

**TOWN OF
DIAMOND
VALLEY**

Diamond Valley Fire Department

Business Owner's Responsibilities for Maintenance/Testing

The following is a guide for business owners, store managers and maintenance personnel to ensure occupant safety and compliance with the 2019 National Fire Code - Alberta Edition. These items will be reviewed for compliance during routine fire inspections. These are some of the general requirements applicable to most businesses. Depending on your activity or occupancy classification, further requirements may apply.

As per the Town of Diamond Valley Master Fee Schedule, the first fire inspection and follow up are included in the business license fee. If non-compliant, all subsequent inspections will be charged a non-compliance fee.

Code References:

All National Fire Code – Alberta Edition (NFC-AE) references are from Division B unless otherwise noted.

All National Building Code – Alberta Edition (NBC-AE) references are from Division B unless otherwise noted.

All National Fire Protection Association (NFPA) codes are referenced in the NFC-AE.

Test Records:

Maintenance records for all tests required under the AFC shall be kept on the premise for a minimum of two (2) years for examination by the Authority Having Jurisdiction (AHJ). (NFC-AE Division C Article 2.2.1.2)

****NOTE: Whenever a defect or deficiency is discovered in any fire safety equipment as a result of these maintenance requirements, CORRECTIVE ACTION must be taken IMMEDIATELY by the owner or owner's agent.****

DAILY

- Fire Alarms – check AC power
- Exit Signs – check to see they are clean and legible
- Fire Doors – check to see they are operational, free to access and remain closed
- Exit Lights – check to see they are illuminated and in good repair
- Means of Egress – check exterior passageways and exterior stairs to ensure they are maintained free of snow, ice and obstructions

WEEKLY

- Hoods, filters and ducts in ventilation systems – check for accumulation of combustible deposits (grease) and clean as required.

MONTHLY

- Fire Alarm System – test system and check all components on emergency power supply including standby power batteries
- Portable Fire Extinguishers – inspect and sign tag
- Exit Doors – test all exit doors to ensure they are free to access and operational

EVERY 3 MONTHS

- Clean hoods, grease removal devices, fans and ducts on commercial equipment used in commercial cooking operations

EVERY 6 MONTHS

- Commercial Cooking Equipment Suppression System – inspect and maintain by authorized technician
- Clean hoods, grease removal devices, fans and ducts on commercial cooking equipment

ANNUALLY

- Fire Alarm System – conduct a test of the system by qualified, certified personnel
- Fire Extinguishers – conduct maintenance / inspection procedures by qualified, certified personnel
- Mechanical Air Conditioning and Ventilation Systems – operate disconnect switches
- Fire Dampers and Fire Stop Flaps – inspect
- Chimneys, Flues and Flue Pipes – inspect and clean

EVERY 6 YEARS

- Fire Extinguishers – replace extinguishing agent in dry chemical extinguishers

EVERY 12 YEARS

- Fire Extinguishers – hydrostatically test dry chemical fire extinguishers

NFC-AE DIVISION B ARTICLE 6.1.1.3.

Before repairs or alterations are made to fire protection installations, including but not limited to fire extinguishing systems and fire alarm and detection systems, a procedure of notification acceptable to the fire department shall be established, and the procedure may include the notification of the fire department and the building occupants.

NFC-AE DIVISION B ARTICLE A.6.1.1.4(1)

Interruption of normal operation of a fire protection system for any purpose constitutes a 'temporary shutdown'. Types include, but are not limited to, periodic inspection and testing, maintenance, and repairs. During a shutdown, alternative measures are necessary to ensure that the level of safety intended by the Code is maintained.

In the shutdown of a fire alarm system, alternative measures should be worked out in cooperation with the fire department to ensure that all persons in the building can be promptly informed and the fire department notified, should a fire occur while the alarm system is out of service.