

# SMOKE ALARM AND CARBON MONOXIDE ALARM MAINTENANCE CHECKLIST

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

Type of Alarm:  Smoke Alarm  CO Alarm  Combination Smoke/CO Alarm

**Alarm has been tested as a result of:**

<input type="checkbox"/> Routine test and maintenance	<input type="checkbox"/> Change to electrical circuitry
<input type="checkbox"/> Annual test and maintenance	<input type="checkbox"/> Complaint
<input type="checkbox"/> Change of tenancy	<input type="checkbox"/> Other (e.g. extended absence) _____
<input type="checkbox"/> Change of battery	_____

**A. ROUTINE TEST AND MAINTENANCE**

**YES NO**

(1) Alarm is securely fastened to the wall, ceiling, or receptacle ( <i>if applicable</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
(2) Alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation openings on the alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Alarm signal sounds when the alarm is tested using the test button	<input type="checkbox"/>	<input type="checkbox"/>
(5) ( <i>If applicable</i> ) Strobe illuminates when the alarm is tested using the test button	<input type="checkbox"/>	<input type="checkbox"/>

**B. ANNUAL TEST AND MAINTENANCE**

**YES NO**

(1) Alarm is securely fastened to the wall or ceiling, or receptacle ( <i>if applicable</i> ).	<input type="checkbox"/>	<input type="checkbox"/>
(2) Alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation openings on the alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
(5) Alarm is powered by: <input type="checkbox"/> AC wiring; <input type="checkbox"/> standard battery; <input type="checkbox"/> long life battery; AC wiring with: <input type="checkbox"/> standard battery backup or <input type="checkbox"/> long life battery backup that expires in the year _____. For standard battery-operated alarms: Battery has been replaced and securely connected.	<input type="checkbox"/>	<input type="checkbox"/>
Battery is of _____ type as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
Battery terminals are free of corrosion and signs of leakage.	<input type="checkbox"/>	<input type="checkbox"/>
(6) Alarm signal sounds when the alarm is tested using the test button.	<input type="checkbox"/>	<input type="checkbox"/>
(7) ( <i>If applicable</i> ) Strobe illuminates when the alarm is tested using the test button.	<input type="checkbox"/>	<input type="checkbox"/>

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

Alarm has been serviced as follows: _____	
Alarm has been replaced as a result of:	
<input type="checkbox"/> Failure to sound alarm during test	<input type="checkbox"/> Frequent false alarms
<input type="checkbox"/> Physical damage	<input type="checkbox"/> Battery leakage
<input type="checkbox"/> Painted exterior case	<input type="checkbox"/> Age
<input type="checkbox"/> Excessive stains, grease or dirt accumulations	<input type="checkbox"/> Other _____

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

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

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

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

The Ontario Fire Code (OFC) requires that every place of residence have smoke alarms installed and kept in working condition. The OFC also requires that every place of residence containing a: fuel burning appliance; fireplace; or attached garage, has carbon monoxide (CO) alarms installed and kept in working condition. Both alarms are very important for the safety of you, your family and your neighbours as they give early warning of a fire or elevated levels of CO. Your landlord is responsible for installing smoke alarm and CO alarms and keeping the alarms 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 and CO alarm.

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

- Battery-operated       Hardwired  
 Hardwired with battery back-up

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

- Battery-operated       Hard Hardwired  
 Plug-in       Hardwired with battery back-up

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

- Battery-operated       Hardwired  
 Hardwired with battery back-up

A summary of the main features and the operation of the smoke alarm and CO alarms have been prepared by the landlord and are attached.

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

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

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

- ◆ Notify the landlord when the low battery signal is activated so that the landlord can make arrangements for replacement of the battery.
- ◆ Notify the landlord when the “end of life” signal is activated so that the landlord can make arrangements for replacement of the unit.
- ◆ Notify the landlord if the “power on” indicator goes out so that the landlord can arrange for appropriate repairs or replacement of the unit.
- ◆ Notify the landlord if the smoke alarm or CO alarm is damaged so that the landlord can 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 alarm and CO alarms to be tested by the landlord to ensure that they are operable (on battery-operated smoke alarms and CO alarms only).
- ◆ Notify the landlord of any electrical problems that may affect the operability of electrically wired smoke alarms and CO alarms.

Contact your local fire department if you have serious concerns about the effective operability of your smoke alarms or CO alarm that are not rectified through dealing with your landlord.

The Ontario Fire Code specifies that “**No person shall disable a smoke alarm**” and “**No person shall disable a carbon monoxide alarm**”. A tenant or any other person who disables a smoke alarm or CO alarm is guilty of a provincial offence and may be subject to a fine, or imprisonment, or both.

