

## **12-4: Fire Protection Equipment Maintenance**

### **1. Responsibility Centre:** Property Management Committee

### **2. Rationale or Purpose**

BCUC has a duty of care from unnecessary risk of harm towards those who enter and use our facilities. To that end fire protection equipment is to be kept in good working order to provide effective evacuation notification.

### **3. Policy Statement**

BCUC will conduct annual maintenance on all fire protection equipment.

### **4. Scope**

This policy includes the following fire protection equipment:

- Fire Panel
- Smoke and heat sensors
- Fire Alarm Pulls
- Fire Alarm bells
- Fire Extinguishers
- Emergency Lights
- Exit signs

### **5. Procedures**

#### **i) Planning**

- a. The Property Management Committee (PMC), Manager Infrastructure Sector or designate will arrange for a Fire Alarm Service to ensure that all fire protection equipment is in good working order to obtain a Fire Certificate.
- b. Testing should take place on Friday when there is minimal activity in the church.
- c. Once arrangements are negotiated the Office administrators should be informed of the date and time.

#### **ii) Day of Testing**

- a. Manager Infrastructure Sector will provide the Fire Alarm Service with a copy of the document entitled, "Fire Panel Documentation and Fire Equipment System Drawing".
- b. Manager Infrastructure Sector will observe testing and respond to technicians' questions.

#### **iii) Test Results**

- a. Manager Infrastructure Sector will obtain the Fire Alarm Service's test results and review and confirm any identified deficiencies in consultation with the Service.
- b. Arrange for an appropriate date and time for deficiencies to be repaired.
- c. Observe deficiency repairs.

- d. Obtain Fire Certificate and distribute it to the Trustee responsible for Insurance coverage
- e. Provide a copy of Fire Certificate to Bells Corners Cooperative Nursery School.
- f. File a copy of the report in the Property Management Committee's file in the Church Office

## **6. Roles/Responsibilities**

Property Management Committee is responsible for maintaining this policy and associated procedures.

## **7. Definitions**

- a) Fire Alarm Service: Service contracted to service the fire alarm system in the Church. Current Service is identified in the Property Management Committee files in the Church Office.
- b) Fire Panel Documentation: Manual for the Fire Panel - There is a copy available in the Property Management Committee's files in the Church Office.
- c) Fire Equipment System Drawing: There is a copy available in the Property Management Committee's files in the Church Office.
- d) Fire Certificate: Certificate provided by the Fire Alarm Service confirming that the system is functioning properly.

## **8. References:** None

## **9. Approval authority:** Church Board

**10. Reviewed:** Property Management Committee: December 11, 2013

**Approved:** Church Board: September 17, 2014

**Replaces:** This is a new policy

Next Review Date: 2016