

Policy & Procedure Manual

SPRINKLER SYSTEM TESTING – R-VII-10

POLICY:

To comply with Ontario Fire Regulations, all group living homes were to have sprinkler systems installed to ensure the safety of everyone in the event of a fire. All support staff will be educated on the sprinkler systems. Each location will be inspected annually by a qualified technician, and all support staff will inspect the sprinkler systems weekly and/or monthly in the homes.

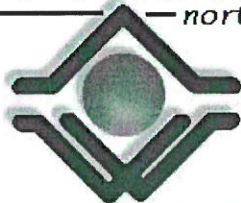
All SIL, CPS homes, independence plus homes and intensive support are not included in the regular sprinkler testing.

PURPOSE:

1. To ensure the safety of everyone in the group living homes.
2. To comply with the Fire Regulations set by Provincial and Municipal Fire Authorities.
3. To ensure equipment is in good working order.
4. To ensure all individuals supported and staff are aware of the sprinkler system procedures.

PROCEDURE:

1. All homes will have a binder with instructions and checklists to follow (See Appendix A, B & C) located where the fire binders are.
2. Sprinkler system tests will be done once a week at Rosslyn, Nicholett's, Glengary, Skyline and Kenwood, and once a month at Francis, Syndicate, Hodder and Tuscany. This is to ensure that all staff participate in a test. The Supervisor will assign a different staff to initiate and document the results.
3. Times of the sprinkler test will be varied and done when at least two staff are present.
4. The support staff holding the medication keys will take charge of performing the sprinkler system test.

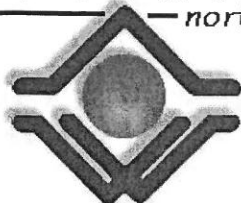


5. In the event of a mechanical issue or a pump and water issue, please contact the emergency 24-hour service number at (807) 623-1214.

Weekly Tests

The following group homes are to have weekly sprinkler system tests:

- Rosslyn Road
 - Nicholett's Road
 - Glengary Drive
 - Skyline Avenue
 - Kenwood Avenue
1. Call the Monitoring Station at 1 (800) 465-4166 and provide them with the home's address to put the system in test mode. The passcode for OPTIONS northwest will be 4994. Put it in test mode for 1 hour.
 2. Ensure tanks are at full line (should be at the bottom of the Vipond Inc sticker located on the tank). The location of the line can be seen in the pictures provided in the Sprinkler System Binder at each home.
 3. Before turning the valve on, complete the report (Appendix A) and ensure the following:
 - a) Is the building occupied?
 - b) Is the system in service?
 - c) Areas protected by wet system? Are these areas properly heated?
 - d) Is the entrance of the valve room area surrounding the valves cleared, lighted, heated and well maintained?
 - e) Are the gauges in good condition?
 - f) Are the air and water gauges being well maintained?
 - g) Do the gauges indicate normal water supply pressure is being maintained?
 - h) Are the valves free of physical damage?
 - i. In appropriate open and closed position?
 - ii. Sealed, locked or suppressed?
 - iii. Free of external leaks?
 - iv. Provided with applicable identification?
 4. Open main drain fully to flow pump for 10 minutes (pump will start automatically once main drain is opened). Staff must remain there for the entire 10 minutes.
 5. While pump is running, record the reading of the water pressure.
 - a) Look to see if the water reservoir is at full capacity
 - b) Does the pump assembly appear to be in good working condition and free of physical damage?
 - c) Check static pressure once pump has shut off

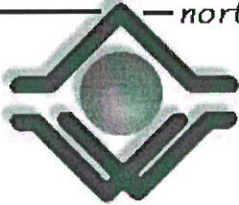


- d) Is the piping from the reservoir to the pump free of leaks?
6. After the 10 minutes of run time, close the main drain.
7. Record static pressure once the pump shuts off automatically.
8. Clear the alarm panel (located by the fuse box usually in the laundry room) by flipping the cover face down and pressing 3830. Wait for a chime and then press 3830 again. The time interface should be clear in a second.
9. Call the Monitoring Station with the system address and agency passcode (4994) to ensure they received the alarm and put the system back online.
10. Check off the date on the sprinkler system test record sheet (See Appendix C).
11. If an issue arises when conducting the test, shut off the post pump control valve.
12. Call Vipond Inc at (807) 623-1214 for service.

Monthly Testing

The following group homes are to have monthly sprinkler system tests:

- Francis Street
 - Syndicate Avenue
 - Hodder Avenue
 - Tuscany Drive (Chris Wiseman, Manager of Community Services or Designate)
1. Call the Monitoring Station at 1 (800) 465-4166 and provide them with the home's address to put the system in test mode. The passcode for OPTIONS northwest will be 4994. Put it in test mode for 1 hour.
 2. Ensure tanks are at full line. The location of the line can be seen in the pictures provided in the Sprinkler System Binder at each home (located next to the Fire binder).
 3. Before turning the valve on, check off the report section in Appendix B. Answer the required questions (as done for the weekly tests). Then, check off for the month on the sprinkler system record sheet.
 4. Open main drain fully to flow water for 1 minute. Staff must stay in the area for the allotted time.
 5. While water is flowing, record the water pressure reading.
 6. Close main drain after 1 minute of flow time.



7. Record static pressure once the drain has been shut off.
8. Clear the alarm panel (located by the fuse box in the laundry room) by flipping the cover face down and pressing 3830. Wait for a chime and then press 3830 again. The time interface should clear in a second or two.
9. Call the Monitoring Station with the system address and agency passcode (4994) to ensure they received the alarm and put the system back online.
10. Shut off the post pump control valve.
11. Call the contractor at (807) 623-1214 for service.

RECOMMENDED BY: Director, Community Services

APPENDICES: 3

OPERATIONAL ACCOUNTABILITY: Administration, Community Services

ORIGINAL POLICY DATE: May 2018

AUTHORIZED BY: Executive Director

SIGNATURE: _____

OPTIONS NORTHWEST



AUTOMATIC SPRINKLER SYSTEM

WEEKLY FIRE PUMP REPORTS

DATE: _____
 SITE: _____
 CITY: _____ PROVINCE: _____ ADDRESS: _____
 POSTAL CODE: _____ TELEPHONE: _____
 TESTING PERSONAL: _____

TYPE OF SYSTEM: WET DRY OTHER (specify) _____

GENERAL

	YES	NO	N/A	SEE REMARKS
IS THE BUILDING OCCUPIED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IS THE SYSTEM IN SERVICE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AREAS PROTECTED BY WET SYSTEM? ARE THE AREAS PROPERLY HEATED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IS THE ENTRANCE OF THE VALVE ROOM OR AREA SURROUNDING? THE VALVES CLEARED? LIGHTED? HEATED? WELL MAINTAINED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

GAUGES & ALARMS

ARE THE GAUGES IN GOOD CONDITION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ARE THE AIR AND WATER GAUGES BEING WELL MAINTAINED?				
WHAT IS WATER PRESSURE UPON ARRIVAL	_____			PSI
ARE THE VALVES FREE OF PHYSICAL DAMAGE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IN APPROPRIATE OPEN AND CLOSED POSITION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SEALED, LOCKED OR SUPERVISED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FREE OF EXTERNAL LEAKS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROVIDED WITH APPLICABLE IDENTIFICATION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



FIRE PUMP WEEKLY TEST

INSTRUCTIONS:

1. CALL MONITORING STATION AT 1 (800) 465-4166 WITH ADDRESS TO PUT SYSTEM ON TEST MODE
2. ENSURE TANKS ARE AT FULL LINE (SHOULD BE AT BOTTOM OF VIPOND STICKER LOCATED ON TANK) – CAN BE SEEN IN PICTURES PROVIDED
3. OPEN MAIN DRAIN FULLY TO FLOW PUMP FOR 10 MINUTES (PUMP WILL START AUTOMATICALLY ONCE MAIN DRAIN IS OPENED)
4. WHILE PUMP IS RUNNING RECORD READING OF WATER PRESSURE
5. CLOSE MAIN DRAIN AFTER 10 MINUTES OF RUN TIME
6. RECORD STATIC PRESSURE ONCE PUMP SHUT-OFF AUTOMATICALLY
7. CLEAR ALARM PANEL BY FLIPPING FACE DOWN AND PRESSING 3830. WAIT FOR CHIME THEN 3830 AGAIN; THE TIME INTERFACE SHOULD CLEAR IN A SECOND OT TWO
8. CALL MONITORING STATION WITH SYSTEM ADDRESS TO ENSURE THEY RECEIVED ALARM AND PUT SYSTEM BACK ON-LINE

IS WATER RESERVOIR AT FULL CAPACITY?

RECORD OF RUNNING PUMP PRESSURE _____ PSI

DOES THE PUMP ASSEMBLY APPEAR TO BE IN GOOD OPERATING CONDITION?

AND FREE OF PHYSICAL DAMAGE?

STATIC PRESSURE ONCE PUMP HAS SHUT-OFF? _____ PSI

IS THE PIPING FROM THE RESERVOIR TO THE PUMP FREE OF LEAKS?

REMARKS:

IN EMERGENCY:

1. CHECK TO ENSURE THERE IS NO FIRE
2. IF THERE IS NO FIRE; SHUT-OFF POWER TO PUMP
3. SHUT OFF POST PUMP CONTROL VALVE
4. CALL VIPOND @ 623-1214 FOR SERVICE

CUSTOMERS SIGNATURE: _____

CUSTOMERS NAME: _____



OPTIONS NORTHWEST

AUTOMATIC SPRINKLER SYSTEM
MONTHLY SPRINKLER REPORT

DATE: _____
 SITE: _____
 CITY: _____ PROVINCE: _____ ADDRESS: _____
 POSTAL CODE: _____ TELEPHONE: _____
 TESTING PERSONAL: _____

TYPE OF SYSTEM: WET DRY OTHER (specify) _____

<u>GENERAL</u>	YES	NO	N/A	SEE REMARKS
IS THE BUILDING OCCUPIED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IS THE SYSTEM IN SERVICE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AREAS PROTECTED BY WET SYSTEM? ARE THE AREAS PROPERLY HEATED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IS THE ENTRANCE OF THE VALVE ROOM OR AREA SURROUNDING THE VALVES CLEARED? LIGHTED? HEATED? WELL MAINTAINED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>GAUGES & ALARMS</u>				
ARE THE GAUGES IN GOOD CONDITION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ARE THE AIR AND WATER GAUGES BEING WELL MAINTAINED?				
DON'T THE GAUGES INDICATE NORMAL WATER SUPPLY PRESSURE IS BEING MAINTAINED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ARE THE VALVES FREE OF PHYSICAL DAMAGE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IN APPROPRIATE OPEN AND CLOSED POSITION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SEALED, LOCKED OR SUPERVISED?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FREE OF EXTERNAL LEAKS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROVIDED WITH APPLICABLE IDENTIFICATION?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



MONTHLY SPRINKLER ALARM TEST

INSTRUCTIONS:

1. CALL MONITORING STATION AT 1 (800) 465-4166 WITH ADDRESS TO PUT SYSTEM ON TEST MODE
2. OPEN MAIN DRAIN FULLY TO FLOW WATER FOR 1 MINUTE
3. WHILE WATER IS FLOWING RECORD READING OF WATER PRESSURE
4. CLOSE MAIN DRAIN AFTER 1 MINUTE OF FLOW TIME
5. RECORD STATIC PRESSURE ONCE DRAIN HAS BEEN SHUT-OFF
6. CLEAR ALARM PANEL BY FLIPPING FACE DOWN AND PRESSING 3830. WAIT FOR CHIME THEN 3830 AGAIN; THE TIME INTERFACE SHOULD CLEAR IN A SECOND OT TWO
7. CALL MONITORING STATION WITH SYSTEM ADDRESS TO ENSURE THEY RECEIVED ALARM AND PUT SYSTEM BACK ON-LINE

RECORD OF WATER FLOW PRESSURE _____ PSI

STATIC PRESSURE ONCE DRAIN HAS BEEN CLOSED _____ PSI

REMARKS:

IN EMERGENCY:

1. CHECK TO ENSURE THERE IS NO FIRE
2. IF THERE IS NO FIRE; SHUT-OFF POWER TO PUMP
3. SHUT OFF POST BACKFLOW CONTROL VALVE
4. CALL VIPOND @ 623-1214 FOR SERVICE

CUSTOMERS SIGNATURE: _____

CUSTOMERS NAME: _____

- OPTIONS northwest -
SPRINKLER SYSTEM TEST RECORD

Location: _____ (NOTE: INITIAL BOX WHEN TEST HAS BEEN COMPLETED)

YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
JANUARY																																	
FEBRUARY																																	
MARCH																																	
APRIL																																	
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AUGUST																																	
SEPTEMBER																																	
OCTOBER																																	
NOVEMBER																																	
DECEMBER																																	

NOTE: ADDITIONAL DAILY CHECKS MAY BE ADDED AS DEEMED APPROPRIATE TO EACH AREA

