



# Principal's Duties Review

**Fire Safety Plan Annual review : Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_**

**(Reference: Section 2 in Principals Fire Safety Plan Guide (PG) and Section 6.1.7 in Maintenance Information Binder)**

September/October	
Daily Log	<input type="checkbox"/>
Weekly Log	<input type="checkbox"/>
Monthly Log	<input type="checkbox"/>
Dust Collection	<input type="checkbox"/>
Training Logged in Section 7A of PG	<input type="checkbox"/>
Provide Fire Dept Info Section 5.9 of PG	<input type="checkbox"/>
_____	_____
<b>Signature</b>	<b>Date</b>

November/December	
Daily Log	<input type="checkbox"/>
Weekly Log	<input type="checkbox"/>
Monthly Log	<input type="checkbox"/>
Quarterly Log	<input type="checkbox"/>
Dust Collection	<input type="checkbox"/>
_____	_____
<b>Signature</b>	<b>Date</b>

January/February	
Daily Log	<input type="checkbox"/>
Weekly Log	<input type="checkbox"/>
Monthly Log	<input type="checkbox"/>
Quarterly Log	<input type="checkbox"/>
Semi Annual Log	<input type="checkbox"/>
Dust Collection	<input type="checkbox"/>
_____	_____
<b>Signature</b>	<b>Date</b>

March/April	
Daily Log	<input type="checkbox"/>
Weekly Log	<input type="checkbox"/>
Monthly Log	<input type="checkbox"/>
Quarterly Log	<input type="checkbox"/>
Semi Annual Log	<input type="checkbox"/>
Dust Collection	<input type="checkbox"/>
_____	_____
<b>Signature</b>	<b>Date</b>

May/June	
Daily Log	<input type="checkbox"/>
Weekly Log	<input type="checkbox"/>
Monthly Log	<input type="checkbox"/>
Quarterly Log	<input type="checkbox"/>
Semi Annual Log	<input type="checkbox"/>
Annual Log	<input type="checkbox"/>
Dust Collection	<input type="checkbox"/>
_____	_____
<b>Signature</b>	<b>Date</b>

**Comments:**

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# Fire Safety Systems Maintenance Log



**To be kept in School Administration Office**

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Prepared by Nova Scotia Department of Education

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**Book No. \_\_ of \_\_**

**Dated from \_\_\_\_\_ to \_\_\_\_\_**

April 30, 2004  
UPDATED April, 2007  
**UPDATED June 1, 2012**

This log has been created for Nova Scotia schools and school board facilities to reflect the fire safety systems maintenance requirements for such facilities.

This log shall be maintained and regularly updated, and shall be available for review in accordance with the Nova Scotia Fire Safety Act.

NOTE: All Fire Safety Systems Maintenance Logs are to be kept on site for a period of at least 5 years.

Book No. of \_\_\_\_\_ Dated : from \_\_\_\_\_ to \_\_\_\_\_

Building Address:

Building Owner:

Telephone: Contact # Day: \_\_\_\_\_

Contact # Evening: \_\_\_\_\_

Contact # Emergencies: \_\_\_\_\_

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Outside fire hydrants maintenance

Outside fire hydrants caps in place

Outside Fire Department Connection(s) Maintained

School Egress – Doors in fire separations working

School Egress – Exit Lights and signs working

School Egress – Exterior exit routes clear

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Electric fire pump - Inspect elec. system condition

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Dust Collectors – SEE FIRE LOG IN TECHNOLOGY PRODUCTION LAB

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**SCHOOL**

**Year** \_\_\_\_\_

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HEATING, VENTILATING, AND AIR CONDITIONING SYSTEMS B.6.1.5

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## FIRE SAFETY SYSTEMS MAINTENANCE LOG

This log has been created for Nova Scotia schools and school board facilities to reflect the fire safety systems maintenance requirements for such facilities.

This log shall be maintained and regularly updated, and shall be available for review in accordance with the Nova Scotia Fire Safety Act.

**NOTE: All Fire Safety Systems Maintenance Logs are to be kept on site for a period of at least 5 years.**

For the purpose of carrying out maintenance procedures, the following definitions should be considered applicable.

**INSPECT:** Means physical examination to determine that the device or system will apparently perform in accordance with its intended function, to inspect a device does not require its operation.

**TEST:** Means operation of system to ensure that it will perform in accordance with its intended function.

**NOTE:** All fire safety system components in this log have a reference number attached (eg. Fire Alarm System B.1.1.1). These are the sub-section numbers found in the “Fire Safety systems Maintenance Information” binder, which details the specific inspections or tests to be performed for that particular component.

## SKILL CATEGORIES

Skill categories have been established to identify the skills and knowledge deemed appropriate to perform the **Inspect** and **Test** duties required by the National Fire Code. Note that a higher skill number does not necessarily incorporate the training and experience required for a lower skill number

**Administrative Skill 1** – This person has average observational skills. This person is a teacher or part of the facility’s administrative personnel. This person is not part of a facility’s maintenance staff.

**Skill 2** – This person has some familiarity with mechanical devices, such as valves and pressure gauges. This person should be able to determine, by observation, whether valves are open or closed and should be able to read pressure gauge indications. This person must

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have the ability to recognize where the mechanical system requires repairs beyond his or her ability. This person is part of a school or facility's maintenance staff and/or custodial staff or a contractor employed by the board.

**Skill 3** – This person has specialized training and hands-on experience related to mechanical systems and electrical systems. This individual will have had training associated with emergency generators, heating and air conditioning equipment, plumbing, and other building systems. It is not required that this individual be an electrician.

**Skill 4a** – This individual may or may not be an electrician but is usually a representative of a fire alarm system manufacturing or testing company or certified by the Canadian Fire Alarm Association (CFAA). This company will be engaged in day-to-day activities that include the maintenance and testing of fire alarm systems and, as such, will have developed specific skills related to fire alarm systems.

**Skill 4b** – This individual is usually a representative of a company engaged in the servicing and maintenance of fire extinguishers on a day-to-day basis. This skill level includes individuals licensed by the Office of the Fire Marshal.

**Skill 4c** – This individual is usually a representative of a company engaged in the supply, installation, and maintenance of sprinkler systems and is employed by the company as a field service technician.

**Skill 4d** – This individual is usually a representative of a company engaged in the supply, installation, and maintenance of kitchen hood fire suppression equipment and is employed by the company as a field service technician.

**Skill 4e** – This individual is usually a representative of a company engaged in the supply, installation, and maintenance of elevators and is employed by the company as a field service technician.

**Skill 4f** – This individual is usually a representative of a company engaged in the supply, installation, and maintenance of explosion suppression systems and is employed by the company as a field service technician.



**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**DAILY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (Recorded Weekly)**

W/O																								
NOTE: See Maintenance Binder Tab B1	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire alarm panel A/C lamp																								
Fire alarm panel keys																								
Sprinkler tank room and water temperature during freezing weather																								
Outside Fire Department Connection(s) Maintained																								
School Egress – Doors in fire separations working																								
School Egress – Exit Lights and signs working																								
School Egress – Exterior exit routes clear																								
Dust Collectors – SEE FIRE LOG IN TECHNOLOGY PRODUCTION LAB																								
<b>Initials:</b>																								
<b>Comments:</b>																								

Mark “√” in the appropriate box to indicate the status of the component as per the following  
 W/O -- Week of (date), beginning with same day each week    B – Deficient – work order generated  
 A – Task Completed. No deficiencies                                    C – Deficiency corrected and noted in comments

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**DAILY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (Recorded Weekly)**

W/O																					
NOTE: See Maintenance Binder Tab B1	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire alarm panel A/C lamp																					
Fire alarm panel keys																					
Sprinkler tank room and water temperature during freezing weather																					
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<b>Initials:</b>																					
<b>Comments:</b>																					

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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**DAILY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (Recorded Weekly)**

W/O																								
NOTE: See Maintenance Binder Tab B1	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire alarm panel A/C lamp																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**DAILY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (Recorded Weekly)**

W/O																								
NOTE: See Maintenance Binder Tab B1	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire alarm panel A/C lamp																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
Sprinkler System – Inspect dry pipe gauges																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**

\_\_\_\_\_ SCHOOL

Year \_\_\_\_\_

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																					
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																					
Sprinkler System – Inspect dry pipe gauges																					
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**WEEKLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

W/O																								
NOTE: See Maintenance Binder Tab B2	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Fire pump reservoir -Inspect water temp during cold weather																								
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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

FIRE ALARM SYSTEM B.3.1.1 [Refer to Section B.3.1.1 of the Maintenance Information Binder]																				
Initiate Pull Station, Different One Each Time and confirm fire alarm signal received at monitoring station	<b>September</b>	Location of Pull Station:					<b>October</b>	Location of Pull Station:					<b>November</b>	Location of Pull Station:						
	Status:	A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:							
Comments																				
Initiate Pull Station, Different One Each Time and confirm fire alarm signal received at monitoring station	<b>December</b>	Location of Pull Station:					<b>January</b>	Location of Pull Station:					<b>February</b>	Location of Pull Station:						
	Status:	A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:							
Comments																				

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments.**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

FIRE ALARM SYSTEM B.3.1.1 [Refer to Section B.3.1.1 of the Maintenance Information Binder]																		
Initiate Pull Station, Different One Each Time and confirm fire alarm signal received at monitoring station	<b>March</b>	Location of Pull Station:					<b>April</b>	Location of Pull Station:					<b>May</b>	Location of Pull Station:				
	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signature:						Signature:						Signature:					
Comments																		
Initiate Pull Station, Different One Each Time and confirm fire alarm signal received at monitoring station	<b>June</b>	Location of Pull Station:					<b>July</b>	Location of Pull Station:					<b>August</b>	Location of Pull Station:				
	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Status:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signature:						Signature:						Signature:					
Comments																		

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**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

EGRESS SYSTEMS APPLYING TO CORRIDORS AND ACCESS TO EXITS B.3.1.2 [Refer to Section B.3.1.2 of the Maintenance Information Binder]																		
Test Emergency Lighting	<b>September</b>						<b>October</b>						<b>November</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Test Emergency Lighting	<b>December</b>						<b>January</b>						<b>February</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Test Emergency Lighting	<b>March</b>						<b>April</b>						<b>May</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Test Emergency Lighting	<b>June</b>						<b>July</b>						<b>August</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		

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**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

**Portable Fire Extinguishers B.3.1.3 log is found in the Fire Extinguisher section of this document.**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

PRESSURE TANKS B.3.1.4 [Refer to Section B.3.1.4 of the Maintenance Information Binder]																					
Inspect Water Level	<b>September</b>						<b>October</b>						<b>November</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect Water Level	<b>December</b>						<b>January</b>						<b>February</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect Water Level	<b>March</b>						<b>April</b>						<b>May</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect Water Level	<b>June</b>						<b>July</b>						<b>August</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

PRESSURE TANKS B.3.1.4 [Refer to Section B.3.1.4 of the Maintenance Information Binder]																		
Inspect Pressure	<b>September</b>						<b>October</b>						<b>November</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Inspect Pressure	<b>December</b>						<b>January</b>						<b>February</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Inspect Pressure	<b>March</b>						<b>April</b>						<b>May</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		
Inspect Pressure	<b>June</b>						<b>July</b>						<b>August</b>					
	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>	Status:	<input type="checkbox"/>												
	Signature:						Signature:						Signature:					
Comments																		

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

SPRINKLER CONTROL VALVES/GAUGES/SWITCHES B.3.2.2 [Refer to Section B.3.2.2 of the Maintenance Information Binder]																					
Inspect locked Control Valves	<b>September</b>						<b>October</b>						<b>November</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect locked Control Valves	<b>December</b>						<b>January</b>						<b>February</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect locked Control Valves	<b>March</b>						<b>April</b>						<b>May</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Inspect locked Control Valves	<b>June</b>						<b>July</b>						<b>August</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**



**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

SPRINKLER CONTROL VALVES/GAUGES/SWITCHES B.3.2.2 [Refer to Section B.3.2.2 of the Maintenance Information Binder]																		
Inspect alarm valves and check valves	<b>September</b>						<b>October</b>						<b>November</b>					
	Status:		A		B			A		B			A		B			
	Signature:						Signature:						Signature:					
Comments																		
Inspect alarm valves and check valves	<b>December</b>						<b>January</b>						<b>February</b>					
	Status:		A		B		Status:		A		B		Status:		A		B	
	Signature:						Signature:						Signature:					
Comments																		
Inspect alarm valves and check valves	<b>March</b>						<b>April</b>						<b>May</b>					
	Status:		A		B		Status:		A		B		Status:		A		B	
	Signature:						Signature:						Signature:					
Comments																		
Inspect alarm valves and check valves	<b>June</b>						<b>July</b>						<b>August</b>					
	Status:		A		B		Status:		A		B		Status:		A		B	
	Signature:						Signature:						Signature:					
Comments																		

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies      B – Deficient – work order generated      C- Deficiency corrected and noted in comments**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

SPRINKLER CONTROL VALVES/GAUGES/SWITCHES B.3.2.2 [Refer to Section B.3.2.2 of the Maintenance Information Binder]																					
Inspect dry pipe valves externally	September					October					November										
	Status:		A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:								
Comments																					
Inspect dry pipe valves externally	December					January					February										
	Status:		A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:								
Comments																					
Inspect dry pipe valves externally	March					April					May										
	Status:		A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:								
Comments																					
Inspect dry pipe valves externally	June					July					August										
	Status:		A		B		C	Status:		A		B		C	Status:		A		B		C
	Signature:						Signature:						Signature:								
Comments																					

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

**MONTHLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

EGRESS SYSTEMS APPLYING TO CORRIDORS AND ACCESS TO EXITS B.3.2.3 [Refer to Section B.3.2.3 of the Maintenance Information Binder]																					
Test Door Hardware - Functioning Properly	<b>September</b>						<b>October</b>						<b>November</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Test Door Hardware - Functioning Properly	<b>December</b>						<b>January</b>						<b>February</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Test Door Hardware - Functioning Properly	<b>March</b>						<b>April</b>						<b>May</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					
Test Door Hardware - Functioning Properly	<b>June</b>						<b>July</b>						<b>August</b>								
	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	Status:	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C
	Signature:						Signature:						Signature:								
Comments																					

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**



**QUARTERLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

SPRINKLER CONTROL VALVES AND WATER FLOW ACTIVATING DEVICES B.4.1.1 [Refer to Section B.4.1.1 of the Maintenance Information Binder]														
Inspection of nameplate and valves to the requirements of NFPA 25	Month:							Month:						
	Status:		A		B			Status:		A		B		C
	Signature:							Signature:						
Comments														
Inspection of nameplate and valves to the requirements of NFPA 25	Month:							Month:						
	Status:		A		B			Status:		A		B		C
	Signature:							Signature:						
Comments														

**Mark “√” in the appropriate box to indicate the status of the component as per the following**  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**

**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**QUARTERLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

FIRE DEPARTMENT CONNECTION B.4.1.2 [Refer to Section B.4.1.2 of the Maintenance Information Binder]															
Inspect Fire Department Connection Threads	Month:								Month:						
	Status:		A		B		C		Status:		A		B		C
	Signature:								Signature:						
Comments															
Inspect Fire Department Connection Threads	Month:								Month:						
	Status:		A		B		C		Status:		A		B		C
	Signature:								Signature:						
Comments															

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**



**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**QUARTERLY FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

ELEVATORS B.4.3.1 [Refer to Section B.4.3.1 of the Maintenance Information Binder]															
Test elevator to ensure operation is in conformance with “CAN/CSA B-44”	Month:							Month:							
	Status:		A		B			C	Status:		A		B		C
	Signature:							Signature:							
Comments															
Test elevator to ensure operation is in conformance with “CAN/CSA B-44”	Month:							Month:							
	Status:		A		B			C	Status:		A		B		C
	Signature:							Signature:							
Comments															

**Mark “√” in the appropriate box to indicate the status of the component as per the following**  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**













**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**\_\_\_\_\_ SCHOOL Year \_\_\_\_\_**

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**ANNUAL FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

**NOTE:**

**Section B.6.1.2 Egress Systems Applying to Corridors and Access to Exits, Inspection of Fire Dampers, has been moved to Multi-Year.**

**Board or Contractor should review the Multi-Year spreadsheet to determine whether an inspection of Fire Dampers is required for the current year.**

**See Multi-Year section B.8.1.3**

**Provide a report of any inspection carried out.**





**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**ANNUAL FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

FIRE ALARM SYSTEM B.6.2.1 [Refer to Section B 6.2.1 of the Maintenance Information Binder]						
System Test as per CAN/ULC S536-M	Month/Year:					
	Status:		A		B	
	Signature:					
Comments						

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies B – Deficient – work order generated C- Deficiency corrected and noted in comments**



**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL** Year \_\_\_\_\_

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**ANNUAL FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

SPRINKLER SYSTEMS B.6.4.1 [Refer to Section B 6.4.1 of the Maintenance Information Binder]						
Test, Maintain, and Inspect to NFPA 25	Month/Year:					
	Status:		A		B	C
	Signature:					
<b><i>NOTE: Contractor to complete this section and provide a report acceptable to the board.</i></b>						
Multi-Year Check	NOTE: Contractor is advised that there are multi-year requirements for this task. Contractor is to refer to the Multi-year section of this log and determine if any multi-year tasks are required. Contractor to acknowledge below: Multi-Year task required    Yes            No If multi-year task is required, contractor to verify:    Completed        scheduled _____ Contractor signature _____ <div style="text-align: center; margin-left: 300px;">Approx date</div>					
Comments	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____					

Mark “√” in the appropriate box to indicate the status of the component as per the following  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**







**FIRE SAFETY PLAN – FIRE SAFETY SYSTEMS MAINTENANCE LOG**  
**SCHOOL \_\_\_\_\_ Year \_\_\_\_\_**

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**ANNUAL FIRE SAFETY SYSTEMS MAINTENANCE DUTIES (cont'd)**

ELEVATORS B.6.6.1 [Refer to Section B 6.6.1 of the Maintenance Information Binder]						
Test elevator to ensure operation is in conformance with "CAN/CSA B-44"	Month/Year:					
	Status:		A		B	
	Signature:					
Comments						

**Mark "√" in the appropriate box to indicate the status of the component as per the following**  
**A – Task Completed. No deficiencies    B – Deficient – work order generated    C- Deficiency corrected and noted in comments**





**MULTI-YEAR FIRE SAFETY SYSTEMS MAINTENANCE DUTIES**

**Please reference the schedule on the following page for multi-year maintenance requirements.**

**Those tasks noted with a  $\checkmark$  are to be carried out in the year indicated in the left hand column.**

**Contractor to provide documentation, acceptable to the board, of the work carried out.**

**Contractor to document having carried out any multi-year tasks in the designated area on the annual task sheet.**









