

Short Term Rental – Fire Safety Checklist

Division A of the Ontario Fire Code states: *The owner is responsible for carrying out the provisions of the Ontario Fire Code.* To assist Short Term Rental owners, the following Fire Safety Checklist is created to cover the common Fire Safety concerns in properties. Upon inspection, other fire safety issues may be identified unique to your property. Completion of this checklist does not relieve the owner of legal responsibility under the Ontario Fire Code. All equipment and devices within the property are assumed to meet accepted standards in Ontario. A logbook of maintenance activities is recommended.

Total Number of Sleeping Areas plus Sleeping Rooms = [Click or tap here to enter text](#). If this number exceeds 10 then a Fire Safety Plan will be required.

Alarms

Note: Combination Alarms (Smoke & CO) are recommended.

Smoke Alarms – Are they interconnected? Choose an item.

- Basement Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Main Level Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Second Story Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Third Story Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).

Note: Smoke alarms must be installed and maintained as per manufacturer instructions. Please provide a copy of the smoke alarm maintenance instructions to tenant. Smoke alarms must be installed outside of all sleeping areas as well as on each level of the residence unless the original design required smoke alarms to be present in other areas such as inside bedrooms (see the Ontario Building Code). Smoke alarms should be tested annually and after each tenancy to ensure operation. Expired smoke alarms must be replaced immediately.

Carbon Monoxide (CO) Alarms – required where fuel burning appliance exist (e.g. propane, wood, pellet stoves, etc) or a storage garage is attached to the property. Are they interconnected? Choose an item.

- Basement Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Main Level Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Second Story Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).
- Third Story Expiry Date: [Click or tap to enter a date](#). Battery Replacement Date: [Click or tap to enter a date](#).

Note: Carbon Monoxide alarms must be installed and maintained as per manufacturer instructions. Please provide a copy of the carbon monoxide alarm maintenance instructions to tenant. CO Alarms must be installed adjacent to each sleeping area and are recommended on every level of the property. CO alarms should be tested annually and after each tenancy to ensure operation. Expired CO alarms must be replaced immediately.

Fire Extinguishers

Note: Fire extinguishers are recommended but not a requirement.

- Fire extinguisher installed in areas of hazard such as kitchen.
- Extinguisher size recommended is 2A – Class ABC
- Mounted on wall with top at maximum of 5 feet off floor. Mount where it provides you a safe exit from the hazard.
- Extinguisher should be inspected monthly for gauge in green, hose and handle not damaged as well as canister free of damage

Electrical Safety

- Electrical Safety – Electrical work is completed by an electrician approved by the ESA.
 - All switches and outlets are in good shape with no physical damage to the switch, outlet or plate.
 - All outlets within 1.5 meters of a water source are GFCI.

Extension cords are a permitted use if the following applies:

- Extension cord use is approved by the appliance manufacturer as stated in the appliance manual.
- The extension cord is the correct type, gage and length.
- The extension cord is protected from mechanical damage.

Heating / Ventilation Systems

- Bins containing solid fuel (e.g. wood) must be located at least 1.2 m from the appliance.
- Ash bins are removed to a safe place outside the building. FYI, ash bins can produce Carbon Monoxide.
- Chimney's, flues and flue pipes must be cleaned as often as necessary to keep them free from accumulation of combustible deposits.
- Heating and ventilation equipment is maintained as per manufacturer's instructions.
- Solid Fuel Burning appliances shall be installed and maintained as per CSA B-365.
- Dryers and dryer venting are installed and maintained as per manufacturer requirements. The accumulation of dryer lint increases the risk of fire and is recommended to be removed as often as required but in any case, at least annually.

Refuse / Combustible Materials

- Refuse and combustible materials are not permitted to accumulate on the property.
- Exits and accesses to exits must not be obstructed by accumulated combustible materials.

Smoking

- Smoking, if permitted, is recommended to be done outside with sturdy non combustible ashtrays emptied as often as necessary into a metal container.

Open Burning

- Open Burning is permitted when a Ban is not in effect (check website, listen to local radio or call Municipal Office at 705-752-2740) and following the requirements of the Open Burning Bylaw.

Candles

- Candles should not be permitted