



CITY OF BURLINGTON  
FIRE SAFETY PLAN  
FOR

WALKER'S SQUARE  
HALTON CONDOMINIUM CORPORATION NO. 314  
3499 UPPER MIDDLE ROAD

Burlington, Ontario

APPROVED  
BURLINGTON FIRE DEPT.  
*[Signature]*  
10-21-03

THIS OFFICIAL DOCUMENT IS TO BE KEPT READILY  
AVAILABLE ON SITE IN A LOCATION ACCEPTABLE TO  
THE CHIEF FIRE OFFICIAL IN THE EVENT OF AN  
EMERGENCY

Date Prepared October 8, 2003

Acknowledged by owner/ supervisor *[Signature]*

Emergency Contact Information for Superintendent/Owner to  
be posted at or near the main entrance of the building

## **IF THERE IS A FIRE IN YOUR SUITE**

- Tell everyone in your suite to leave
- Close the suite door behind you, leave it unlocked
- Pull the nearest fire alarm pull station (if your building has one) and yell fire
- Leave the building by the nearest stairway, **DO NOT** use the elevator
- Call 911 when you are safe

## **WHEN YOU HEAR THE FIRE ALARM (IF YOUR BUILDING HAS ONE)**

**To Go Or To Stay..... THE DECISION IS YOURS**

## **IF YOU DECIDE TO LEAVE THE BUILDING**

- Check the door to your apartment – If there is smoke coming in around the door or the door is hot – **DO NOT OPEN** the DOOR
- If the door to your suite is cool, open it slowly and if the corridor is clear, take your keys, lock your door and go to the nearest stairway
- **DO NOT use the elevator**
- If there is smoke in the stairway **DO NOT ENTER ...** Go to the other stairway and leave the building
- If there is smoke in both stairways seek shelter in your unit or in an other suite
- **NEVER** go to the roof
- Remember wherever you are, if there is smoke, stay low and crawl under it
- Listen for instructions from authorities
- Do not re-enter the building until you are told it is safe to do so

## **IF YOU DECIDE TO STAY OR ARE UNABLE TO LEAVE YOUR SUITE.... PROTECT YOURSELF FROM SMOKE**

- Stay in your apartment until rescued or until you are told to leave
- Leave your door unlocked
- If the door is hot or smoke is entering from around your suite door – **DO NOT** open the suite door
- If smoke is coming in around your door, stop it from entering your apartment
  - Use duct tape to seal crack around the door
  - Place a wet towel at the bottom
  - Seal vents, or air ducts the same way
- Call 911 and tell the Fire Department where you are
- Go to the most smoke free room – close and seal doors
- Open the window for fresh air
- Attract attention – Make noise, flash lights, hang a sheet out the window
- Listen for instructions from authorities

For More Information Call The Burlington Fire Department - Fire Prevention 905-637-9536

## SMOKE ALARM FACTS

### Installation requirements:

- The Ontario Fire Code mandates the installation of smoke alarms in residences. The alarm must be located between the sleeping area and the remainder of the unit, which is usually in the hallway outside bedroom doors. Failure to comply may result in a \$200.00 ticket being issued to the owner.
- The Ontario Fire Code also states "*No person shall intentionally disable a smoke alarm so as to make it inoperable.*" Failure to comply may result in a \$200.00 ticket being issued to the person who disables the smoke alarm.
- Ceiling mounted alarms should be installed away from ceiling fans and air ducts, and at least 10 centimeters away from the wall.
- Wall mounted alarms should be installed so the top of the alarm is 10 to 30 centimeters below the ceiling (or in accordance with manufactures instructions).

### Maintenance requirements:

- Replace batteries a minimum of once a year. A good reminder is to change your battery when you change your clocks. (Not required for alarms with long life lithium batteries)
- Replace smoke alarms when they are over 10 years old.
- Replace smoke alarms if they are showing any problems or have been exposed to a fire or heavy smoke.
- Gently vacuum the smoke alarm at least every 6 months.
- Never paint any part of a smoke alarm.
- Follow the manufactures instructions for installation, use, and maintenance.

### Regular testing requirements:

- Test the alarm by pushing the test button every month.
- In rental units the tenant can do the monthly test. Any problems or concerns with the smoke alarm should be reported to the superintendent or property manager immediately for repair or replacement.

## GENERAL FIRE SAFETY

### Candle Safety

- Never leave candles burning when you leave the room.
- The use of candles in sleeping rooms is highly discouraged.
- Keep lit candles away from combustible material such as furniture, wall coverings, trees or plants, and other decorative items.
- Candles should only be burned in sturdy, non-combustible containers such as glass, metal, or ceramic. The flame should not extend above the opening of the container.

### Electrical Safety

- Never use fuses with higher amperage than the original design. Most household circuits use 15 amp fuses.
- Extension cords should not be used on heavy appliances such as air conditioners, space heaters, refrigerators, freezers etc.
- Extension cords should not be used in place of permanent wiring.

### Cooking Safety

- Never leave the room while cooking.
- Never use water on a grease fire or try to move the burning pot. Smother flames with a tight fitting lid.

For More Information Call The Burlington Fire Department-Fire Prevention 905-637-9536



### Endangered Occupants

Upon the arrival of the Fire Department, advise them of any trapped or endangered persons that you know of who may still require assistance in evacuating the building. Be prepared to provide necessary keys to assist the Fire Department to facilitate access to the building.

### FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. **THIS IS TO BE A VOLUNTEER ACT!** If it cannot be easily extinguished, leave the area and confine the fire by closing the door. **REMEMBER YOU ARE NOT A FIREFIGHTER. LEAVE IT TO THE PROFESSIONALS AND FOLLOW PROCEDURES ON THE FOLLOWING PAGE.**

This building has no on site supervisory staff. In the event of an emergency, contact:

1. **GREENWIN PROPERTY MANAGEMENT INC.**  
**905-333-0755**
  
2. **MIKE WALKER (OFF-SITE SUPERINTENDENT)**  
**905-464-9070**

Owner or supervisory staff is responsible to ensure that fires safety plan is maintained and building occupants have been given relevant section of this plan.

**A COPY OF THIS PLAN SHALL BE POSTED ON EACH FLOOR OF  
THE BUILDING AND THE MAIN ENTRANCE**



## **CHECK / TEST / INSPECT REQUIREMENTS OF THE ONTARIO FIRE CODE**

To assist you in fulfilling your obligations, included is a list of the portions of the Fire Code, which require that checks, inspections and / or tests be made of equipment and facilities from time to time. It is suggested that you read over this list and perform or have performed the necessary checks, inspections and / or tests for the items which, may apply to your property or properties.

Fire Prevention officers may check to ensure that the necessary checks, inspections and / or tests are being done, when conducting their inspections.

This list has been prepared for purposes of convenience only. For accurate reference, the Fire Code should be consulted.

### **DEFINITIONS FOR KEY WORDS ARE AS FOLLOWS :**

- |                |   |
|----------------|---|
| <b>Check</b>   | Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed                      |
| <b>Test</b>    | Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.           |
| <b>Inspect</b> | Means physical examination to determine that the device or system will apparently perform in accordance with its intended function. |

It is stated in the Fire Code that records of all test and corrective measures are required to be retained for a period of two years after they are made and that they be made available upon request to the Chief Fire Official.



## FIRE ALARM AND VOICE COMMUNICATION SYSTEMS

### GENERAL

The Property Management shall conduct daily checks and monthly tests.

A person acceptable to the authority having jurisdiction for servicing fire alarm systems shall conduct yearly tests.

When the system or any part of it is shut down the supervisory staff are to be notified and alternative measures are to be followed as outlined in this approved fire safety plan in accordance with Section 2.8 of the Fire Code.

Once activated, a fire alarm system shall not be manually silenced unless it has been confirmed by the supervisory staff, in accordance with the procedures as outlined in this approved fire safety plan that no fire exists.

The repair or cleaning of equipment and the periodic replacement of components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.

The fire alarm system is to be maintained in operating condition.

Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.

### FIRE ALARM AND VOICE COMMUNICATION SYSTEMS

<i>Maintenance Measures</i>	<i>Frequency</i>
Check fire alarm AC power lamp and trouble light	Daily
Check trouble conditions	Daily
Check central alarm and control facility	Monthly
Test fire alarm system	Monthly
Test voice communication to and from floor areas to the central alarm and control facility	Monthly
Check all fire alarm components including standby power batteries	Monthly
Test fire alarm system by persons acceptable to the authority having jurisdiction for service	Annually
Test voice communication to and from floor areas to the central alarm and control facility	Annually

**NOTE:** All above inspections are to be recorded in the logbook.



## EXIT LIGHTS

Exit signs must be clearly visible and maintained in a clean legible condition at all times, in accordance with Section 2.7 of the Ontario Fire Code.

Internally illuminated exit lights must be clearly illuminated at all times, in accordance with Section 2.7.3.2 of the Ontario Fire Code.

## EMERGENCY LIGHTING – BATTERY PACK

Emergency lighting shall be in accordance with Section 2.7.3.3. of the Ontario Fire Code.

<i>Maintenance Measures</i>	<i>Frequency</i>
Pilot lights checked for operation	Monthly
Terminal connections are inspected to ensure they are clean, free of corrosion and lubricated when necessary	Monthly
Terminal clamps are to be inspected to ensure they are clean and tight, as per manufacturer's specifications	Monthly
Inspect the electrolyte level and specific gravity are maintained, as per the manufacturer's specifications	Monthly
Inspect the battery surface and ensure it is kept clean and dry	Monthly
Test emergency lights to ensure it functions upon failure of the primary power supply	Monthly
Test emergency lights to ensure it will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions	Annually
After completion of the TEST, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications	Annually



## MEANS OF EGRESS

<i>Maintenance Measures</i>	<i>Frequency</i>
Inspect all doors in fire separations	Monthly
Check all doors in fire separations to ensure they are closed	As required
Maintain exit signs to ensure they are clear and legible	As required
Maintain exit lights to ensure they are illuminated and in good repair	As required
Maintain corridors free of obstructions	As required

## PORTABLE FIRE EXTINGUISHERS

<i>Maintenance Measures</i>	<i>Frequency</i>
Inspect all portable extinguishers	Monthly
Subject to maintenance	Annually
Hydrostatically test carbon dioxide and water type extinguishers	Every 5 years
Empty stored pressure type extinguishers and subject to maintenance	Every 6 years
Hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every 12 years
Recharge extinguisher after use or as indicated by an inspection or when performing maintenance	As required





MONTHLY INSPECTION – Fire Alarm													
Initiating Device	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Comments

6.3.2.2. Fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536 “ Inspection and Testing of Fire Alarm Systems”.

While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system

- A. One initiating field device or manual pull station shall be operated on a rotational basis and the system inspected for operation as follows:
  - An alert signal or alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the building
  - The primary annunciator inspected to determine the tested device annunciated correctly
- B. Operation of the common audible and visual trouble signals
- C. Batteries shall be inspected for the following
  - Terminals are clean and lubricated
  - Terminal clamps are secure
  - Electrolyte and specific gravity, where applicable, are as specified by the manufacturer
- D. One emergency telephone shall be tested on a rotational basis for two-way communication and correct indication at the control unit
- E. Voice paging capability to one zone confirmed on a rotational basis



MONTHLY INSPECTION - PORTABLE FIRE EXTINGUISHERS													
Location	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Comments

- MONTHLY INSPECTION REQUIRES - *read the instructions on extinguisher***
- Verify location and in proper place
  - Check the Pressure
  - Remove from bracket and visually inspect for damage (dints, rust, punctures)
  - Check that seal has not been tampered with and pin is in place and handle is not damaged
  - Check the nozzle for damage or obstruction
  - Dry chemical extinguishers should be agitated to loosen powder.
  - Replace in bracket with label out.



EMERGENCY LIGHTING - Inspection and Testing - Monthly													Annual	
Location	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Comments	Duration

Pilot lights on emergency lighting unit equipment shall be **checked monthly** for operation.

Emergency lighting unit equipment shall be **inspected monthly** to ensure that

- The terminal connections are clean, free of corrosion and lubricated when necessary
- The terminal clamp are clean and tight as per manufacturer's specifications
- The electrolyte level and specific gravity are maintained as per manufacturer's specifications
- The battery surface is kept clean and dry.

Emergency lighting unit equipment shall be **tested**

- **Monthly** to ensure that the emergency lights will function upon failure of the primary power supply

**Tested Annually** to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.



## ALTERNATE MEASURES FOR OCCUPANT FIRE SAFETY

In the event of any shutdown of fire protection equipment or part thereof, the Fire Department and building occupants will be notified. Instructions will be posted as to alternate provisions or actions to be taken in case of an emergency. These provisions and actions must be acceptable to the Chief Fire Official.







An attempt to minimize the impact of malfunctioning equipment will be made (i.e. where portions of a sprinkler, fire alarm or standpipe system are taken out of service, the remaining portions will be maintained). Assistant and direction for specific situations will be sought from the Fire Department.

### PROCEDURES TO BE FOLLOWED IN THE EVENT OF SHUTDOWN OF ANY PART OF A FIRE PROTECTION SYSTEM ARE AS FOLLOWS :

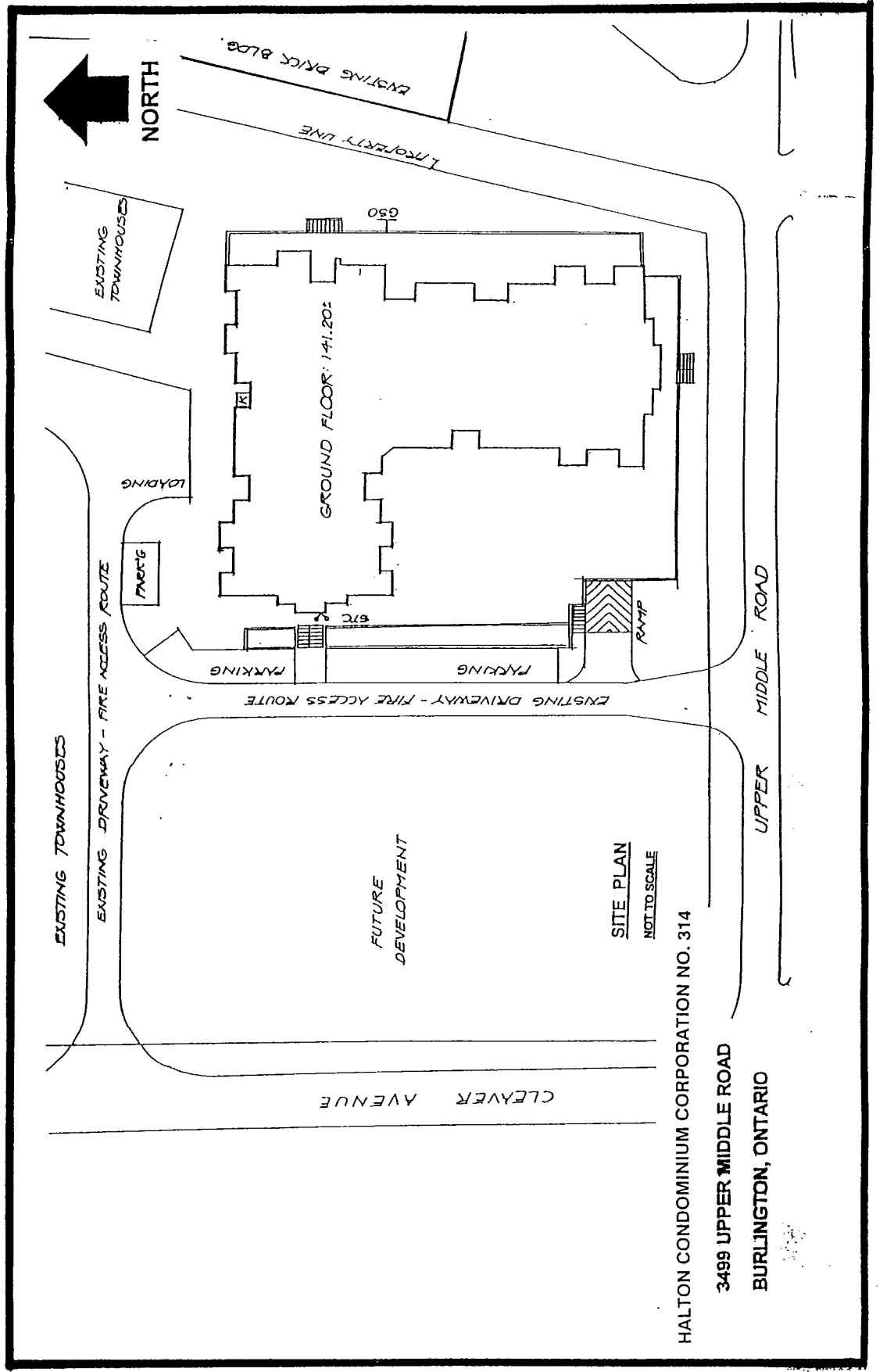
1. Notify the Burlington Fire Department, dial 637-8207 (**DO NOT USE 911**). Give your name, address and a description of the problem and when you expect it to be corrected. The Fire Department is to be notified in writing of shutdowns longer than 24 hours
2. Post notices on all floors by elevators and in the lobby entrance, stating the problem and when it is expected to be corrected.
3. Have staff or other reliable person(s) patrol the affected area(s) at least once every hour.
4. Notify the Fire Department and building occupants when repairs have been completed and systems are operational.

**NOTE:** All shutdowns will be confined to as limited an area and duration as possible.

SYMBOLS TO BE USED ON  
SCHEMATIC DIAGRAM

FA	Fire alarm panel
ANN	Annunciator panel
	Fire alarm pull station
VC	Voice communication
T	Fire department voice communication telephone
ESO	Main electrical shutoff
	Exit door
	Shut off valve for sprinkler and standpipe
	Fire department sprinkler and standpipe siamese connection
FHC	Corridor standpipe fire hose cabinet and portable fire extinguisher
	Stairwell 2 1/2" standpipe connection
	Portable fire extinguisher
G	Fuel-fired generator for emergency power
K	Chubb key box

Fire access routes to be shown on schematic drawings.



EXISTING TOWNHOUSES

EXISTING DRIVEWAY - FIRE ACCESS ROUTE

LOADING  
PARKING

PARKING

EXISTING DRIVEWAY - FIRE ACCESS ROUTE

CLEVER AVENUE

FUTURE DEVELOPMENT

SITE PLAN  
NOT TO SCALE

HALTON CONDOMINIUM CORPORATION NO. 314

3499 UPPER MIDDLE ROAD

BURLINGTON, ONTARIO

UPPER MIDDLE ROAD



EXISTING TOWNHOUSES

GROUND FLOOR: 141.20±

OSO

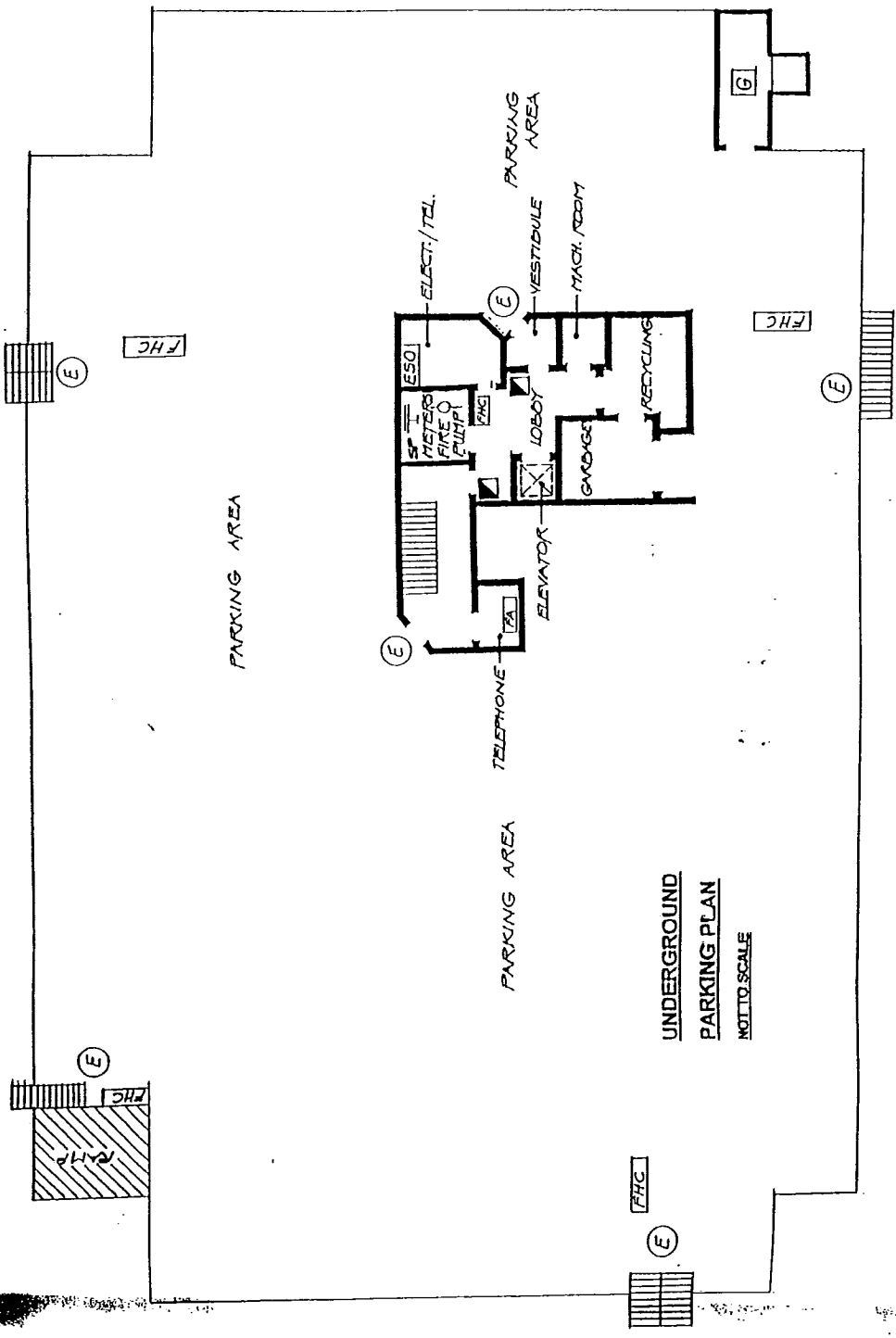
ETC

RAMP

EXISTING BRICK BLDG.

PROPERTY LINE

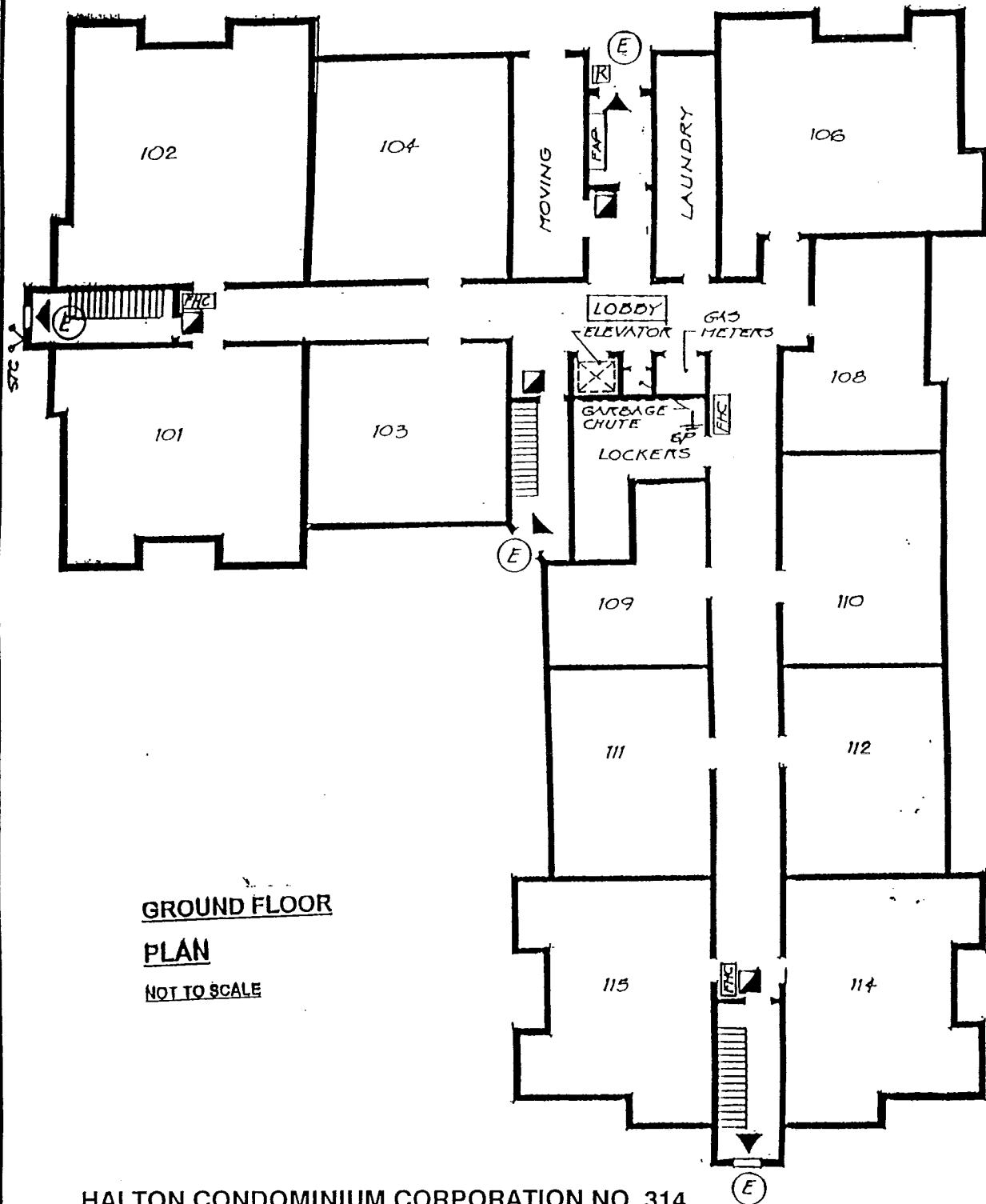
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BURLINGTON, ONTARIO



UNDERGROUND  
PARKING PLAN  
NOT TO SCALE



NORTH



GROUND FLOOR

PLAN

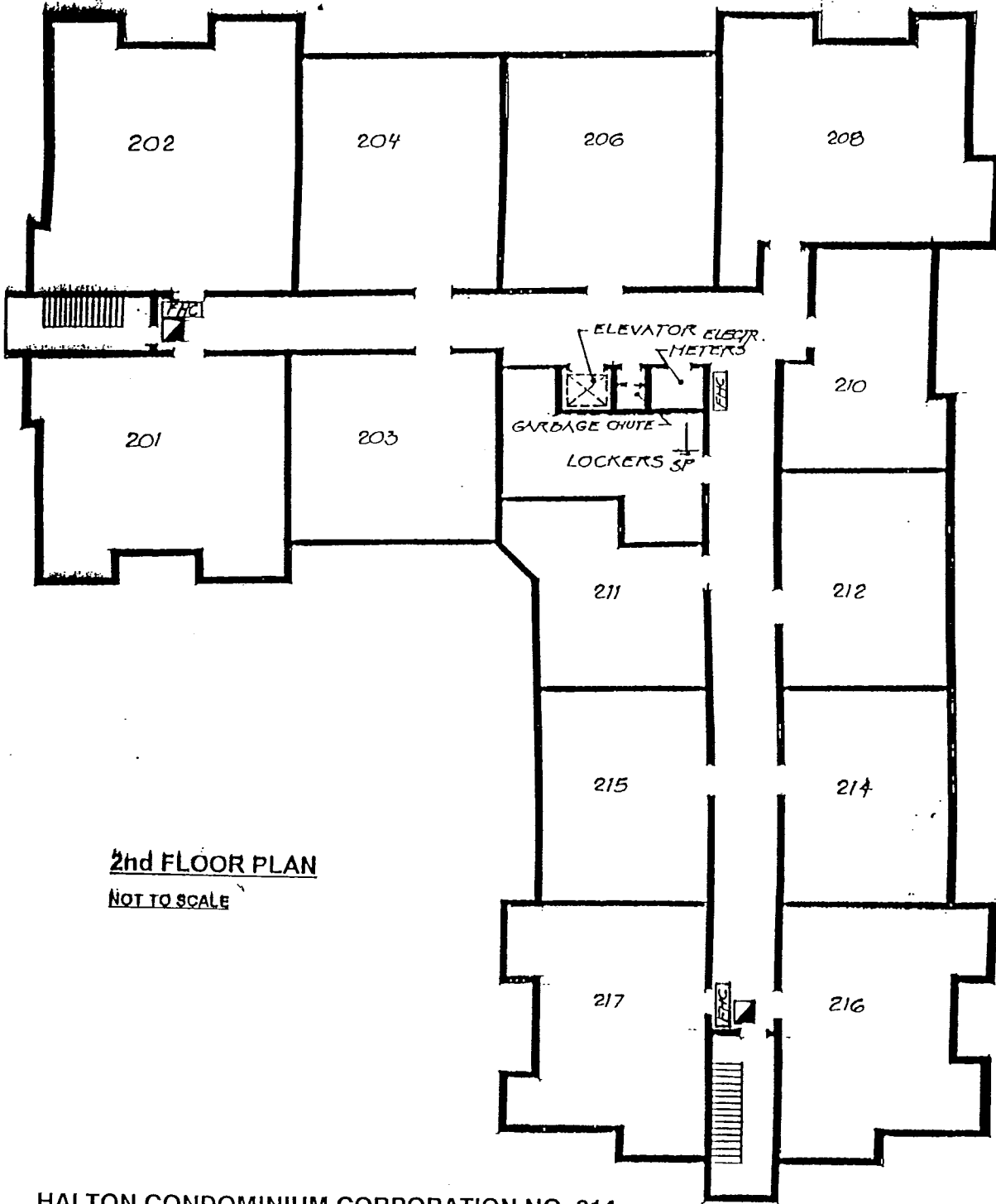
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BURLINGTON, ONTARIO

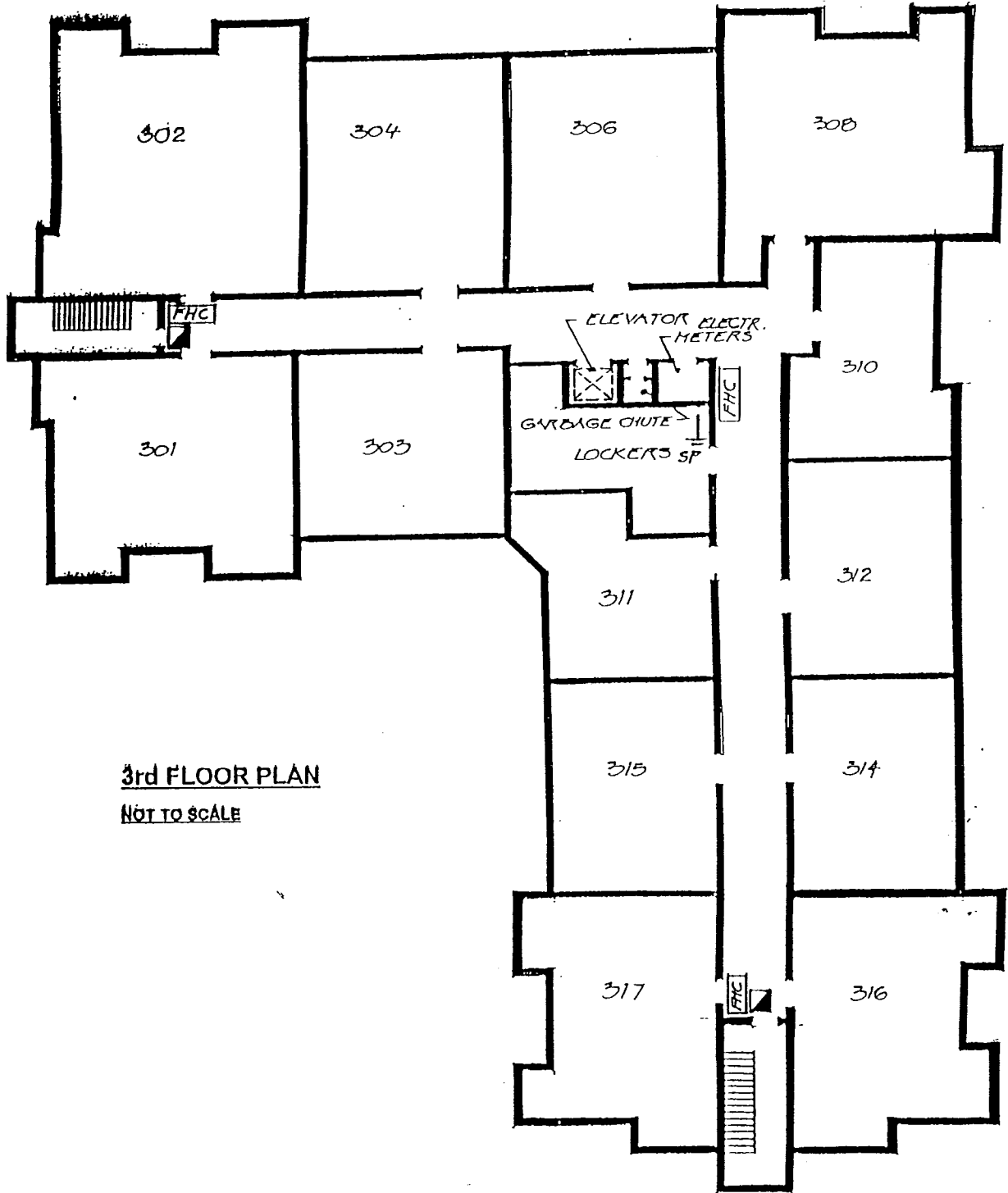




2nd FLOOR PLAN  
NOT TO SCALE

HALTON CONDOMINIUM CORPORATION NO. 314

3499 UPPER MIDDLE ROAD  
BURLINGTON, ONTARIO

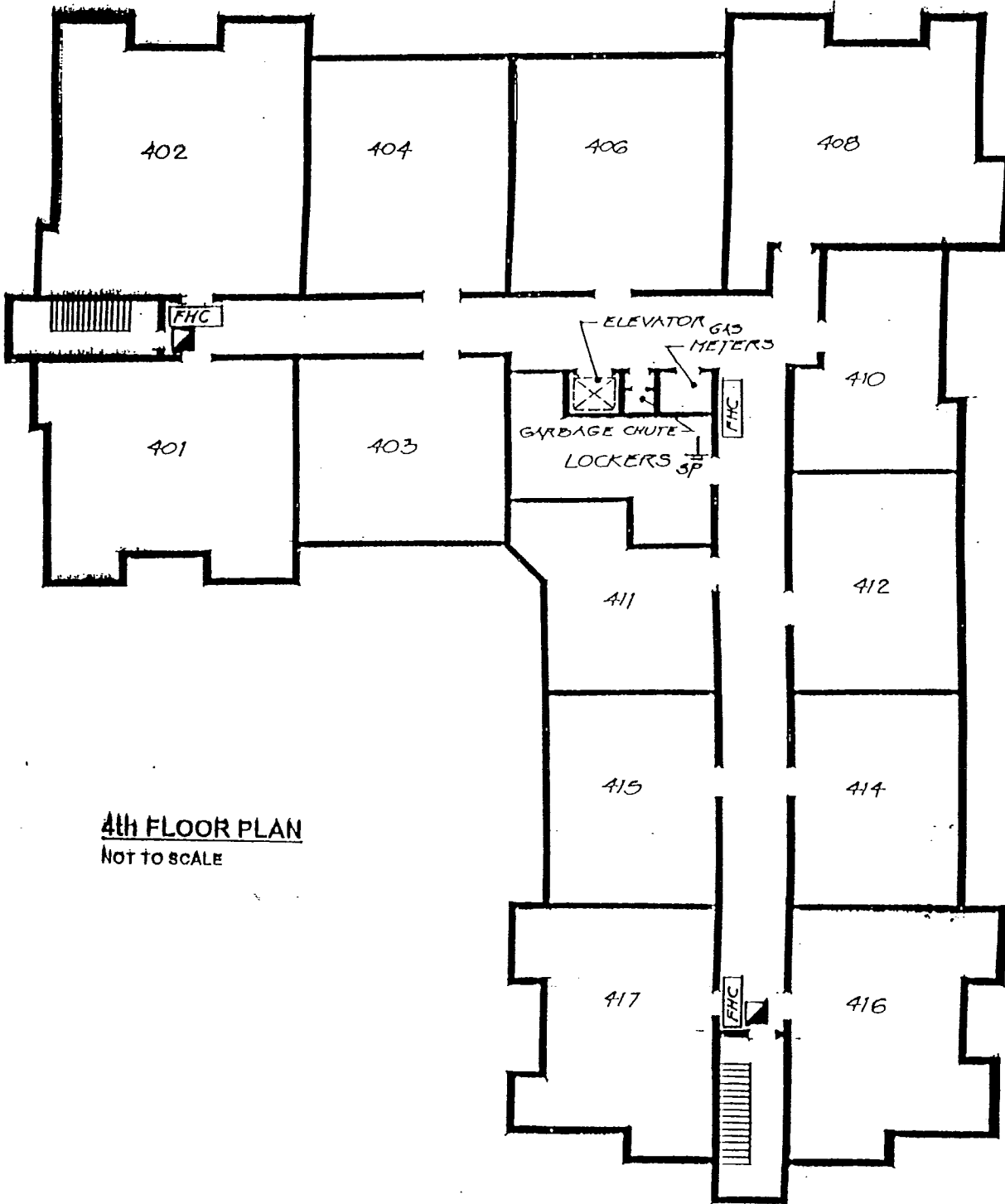


3rd FLOOR PLAN  
NOT TO SCALE

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BURLINGTON, ONTARIO

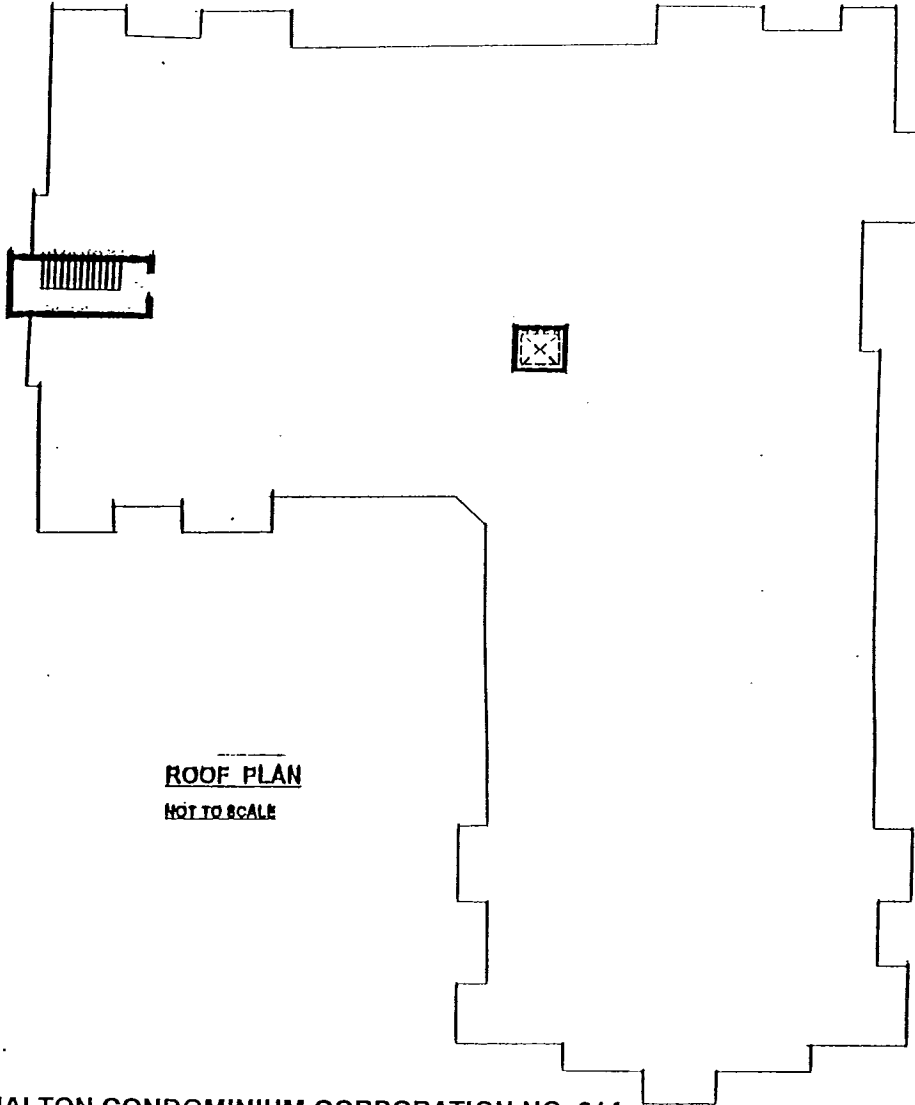
NORTH



**4th FLOOR PLAN**  
NOT TO SCALE

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**ROOF PLAN**  
**NOT TO SCALE**

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