



## MAINTENANCE OF FIRE PROTECTION EQUIPMENT IN A SHORT TERM ACCOMMODATION PREMISES

To assist you in fulfilling your obligations as an STA Owner/Manager, this Fire Safety inspection guide has been prepared for purposes of convenience only. Included is a list of the portions of the Fire Code that requires checks, inspections and/or tests to be conducted of the STA premises. It is recommended that you read over this list and perform or have perform, the necessary checks, inspections and/or tests for the items which may apply to your property.

### **Definitions for key words are as follows:**

**Test:** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

**Inspect:** 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 tests and corrective measures are required to be documented and retained for a period of two years after they are made. The Short Term Accommodation Licensing By-law (By-law 2013-50) requires that these records be readily available for inspection at all times. Failure to maintain and make available for inspection these documents is in contravention of the By-law and subject to applicable penalties.**

### Upon Every Change in Tenancy of a STA Premises

- Test all Smoke alarms & Carbon Monoxide detectors
- Inspect Exit signs: ensure visible and illuminated
- Inspect all Exits: Maintenance (snow accumulation or combustibles)
- Inspect Dryer vents and lint traps and clean
- Inspect all portable fire extinguishers

### Annually

- Replace all Smoke Alarm and Carbon Monoxide batteries
- Inspect every chimney, flue and flue pipes; clean as often as necessary
- Fire extinguishers shall be inspected annually by a qualified contractor and maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher; mechanical parts, extinguishing agent and expelling means.