6.6.2.13.
Weekly	The water level in the fire pump reservoir shall be **checked** weekly.	6.6.3.1.
Daily	The temperature of pump rooms shall be **checked** daily during freezing weather.	6.6.3.2.
Weekly	Fire pumps shall be operated at least once per week at rated speed. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water level and general operating conditions shall be **inspected** during the weekly operation of fire pumps.	6.6.3.3.(1) 6.6.3.3.(2)
Weekly	Internal combustion engine fire pumps shall be operated once a week for a sufficient time to bring the engine up to normal operating temperature.	6.6.3.4.(1)
Weekly	The storage batteries, lubrication systems, oil and fuel supplies shall be **inspected** once a week.	6.6.3.4.(2)
Annually	Fire pumps shall be **tested** annually at full rated capacity to ensure that they are capable of delivering the rated flow.	6.6.3.5.

	EMERGENCY POWER SYSTEMS	
Annually	Liquid fuel tanks shall be drained and refilled with a fresh supply at least once a year.	6.7.1.5.(1)

	MEANS OF EGRESS	
Monthly	Doors in **fire separations** shall be **inspected** monthly.	2.2.3.4.
As Needed	Doors in **fire separations** in occupied **buildings** shall be **checked** as frequently as necessary to ensure that they remain closed. Sentence (1) does not apply to: (a) doors designed to close automatically in the event of a fire, or (b) doors for which an **approved** fire safety plan contains provisions for closing in the event of a fire.	2.2.3.5.(1) 2.2.3.5.(2)
As Needed	**Access to exits**, including corridors used by the public and **exits**, including outside areas, shall be maintained free of obstructions.	2.7.1.7.(1)
As Needed	Required exit signs shall be clearly visible and maintained in a clean and legible condition.	2.7.3.1.
Monthly	Pilot lights on emergency lighting unit equipment shall be **checked** monthly for operation.	2.7.3.3.(1)

Monthly	Emergency lighting unit equipment shall be **inspected** monthly to ensure that: (a) the terminal connections are clean, free of corrosion and lubricated when necessary, (b) the terminal clamps are clean and tight as per manufacturer's specifications, (c) the electrolyte level and specific gravity are maintained as per manufacturer's specifications, and (d) the battery surface is kept clean and dry.	2.7.3.3.(2)
Monthly	Emergency lighting unit equipment shall be **tested** monthly to ensure that the emergency lights will function upon failure of the primary power supply.	2.7.3.3.(3)(a)
Yearly	Emergency lighting unit equipment shall be **tested** annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions. After completion of the **test** required in Clause (3)(b), the charging conditions for voltage and current and the recovery period shall be **tested** to ensure that the charging system is in accordance with the manufacturer's specifications.	2.7.3.3.(3)(b) 2.7.3.3.(4)

	FLAMEPROOFING TREATMENTS	
As Needed	Flameproofing treatments shall be renewed as often as required to ensure that the material will pass the match flame test in NFPA 701, "Standard Methods of Fire Tests for Flame-Resistant Textiles and Films".	2.3.2.2.

	SERVICE EQUIPMENT	
Annually	**Chimneys**, **flues** and **flue pipes** shall be **inspected** (a) annually, (b) when any **appliance** is added to it, and (c) after any **chimney** fire.	2.6.1.4.(1)
Annually	Except for self-contained systems within **dwelling units**, disconnect switches for mechanical air-conditioning and ventilating systems shall be operated annually to establish that the system can be shut down.	2.6.1.8.
Weekly	Hoods, filters and ducts that are subject to accumulations of combustible deposits shall be **checked** weekly.	2.6.1.3.(1)

	FIRE DAMPERS	
Annually	**Fire dampers** and **fire-stop flaps** shall be **inspected** annually, or on an **approved** time schedule.	2.2.3.7.