

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

**CATEGORY:**  
Administration

**SUBJECT:**  
Fire Alarm Systems

**SECTION:**  
E  
**POLICY:**  
4a

**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_  
ADMINISTRATOR

**FIRE ALARM SYSTEMS**

**POLICY:**

There shall be an organized program for fire alarm system maintenance

**PROCEDURE:**

- An annual inspection shall take place for the Fire Alarm System. This inspection shall cover all items outlined in the service contract as required by the Ontario Fire Code and the Local Fire Department. This inspection shall include but not be limited to:
  - Inspection and Testing of Control Unit and Power Supply
  - Inspection and Testing of all manual Pull Stations
  - Inspection and Testing of Audible and Visual Alarm Signals
  - Inspection and Testing of all Smoke Detectors
  - Inspection and Testing of all Heat Detectors
  - Inspection of Sprinkler Systems
  - Inspection of Standpipes
  - Inspection of Fire Hoses and Valves
  - Inspection of Back Flow Valves
  - Semi-annual inspection of Kitchen Fire Suppression System
  - Inspection of Fire Extinguishers
  - Inspection and Testing of Emergency Lighting Systems
- All inspections shall be conducted by qualified, C.F.A.A. Certified Personnel with follow-up documentation indicating certification of the above inspected systems.
- Ongoing maintenance required shall be identified and performed by C.F.A.A Certified Personnel upon approval by LMH Administration.