



## SOUTH GLENGARRY FIRE SERVICE



### SMOKE ALARM MAINTENANCE PROGRAM

The intent of this program is for owners who normally do not access their rental units on an annual basis to ensure the maintenance of the smoke alarms. The goal is twofold:

- Obligation of the owner to ensure that the Smoke Alarm Maintenance Program information is distributed to the tenant; the owner can no longer claim ignorance of the Law.
- That the tenant has an active role in ensuring his/her safety through the signature by the tenant of the enclosed Addendum.

As this program is in the “best interest” of the owner and their tenants, the program is a distribution of information and recommendations to the owners and the tenants only. Participation by owners is on a voluntary basis. With this in mind, it is important to note that if the South Glengarry Fire Service responds to a fire at an owner’s property / unit and it is found that the smoke alarms were not functioning, charges may be laid against the owner, manager or superintendant if appropriate documentation cannot be supplied to indicate that there has been proper maintenance for the property / unit.

The Smoke Alarm Maintenance Program should be included as part of the Lease Agreement between the owner and the tenant, thus ensuring protection for the property owner and responsibility by the tenants for their own safety.

For more information, questions or concerns, please contact the undersigned at 613-347-1166.

The Corporation of the  
Township of South Glengarry

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Vic Leroux  
Fire Chief



# SOUTH GLENGARRY FIRE SERVICE



## INSTALL SMOKE ALARMS IT'S THE LAW!



Most fatal fires occur at night when people are asleep. Often, victims never wake up. A working smoke alarm will detect smoke and sound an alarm to alert you, giving you precious time to escape.

Every home in Ontario must have a working smoke alarm on every storey and outside all sleeping areas.

### Homeowners

It is the responsibility of homeowners to install and maintain smoke alarms on every storey of their home and outside sleeping areas.

### Landlords

It is the responsibility of landlords to ensure their rental properties comply with the law.

### Tenants

If you are a tenant of a rental property and do not have the required number of smoke alarms, contact your landlord immediately. It is against the law for tenants to remove the batteries or tamper with the alarm in any way.

**Failure to comply with the Fire Code smoke alarm requirements could result in a ticket for \$235 or a fine of up to \$50,000 for individuals or \$100,000 for corporations**

## SMOKE ALARM INSTALLATION AND MAINTENANCE

### Choose the right alarms

There are smoke alarms available with different features and applications, so choosing the right alarm can be confusing. Some of the features to consider include:

- **Power Source:** Smoke alarms can be electrically powered, battery powered, or a combination of both. If you are installing an electrically powered alarm it is recommended that it have a battery back-up in case of power failures.
- **Technology:** most smoke alarms employ either ionization or photo-electric technology. Ionization alarms may respond slightly faster to flaming-type fires, while photo-electric alarms may be quicker at detecting slow, smouldering fires.
- **Pause feature:** Smoke alarms with a pause button are highly recommended as it permits the alarm to be temporarily silenced without disconnecting the power source.

### Install in the proper locations

Smoke alarms must be installed on each storey of the home as well as outside sleeping areas. Because smoke rises, smoke alarms should be installed on the ceiling. If this is not possible, install the alarm high up on a wall. Always follow the

manufacturer's instructions when installing smoke alarms.

Avoid putting smoke alarms too close to bathrooms, windows, ceiling fans and heating and cooking appliances.

### Test smoke alarms monthly

Test your smoke alarms every month by using the test button on the alarm. When the test button is pressed, the alarm should sound. If it fails to sound, make sure that the battery is installed correctly or install a new battery. If the alarm still fails to sound, replace the smoke alarm with a new one.

### Change the batteries every year

Install a new battery at least once a year, or as recommended by the manufacturer. Install a new battery if the low-battery warning sounds or if the alarm fails to sound when tested.

### Vacuum alarms annually

Dust can clog your smoke alarms. Battery-powered smoke alarms should be cleaned by opening the cover of the alarm and gently vacuuming the inside with a soft bristle brush.

For electrically-connected smoke alarms, first shut off the power to the unit, and then gently vacuum the outside vents of the alarm only. Turn the power back on and test the alarm.

### Replace older smoke alarms

All smoke alarms wear out. If your alarms are more than 10 years old, replace them with new ones.

### Handle nuisance alarms

Steam from the shower or cooking in the oven, stove or toaster can cause smoke alarms to activate. If these types of nuisance alarms occur, **do not remove the battery**. There are several options you can try to reduce nuisance alarms.

- Relocate the alarm. Sometimes moving the alarm just a few inches can make the difference.
- Install a smoke alarm with a pause button that will allow you to temporarily silence the alarm.
- Replace alarms located near kitchens with photo-electric types.

### Plan your escape

Make sure that everyone knows the sound of the smoke alarm and what to do if it activates. Create an escape plan with the entire household and practice it. Make sure your plan identifies two ways out of each room, if possible, and a meeting place outside. Once outside, stay outside. Never re-enter a burning building. Call the fire department from a neighbours' home or cell phone.





# SOUTH GLENGARRY FIRE SERVICE



## SMOKE ALARM MAINTENANCE CHECKLIST

Address / Suite Number: \_\_\_\_\_ Date: \_\_\_\_\_

Smoke alarm has been tested as a result of:

<input type="checkbox"/> routine test and maintenance	<input type="checkbox"/> extended absence of occupants
<input type="checkbox"/> annual test and maintenance	<input type="checkbox"/> complaint _____
<input type="checkbox"/> change of tenancy	<input type="checkbox"/> other _____

A. ROUTINE TEST AND MAINTENANCE	YES	NO
1. Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
2. Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ventilation holes on the smoke alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
4. Smoke alarm signal sounds when the test device is operated.	<input type="checkbox"/>	<input type="checkbox"/>

B. ANNUAL TEST AND MAINTENANCE	YES	NO
1. Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
2. Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
3. Smoke alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Smoke alarm is powered by: <input type="checkbox"/> AC wiring <input type="checkbox"/> standard battery <input type="checkbox"/> long life battery that expires in the year _____. For battery operated smoke alarms: Battery has been replaced and securely connected to the clips Battery is of the type _____ as recommended by the manufacturer. Battery terminals are free of corrosion and signs of leakage.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Smoke alarm signal sounds when the smoke alarm is tested using smoke produced from a burning <input type="checkbox"/> incense stick, <input type="checkbox"/> punk stick or <input type="checkbox"/> cotton string	<input type="checkbox"/>	<input type="checkbox"/>

C. SERVICING AND REPLACEMENT (complete this section if "No" is checked in sections A or B)

Smoke alarm has been serviced as follows: _____	
Smoke alarm has been replaced as a result of: <input type="checkbox"/> failure to sound alarm during test <input type="checkbox"/> physical damage <input type="checkbox"/> painted exterior case <input type="checkbox"/> excessive stains, grease or dirt accumulations	<input type="checkbox"/> frequent false alarms <input type="checkbox"/> battery leakage <input type="checkbox"/> age <input type="checkbox"/> other _____

Name and Title (please print): \_\_\_\_\_

Agency (please print): \_\_\_\_\_

Signature: \_\_\_\_\_



## SOUTH GLENGARRY FIRE SERVICE



# SMOKE ALARM MAINTENANCE INFORMATION FOR TENANTS AND OCCUPANTS IN RENTAL UNITS

The Ontario Fire Code requires that every place of residence has smoke alarms installed and maintained in proper working condition. Smoke alarms are very important for the safety of your neighbours and yourself by giving early warning of a fire. Your landlord is responsible for the installation of smoke alarms and the maintenance to keep them in working condition, including testing, repairs, and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

### **Your residence has been provided with a smoke alarm(s) that is:**

- battery operated       Hard wired

A summary of the main features and the operation of the smoke alarm has been prepared by the landlord and is attached.

For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and co-operate with the landlord in carrying out the necessary testing and maintenance.

### **Here are some steps that you can take:**

- Notify the landlord when the low battery signal is activated (on battery operated smoke alarms only) and make arrangements for replacement of the battery.
- Notify the landlord if the “power on” indicator goes out (on electrically wired smoke alarms only) and arrange for appropriate repairs.
- Notify the landlord if the smoke alarm is damaged and make arrangements for the repair or replacement of the unit.
- When you have been absent for seven or more days (such as vacation), arrange for the smoke alarms to be tested by the landlord to ensure that the smoke alarms are operable (on battery operated smoke alarms only).
- Notify the landlord of any electrical problems that may affect the operability of electrically wired smoke alarms.
- Contact your local fire department if you have serious concerns about the operability of your smoke alarm or any other fire safety matters in your building.

The Fire Code specifies that **“no person shall intentionally disable a smoke alarm so as to make it inoperable”**. A tenant or any other person who intentionally disables a smoke alarm is guilty of a provincial offence and may be subject to a fine.



## SOUTH GLENGARRY FIRE SERVICE



### SMOKE ALARM TICKETABLE OFFENSES

According to the Ontario Fire Code O. Reg. 213-07 under the Fire Protection and Prevention Act 1997 (F.P.P.A.), Division A article 1.2.1.1. States:

“Unless otherwise specified, the **owner** shall be responsible for carrying out the provisions of this Code.”

The F.P.P.A. definition of owner states:

“**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.”

Chargeable Offences under the Fire Protection and Prevention Act 1997.

1. Division B Article 2.13.2.1. Fail to install smoke alarm as required
2. Division B Article 6.3.3.2. Fail to maintain smoke alarm in operating condition
3. Division B Article 6.3.3.3. Fail to provide smoke alarm maintenance instructions to the occupant.
4. Division B Article 6.3.3.4. Intentionally disable smoke alarm to make inoperable
5. Division B Article 6.3.3.5. Replace smoke alarm with reduced level of detection

Any **person** found responsible for any of the above offences could result in a minimum \$235.00 fine or a maximum fine of \$50,000 and up to one year in jail.



# SOUTH GLENGARRY FIRE SERVICE



## SMOKE ALARM ADDENDUM

As of \_\_\_\_\_ the smoke alarms installed at \_\_\_\_\_

Are operable at this time and are located for your safety in the following locations:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I, as the tenant, acknowledge that these smoke alarms are operable. In order to keep them operational, from time to time I will maintain these smoke alarms by replacing the batteries on a yearly or as needed basis. Each unit should be tested on a monthly basis. If I have any questions or problems with any smoke alarms after I have checked the battery, I acknowledge, it is my responsibility to promptly notify the landlord or property manager to assure the early detection of fire or smoke offered by these devices. I acknowledge failure to comply with the above may result in charges against me.

I have received and read the smoke alarm maintenance instructions supplied to me by the owner or property manager of the building in which I reside.

I, the resident, agreed to the above as stated.

\_\_\_\_\_  
Resident (print name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident (print name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Property Manager  
(print and sign)

\_\_\_\_\_  
Date