

Important Definitions from the Fire Safety Code

OWNER – is responsible for carrying out the provisions of the Fire Code. Owner means any person, firm or corporation having control over any portion of the building or property under consideration and includes the person in the building or property. Examples – property managers, board members, maintenance staff and unit occupants.

Due Diligence – is the care that a reasonable person exercises under the circumstances to avoid harm to other persons or their property.

Fire Safety Plans – if it is mandatory that your building have a Fire Safety Plan you are required, in the Code, to review your plan at least every 12 months and to notify the local Fire Department of any changes to your emergency contacts, staffing, building equipment, etc

NPH is moving to more standardization in the process around fire safety in our properties. We have called fire prevention personnel in Niagara Falls, Welland, St. Catharines and Port Colborne for some input. However, each property manager, in each area should reach out to their fire prevention officer regarding these issues for more in-depth understanding.

Key Day

Property Managers are expected to do a walk through the unit on key day with the new household. All smoke detectors, CO2 detectors and door closures in the unit must be tested in the presence of the new household. The standard form must be signed by both the PM and the household. One copy should be placed in the maintenance file for that unit and a second copy returned to the Eligibility Administrator to place in the file. This is a requirement under the fire safety code.

During the walk through the PM should also point out any of the follow that pertains to the unit:

- Electrical panel – area should be kept clear of debris.
- Hot water tank – area should be kept clear or debris, who to call if water cold
- CO2, smoke detectors and door closures.
- Shut off valves under sinks/toilets and main one going into unit
- Outside taps – what to do when seasons change

In the Unit

- **Annual Smoke and CO2 testing.** As of January 15th, 2022, all properties are now required to hire a reputable company to perform the smoke alarm and CO2 testing. No longer will NPH staff, client board members or client committee members be allowed to complete this testing. The liability is too high for everyone involved in the testing. Often done without regular training.

If the Board of the client feels strongly that the maintenance staff complete the testing, whether it is NPH maintenance or the providers own staff, the PM should reach out to Betty Ann immediately so she can contact the board and discuss the reasoning with using an outside contractor. No maintenance staff is to complete the annual smoke and CO2 testing without Betty Ann being notified well in advance.

- **Annual Automatic Door Closures.** Any apartments that have an automatic door closer installed must be tested and documented. The closer is to ensure that in case of fire in an apartment unit, the door automatically closes and limits the spread of smoke and flames from entering the hallways. We are getting stickers that will be attached to each door closure informing households of the following:

*It is a **Criminal Offence** and a **Violation of the Ontario Fire Code**, to tamper with, remove or adjust the entrance door closer or to wedge open your apartment entrance door*

Automatic door closures should be tested/inspected on move in with the new household and annually at the same time as the annual smoke and CO2 alarms are being tested. This part of the annual inspection can be done by staff. Staff however should have training on how to test the closure. The attached document should be used to document the testing. Documenting is important and should be kept with the paperwork for the annual smoke alarms and CO2 testing.

It is strongly encouraged that PM do their smoke, CO2 and door closure testing all at the same time. A copy of all documentation is to be kept on site for that year and a copy sent to NPH office. (Notice that was sent to household, info sheet that was attached, Fire Prevention test results, copy of Certificate of Inspection, copy of any door closure testing - should all be kept together)

SAMPLE – Copy on Staff Portal for PM

Annual Unit Door Closure Inspection

Property: _____

Date: _____

Inspected By: _____

Apt #	Sticker Attached to Door Closure	Door Closure Detached	Door Closure needs Adjusting	Door closure Missing	Closes & Latches
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No

Serving Notice of Entry

It is a requirement under the Fire Safety Code that you test the smoke detector, CO2 and unit door closures annually. Once you have served a proper notice you are within your legal rights to enter all the units. You are allowed to go in even if they are not home.

If they do not want you in their unit you should still try. You must make every attempt to get into every unit on the day the Fire Prevention company is on site. The goal is to **get every unit tested on that day** and every unit without a working smoke alarm or CO2 alarm should have one by the end of the day. That way it is done, off your desk and can be filed away.

If someone is refusing entry, it is recommended that you inform the Fire Prevention Office through email and ask for their assistance. Some may assist you.

If at yearly inspection the lock has been changed you should inform the household you will be changing the lock back to the master and reserve a notice of entry to complete the smoke, CO2, and door closure inspections.

If during inspection, you find smoke alarm/CO2/door closure disconnected

- a letter sent to household – sample attached
- Co-ops bring it to the board's attention for further direction
 - Brought before the board
 - Schedule E to household

For both Co-ops and Non-Profits repeat offenders should be dealt with immediately with possible eviction and/or informing the Fire Department of situation.

After Hours Calls - For properties with NPH maintenance staff

All after-hours fire safety issues related to smoke alarms and CO2 alarms will be given to the company that last did the annual unit inspections. Calls that come in after hours (5:00 pm – 7:00 am) stating that their alarms are not working properly must be dealt with immediately. There have been incidents in the past where staff received a call and did not go out until the next day or longer. The liability is too high.

The after-hours company will be instructed to call the fire monitoring company on file and not the maintenance staff. It will be important for PM to update Dumont and/or Stella when you change the fire monitoring company.

NPH receives a copy of the following night's call outs everyone morning. This sheet is forwarded to the appropriate PM. When the PM receives the call out sheet in the morning and should follow up with the household first thing in the morning to ensure the situation has been dealt with.

The cost will be higher than if NPH maintenance went out but the liability on NPH, maintenance and the Provider should be reduced.

If the Board of the client feels strongly that the maintenance staff complete the after-hours calls related to smoke detectors or CO2 detectors, whether it is NPH maintenance or the providers own staff, the PM should reach out to Betty Ann immediately so she can contact the board and discuss the reasoning with using an outside contractor.

Betty Ann must be contacted immediately if a Provider does not agree with having the after-hours calls being sent to a third-party company.