

WORKING TOGETHER

**Complying with common
fire code issues**



Note: This is not an official document. This was created to assist business owners and operators on fire safety inspection requirements. Refer to the current Ontario Fire Code requirements for more details.

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georgina.ca/fire

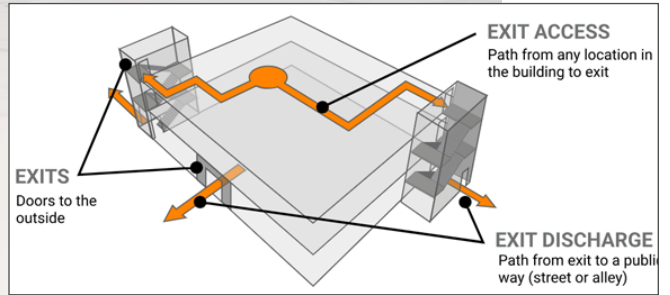


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Definitions

The following list of words are defined terms used in the Ontario Fire Code and throughout this document. Refer to this section for further clarification on terms found in this book.

Access to exits: means that part of a means of egress within a floor area that provides access to an exit serving the floor area.

Approved: means approved by the Chief Fire Official.

Building: means any structure used or intended for supporting or sheltering any use or occupancy.

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

Exit: means that part of a means of egress, including doorways, that leads from the floor area it serves to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

Floor area: means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes both exits and access to exits.

Inspection: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Means of egress: means a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare. Means of egress includes both exits and access to exits.

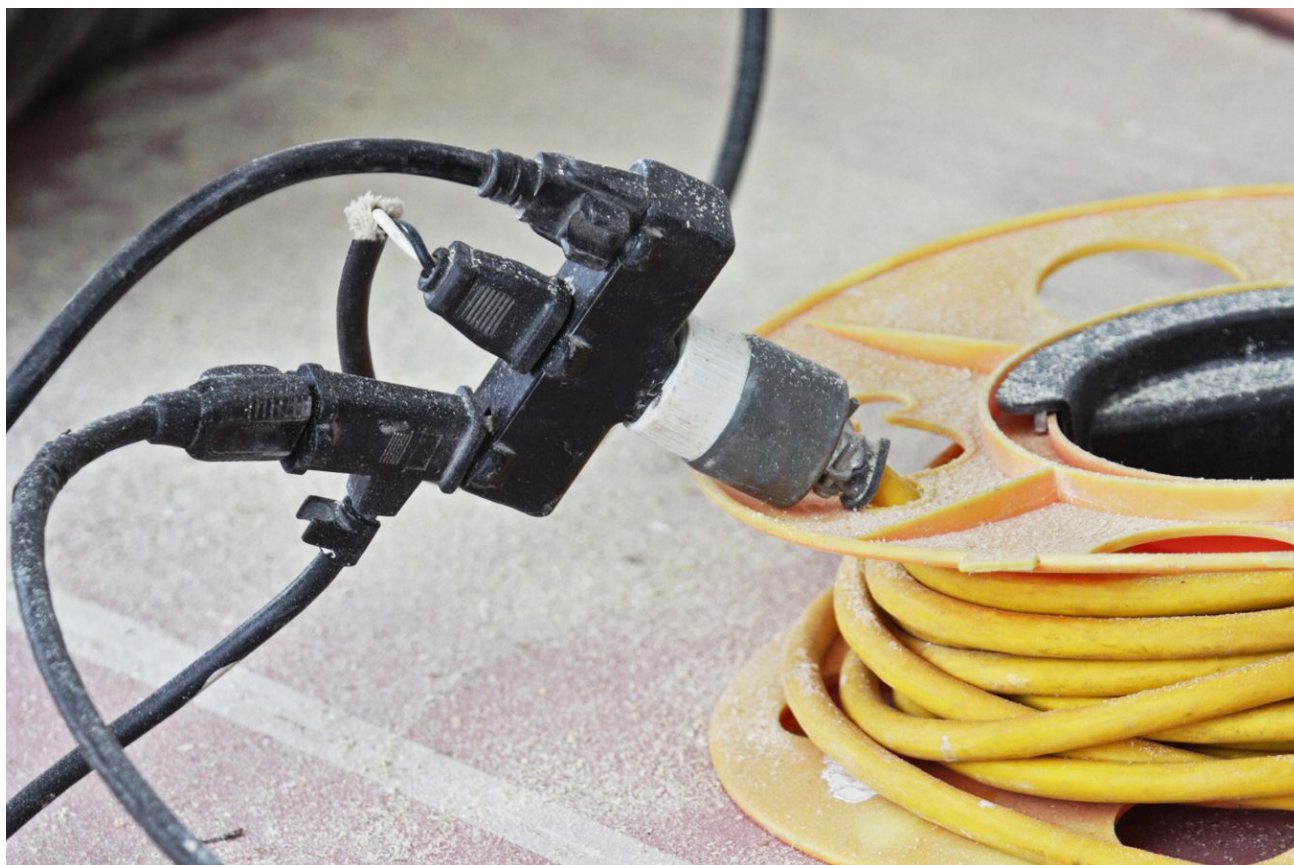
Occupancy: means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property.

Owner: means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Service room: means a room in a building used to contain equipment associated with building services.

Service space: means space in a building used to facilitate or conceal the installation of building service facilities such as chutes, ducts, pipes, shafts or wires.

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.





Test records

In the fire code, the owner is ultimately responsible for carrying out the provisions of the code. Owners need to ensure all required fire and life safety systems, equipment and services are working as intended in case of a fire emergency. The Ontario Fire Code outlines what needs to be checked, inspected and tested.

This package contains Ontario Fire Code references as well as Georgina Fire and Rescue Services contact information. If you require further clarification, please call Georgina Fire and Rescue Services' non-emergency line at 905-476-2332.

Note: Certain sections of this package may not apply to your business. Contact your property manager or landlord to confirm what is your responsibility to maintain in your business. For copies of test records and additional fire code requirements, see georgina.ca/fire.

The following code references are from Div. B Part 1 Acceptable Solutions of the Ontario Fire Code. This section describes the general requirements for checking, inspecting and testing fire safety devices. It also outlines record keeping for this work to ensure proper maintenance is completed.

Ref. Ontario Fire Code for check, inspect and test, sentence 1.1.1.2.(3). Making of records, sentence 1.1.2.1.(1)(3).

Check, inspect and test

1.1.1.2 (3) Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Making of records

1.1.2.1. (1) If this code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was completed.

(3) The written records described in sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.

Portable fire extinguishers

Note: Annual fire extinguisher inspections are required to be completed by a qualified fire protection contractor.

The following code references are from Div. B Part 6 Fire Protection Equipment of the Ontario Fire Code. Section 6.2 speaks specifically about portable fire extinguishers. Refer to your lease agreement or speak with your property manager or landlord to determine if fire extinguishers in your unit are your responsibility to maintain.

Fire extinguishers are required to be inspected monthly. These monthly inspections can be documented on an inspection tag on the fire extinguisher or in a logbook. Monthly fire extinguisher inspections can either be completed by in-house staff or by a fire protection contractor.



Monthly Report

Ref. Ontario Fire Code for portable fire extinguishers. Subsection 6.2.7.

Examination

6.2.7.2. Portable extinguishers shall be inspected monthly.

Defective extinguishers

6.2.7.3. Portable extinguishers having defects shall be repaired and, if necessary, recharged to ensure the extinguishers will operate effectively and safely.

Tags

6.2.7.4. (1) Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

(2) Sentence (1) does not apply where other approved records are maintained that show the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

Monthly inspection includes extinguisher is in designated place, unobstructed, safety pin is secure, no physical damage to the extinguisher and the pressure gauge indicates charged.

Emergency lights

The following code references are from Div. B Part 2 Fire Safety of the Ontario Fire Code. Article 2.7.3.3 refers to how emergency lights are to be checked, inspected and tested. Refer to your lease agreement or speak with your property manager or landlord to determine if emergency lights in your unit are your responsibility to maintain.

Emergency lights can vary from power packs, exit light combination units, pictograph exit light combination units and remote head lamps tied into emergency lighting.

Emergency lights are required to be tested monthly. To test the emergency light, either flip off the breaker controlling the power to the units or press the test button on the emergency light. These monthly tests can be documented in a spread sheet, a fire logbook or a test record provided in this document. Monthly emergency light tests can either be completed by trained in-house staff or by a fire protection contractor.

Note: Annual emergency light inspections are required to be completed by a qualified fire protection contractor.

Monthly Report

Ref. Ontario Fire Code for Emergency lighting monthly testing.

Sentence 2.7.3.3.(3)

2.7.3.3 (3) Emergency lighting unit equipment shall be tested

- a. monthly to ensure that the emergency lights will function upon failure of the primary power supply, and
- b. annually to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.

Monthly test and inspection includes emergency lighting system to be tested for 30 seconds to ensure the units will operate properly.



An example of a pictograph emergency light sign.



An example of an emergency light combination unit.



An example of a power pack emergency light.



An example of a dual remote headlight.



An example of a standalone exit sign.

Exit signs

The following code references are from Div. B Part 2 Fire Safety of the Ontario Fire Code. Article 2.7.3.1 speaks about how exit signs are to be checked. Refer to your lease agreement or speak with your property manager or landlord to determine if exit signs in your unit are your responsibility to maintain.

Exit signs can vary between stand alone signs or signs that are attached to combination units. Please see below for an example.

Exit signs are required to be clearly visible and always maintained in a clean and legible condition.

Note: Annual exit sign inspections are required to be completed by a qualified fire protection contractor. Monthly exit sign checks can either be completed by trained in-house staff or by a fire protection contractor

Monthly Report

Ref. Ontario Fire Code for Exit signs Subsection 2.7.3.

2.7.3.1. Required exit signs shall be clearly visible and maintained in a clean and legible condition.

2.7.3.2. (1) Exit signs shall be illuminated externally or internally, as appropriate for the sign's design, while the building is occupied.

Monthly inspection includes visually check exit signs to ensure the units are illuminated as intended.

Electrical wiring

The following code reference is from Div. B Part 2 Fire Safety of the Ontario Fire Code. Article 2.4.6.1. speaks about temporary wiring must not be used in a manner that presents a fire hazard. Using extension cords as permanent wiring can be dangerous because extension cords are intended for short term use. Extension cords are meant for providing temporary power to power tools, or temporary lighting for projects.

Damaged wiring can also present a fire hazard. If wires are frayed or cut, they can burn material from the exposed wire and cause a fire. Its important to check and make sure electrical wiring isn't damaged.

Power bars can be used to power multiple

devices if the power bar is properly designed. Make sure your power bars are approved by either Underwriters Laboratories of Canada (ULC) or by Canadian Standards Association (CSA). There will be a sticker on the power bar to show it's a device that has been approved. Power bars with surge protectors also provide added protection against surges of electricity passing through electrical equipment.

Ref. Ontario Fire Code for Electrical wiring Subsection 2.4.6.1.

2.4.6.1. Temporary electrical wiring shall not be used where it presents a fire hazard.

Note: large appliances shall not be powered by electrical cords, they must be plugged directly into an outlet.



Patio heaters

Owners and operators who choose to have propane heaters on their outdoor patio space are to follow the manufactures instructions for the specific heaters they purchase in addition to the following requirements:

- Heaters shall only be used outdoors.
- Store propane outdoors and 10ft away from building opening (doors and windows).
- Check piping for leaks and repair as needed.
- Place heaters on a stable surface. Never leave the device unattended.
- Keep combustible items away from heaters

For additional information on propane heaters see below.

Note: the use of propane and propane heaters is regulated by the TSSA (Technical Safety Standards Association). Use of these devices shall follow TSSA regulations. Wood burning heaters are not permitted on outdoor patios.





PATIO HEATER

SAFETY GUIDELINES

DO'S and DON'TS for using patio heaters, open-flame appliances and propane cylinders.

Knowing how to use patio heaters and open-flame appliances safely will help everyone enjoy outdoor dining and socializing — while avoiding the dangers of carbon monoxide poisoning and fire, if used improperly.

KEEP THEM OUTSIDE

PATIO HEATERS ARE DESIGNED FOR OUTDOOR USE ONLY

NEVER use them indoors or within an enclosed structure to avoid the danger of carbon monoxide poisoning.

ALWAYS ensure areas are well ventilated.

KEEP THEM STABLE

DO make sure heaters are on a stable surface so they don't get knocked over.

DON'T install heaters on grass or an uneven sidewalk, or near the edge of an elevated platform.

MOVE THEM WITH CARE

NEVER move portable heaters while the flame is lit. Make sure the fuel supply is properly shut off and the unit is cool before relocating.

ALWAYS use caution when moving propane cylinders to avoid dropping or impact.

LOOK UP AND AROUND

DO install heaters in compliance with manufacturers' instructions for required clearances above, around and underneath heaters.

DO look up and around to ensure proper distancing is maintained from combustible materials such as umbrellas, awnings, walls, tablecloths, paper products, decorations, signs, etc.

DON'T obstruct firefighting equipment such as fire extinguishers, fire hydrants or fire department connections, and make sure heaters are properly distanced from building air intakes.

DO make sure propane cylinders are not stored near operating heaters or smoking areas. A cylinder is considered to be in storage when not connected to an appliance.

PATIO HEATERS IN SHELTERS

Maintain required clearance from combustible materials including shelter walls and overhead covers. To avoid the hazard of carbon monoxide poisoning, the shelter must either*:



Have walls on all sides but no overhead cover.



Have an overhead cover but no more than two side walls in parallel or at right angles.



Have an overhead cover and three side walls as long as 30% of the perimeter is permanently open.

NOTE: Check with local public health departments for shelter requirements for COVID-19 prevention.

*As per ANSI Z83.26/CSA 2.37



KEEP AN EYE ON THEM

NEVER LEAVE patio heaters unattended.

Exercise additional caution when children or intoxicated adults are in the area.



INFORM OPERATORS OF SAFE OPERATING PRACTICES

Be sure that all staff are familiarized with the safe operation of patio heaters.

To ensure your guests stay safe while enjoying the comfort of your outdoor patio, **DO** make sure all operators understand how to:

- ✓ Safely install and operate heaters according to the manufacturers' instructions
- ✓ Identify hazards - fire and carbon monoxide poisoning
- ✓ Safely light, turn off and move heaters
- ✓ Safely connect, disconnect, move, store and transport propane cylinders
- ✓ Detect leaks in hoses, valves and fittings
- ✓ Prepare equipment for inclement weather
- ✓ Respond to an emergency including the location of fire extinguishers and symptoms of carbon monoxide poisoning (nausea, dizziness, headache)

✓ FIRE EXTINGUISHERS AND CARBON MONOXIDE ALARMS

Be sure to locate sufficient, easily accessible, fire extinguishers in the patio area.

Install carbon monoxide alarms in shelters where heaters are in use.

Make sure smoke and carbon monoxide alarms located inside buildings are working properly.

✓ SAFETY CERTIFIED

Make sure your equipment is certified by the CSA, ULC or other recognized certification body. A list of approved certification marks can be found at www.tssa.org.

✓ INSTALL THEM PROPERLY

All units must be installed as per the manufacturer's instructions. All fixed fuel-fired heating units must be installed by a TSSA-certified technician.



HOW TO TEST PROPANE CYLINDERS FOR LEAKS

PROPANE CYLINDER SAFETY

PROPANE CYLINDERS SHOULD NEVER BE STORED INDOORS.

- ✓ If you need to store your patio heater indoors for security reasons, remove the propane cylinder first.
- ✓ Store propane cylinders upright and protect them against tampering, unauthorized movement, dropping or impact that could result in a leak or fire. Propane cylinders that are not connected to an appliance are considered to be in storage.
- ✓ Stored propane cylinders must be safeguarded with tamper-proof, vehicle-proof protection, such as a locked cage or fenced-in area.
- ✗ Do not store propane cylinders indoors, in a garage, close to operational heaters, or near smoking areas.
- ✓ Familiarize operators with safe practices for propane cylinder installation, disconnection and leak detection as well as emergency procedures.
- ✗ Propane cylinders must not exceed the manufacturer's recommended propane cylinder size (generally 20 pounds = approximately 10 hours of operation).
- ✓ Stockpiles of up to twenty-five 20-pound cylinders must be located at least one metre (three feet) from any building opening and three metres (10 feet) from any sidewalk, air intake and adjoining property occupied by schools, churches, hospitals, athletic fields or other points of gathering.
- ✓ Up to five 20-pound propane cylinders may be transported in a vehicle provided they are safely secured in an upright position in the passenger compartment, secured in a trunk with the trunk lid propped open, or secured in the ventilated box of a truck.
- ✓ Transportation of more than five 20-pound propane cylinders must be conducted according to Transport Canada Transportation of Dangerous Goods regulations.

When installing fuel cylinders, always test for leaks by applying a 50/50 solution of water and dish soap to all propane cylinder connections and hoses. If bubbles appear, gas may be leaking. Tighten the connection and retest. If bubbles reappear, contact a TSSA-certified technician to repair or replace damaged parts.

This guideline may be used for informational purposes only and may be revised or withdrawn at any time. Use of this guideline does not replace or relieve installers, operators and owners from the requirements and responsibilities relating to appliance installation and operating instructions and compliance with applicable codes and regulations. TSSA accepts no legal responsibility for any reliance on this guideline or arising from the use of this guideline, including direct or indirect liability.

PUTTING PUBLIC SAFETY FIRST

1. Boilers and pressure vessels and operating engineers

The Technical Standards and Safety Authority (TSSA) delivers public safety services on behalf of the Government of Ontario in three key sectors:

2. Elevating devices, amusement devices and ski lifts

3. Fuels



FOR MORE INFORMATION:

1-877-682-8772
TSSA.org
customerservices@tssa.org

@TSSAOntario
 TSSA – Technical Standards & Safety Authority
 TSSA (Technical Standards & Safety Authority)
 Technical Standards & Safety Authority (TSSA)



Patio Heaters Safety Checklist for Restaurant Owners/Operators

Knowing how to use patio heaters and open-flame appliances safely will help everyone enjoy outdoor dining and socializing while avoiding fire hazards and the dangers of carbon monoxide poisoning if devices are used improperly. For additional information, view TSSA's Patio Heater Safety Guidelines at tssa.org.




Educate staff on patio heaters and propane cylinders safety practices

A record is kept of all staff members who have been educated on patio heater safety practices including how to:

- ☐ Operate patio heaters according to the manufacturers' instructions.
- ☐ Move patio heaters safely.
- ☐ A record is kept of all staff members who have been educated on propane cylinder safe practices including how to:
 - ☐ Install new propane cylinders.
 - ☐ Disconnect and remove used cylinders.
 - ☐ Detect leaks in hoses, valves and fittings.
 - ☐ Safely move, store and transport propane cylinders.

Guidelines for installing and locating patio heaters and shelter configurations

- ☐ All fixed fuel-fired appliances, including patio heaters, fire pits and fireplaces, were installed by a TSSA-certified technician.
- ☐ Patio heaters are located in outdoor areas only.
- ☐ If patio heaters are used in a shelter, to provide adequate ventilation in order to avoid the hazards of carbon monoxide poisoning, the shelter must either¹:

Have walls on all sides but no overhead cover	Have an overhead cover but no more than two side walls in parallel or at right angles	Have an overhead cover and three side walls, as long as 30% of the perimeter is permanently open
		

Note: These shelter guidelines are for fire and carbon monoxide hazard prevention. Restaurant patio owners/operators should check with their local public health department for information on shelter requirements related to COVID-19 prevention.

- Easily accessible, fire extinguishers are located in the patio area. It is also recommended to install carbon monoxide alarms inside any shelters where heaters are in use.
- Patio heaters are positioned in compliance with manufacturers' instructions for required clearances above, around and underneath the heaters.
- Patio heaters do not obstruct doors, fire exits or firefighting equipment, such as fire extinguishers, fire hydrants or fire department connections, and are properly distanced from building air intakes.
- Required distancing is maintained from combustible materials such as umbrellas, awnings, walls, tablecloths, paper products, decorations, etc.
- Heaters are placed on a stable surface, not grass or an uneven surface, to avoid being knocked over.
- Heaters are not positioned near the edge of an elevated platform.
- Patio heaters are certified by the CSA, ULC or other recognized certification body. A list of approved certification marks can be found at tssa.org.

Size, storage and transportation of propane cylinders

- Propane cylinders do not exceed the manufacturer's recommended propane cylinder size (generally 20 pounds = approximately 10 hours of operation).
- Propane cylinders are not stored indoors, in a garage, close to operational heaters or near smoking areas.
- Propane cylinders that are not connected to an appliance are stored upright, outside, in a ventilated, locked cabinet or fenced area safeguarded against tampering, unauthorized movement, dropping or vehicle impact that could result in a leak or fire.
- Portable heaters are never moved while the flame is lit. Before moving heaters, the fuel supply is always properly shut off and the unit is cool.
- Propane cylinders are removed before storing any patio heaters indoors.
- Stockpiles of up to 25, 20-pound cylinders are located at least one metre (three feet) from any building opening and three metres (10 feet) from any sidewalk, air intake and adjoining property occupied by schools, churches, hospitals, athletic fields or other gathering point.
- When transporting up to five 20-pound propane cylinders, they are safely secured in an upright position in the passenger compartment of a vehicle with the windows open, secured in a trunk with the trunk lid propped open for ventilation, or secured in the ventilated box of a truck.
- Transportation of more than five 20-pound propane cylinders is conducted according to Transport Canada Transportation of Dangerous Goods regulations.

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Means of egress and storage

The following code references are from Div. B Part 2 Fire Safety of the Ontario Fire Code. Sentence 2.7.1.7. (1) speaks about how means of egress shall be maintained in good repair and free of obstructions. It's important that all exits are kept free from obstructions. Obstructions can include inventory, storage, chairs, tables, boxes, etc.



Monthly Report

Ref. Ontario Fire Codes, accumulation of combustible materials Sentence 2.4.1.1.(2). Maintenance and lighting for exits as per Sentence 2.7.1.7.(1). Requirements for locking, latching and fastening devices Clause 2.7.2.2.(1)(a).

2.4.1.1.(2) Combustible materials shall not be accumulated in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space, unless the location, room or space is designed for those materials.

2.7.1.7. (1) Means of egress shall be maintained in good repair and free of obstructions.

2.7.2.2. (1) Subject to sentences (2) and (3), and unless otherwise approved, locking, latching and other fastening devices shall be such that a door can be readily opened from the inside with no more than one releasing operation and without requiring keys, special devices or specialized knowledge of the door opening mechanism on

(a) every required exit door

Note: As per Div. B 2.7.2.2.(1)(a) Exit doors are permitted to have only one locking device.

Fire alarm systems

The following code references are from Div. B Part 6 Fire Protection Equipment of the Ontario Fire Code. Sentence 6.3.2.2. (1) speaks about fire alarm systems with or without voice communication capability, shall be inspected and tested in accordance with CAN/ULC-S536, “Inspection and Testing of Fire Alarm Systems.”

A fire alarm annual inspection is to be completed by a qualified fire alarm technician.

Monthly fire alarm tests can either be completed by trained in-house staff or by a qualified fire alarm technician.

Refer to your lease agreement or speak with your property manager or landlord to determine if the fire alarm system is your responsibility to maintain.

If you are responsible for maintaining a fire alarm system, the following is required:

- Annual inspection records with no deficiencies are to be on site and readily available upon request from the Chief Fire Official.
- Fire alarm pull stations, heat detectors and smoke detectors are to be unobstructed at all times.
- The fire alarm panel must be clear at all times.
- Ensure fire alarm bells and horns aren’t covered, painted, or damaged.
- Ensure monthly and annual inspections are completed

Clear means no yellow trouble or supervisory lights and no red alarm lights present on the fire alarm panel. The only light that should be on is the green A/C or power light.

If you don’t own the fire alarm system but are using a unit that has fire alarm devices in it, the following is required:

- Fire alarm pull stations, heat detectors and smoke detectors are to be unobstructed at all times.
- Ensure fire alarm bells and horns aren’t covered, painted, or damaged.

Ref. Ontario Fire Codes: Monitoring Article 6.3.1.4.

Monitoring

6.3.1.4. Fire alarm and voice communication systems shall be maintained in operating condition.



Sprinkler systems

The following code references are from Div. B Part 6 Fire Protection Equipment of the Ontario Fire Code. Sprinkler systems are required to be inspected and tested either by NFPA 25 “Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems” as referenced by Div. B 6.5.1.1.(2) or by complying with subsections 6.5.4. to 6.5.6. of the Ontario Fire Code.

A sprinkler system annual inspection is to be completed by a qualified fire protection company.

Monthly, bi-monthly and semi-annual inspections can be completed by trained in-house staff or by qualified fire protection companies.

Refer to your lease agreement or speak with your property manager or landlord to determine if the sprinkler system is your responsibility to maintain.

If you are responsible for maintaining a sprinkler system, the following is required:

- Annual inspection records with no deficiencies are to be on site and readily available upon request from the Chief Fire Official.
- Ensure supervisory valves are in the open position and are monitored by a fire alarm/security system or locked and chained.
- Ensure sprinkler system pressures are at the appropriate levels.
- Ensure sprinkler heads are not obstructed/blocked or painted.
- Ensure nothing is hanging off sprinkler pipe (i.e. decorations).
- Ensure inspections are completed.

If you don't own the sprinkler system but are using a unit that has sprinkler system components in it, the following is required:

- Ensure sprinkler heads are not obstructed/blocked or painted.
- Ensure nothing is hanging off sprinkler pipe (i.e. decorations).
- Ensure sprinkler valves are accessible if they are within your unit.



Ref. Ontario Fire Codes: See below for code references from Subsection 6.5.1. General Repair, replacement, alterations, inspection, testing and maintenance

6.5.1.1. (2) Compliance with the inspection, testing and maintenance provisions of NFPA 25, “Standard for the Inspection, Testing and Maintenance of Water-based Fire Protection Systems”, for sprinkler systems is deemed to satisfy the requirements of Subsections 6.5.4. to 6.5.6.

6.5.1.2. Sprinkler systems shall be maintained in operating condition.

Contact information

If there are any questions about this package or other fire safety items, reach out to Georgina Fire and Rescue Services Fire Prevention Division.

165 The Queensway S, Keswick, ON L4P 3S9

905-476-2332

firesafety@georgina.ca



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up-to-date on all things fire safety
with us at [georgina.ca/fire](https://www.georgina.ca/fire).



Working Together

Complying with common fire code issues



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