INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

ADDRESS INQUIRIES TO: Lana Wilson, Sr. Contract Officer (613) 239-5678 Extension 5192 Lana.Wilson@ncc-ccn.ca	**CONTRACT NO.: (NCC use only)**
BID CLOSING DEADLINE: **June 22, 2017 at 3:00pm Ottawa time**	
RETURN ORIGINAL Submit tender on this tender / contract form and return to: →	**Procurement Services** **National Capital Commission** **40 Elgin Street** **2nd Floor Security Office** **Ottawa, ON** **K1P 1C7** **Reference NCC tender file # LW065**
DESCRIPTION OF SERVICES: **To provide Fire Protection Systems Preventative Maintenance and Service Contract**	**LOCATION:** Canada`s Capital Region, Ottawa and Gatineau

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

I. OFFER

The undersigned bidder (hereinafter called the "Contractor") hereby offers to the National Capital Commission (hereinafter called the "Commission" or the "NCC") to supply & deliver the services and/or goods in accordance with the specification, terms and conditions, **for the all-inclusive lump sum and/or unit price(s) as set out in section III herein.**

II. GENERAL AGREEMENT The Contractor agrees:

1. to perform various fire protection system inspections and testing for a period of three years from contract award date.

2. **to provide at his/her own cost the following securities**:

   (a) with tender to ensure entry into a contract a bid bond from an acceptable company, a certified cheque made payable to the National Capital Commission, or, "Cash" in the amount of 10% of the bid amount including taxes.

   (b) upon notification of acceptance of tender, a Performance Bond may be requested for 50% of the bid amount including taxes and a Payment of Labour and Material Bond may be requested for 0% of the bid amount including taxes, or, "Cash" in the amount of 20% of the bid amount including taxes;

3. that this Offer and Agreement, together with the Specifications, the Instructions to Bidders, the General Conditions, the Security Requirements, the Occupational Health & Safety Requirements and any and all attachments and addenda issued thereto, shall be and are the complete tender and this offer is made subject to the provisions contained therein.

4. that this offer supersedes and cancels all communications, negotiations and agreements relating to the work other than contained in the complete tender and is irrevocable for 30 days from the Tender Closing Time shown hereon and in the event that security is provided with this tender, it will be forfeited if the Contractor refuses a contract if this tender is accepted and executed on behalf of the Commission.

5. that the complete tender together with and subject to all the provisions contained therein shall, when accepted and executed on behalf of the Commission, constitute a binding contract between the Contractor and the Commission.

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

III. PRICING

The Contractor agrees that the following is (are) the all-inclusive lump sum and/or unit price(s) referred to in Clause I:

The Bidder agrees that

(a) the Unit Price Table designates that part of the Work to which a Unit Price Arrangement applies.

(b) the Price per Unit and the Estimated Total Price **must** be entered for each item listed;

(c) the Price per Unit as tender governs in calculating the Total Estimated Amount, and any errors in the extension of the Price per Unit and in the addition of the Estimated Total Prices shall be corrected by the NCC in order to obtain the Total Estimated Amount; and

(d) the following table is the Unit Price Table for the purposes of the tender and the Contract:

UNIT PRICING TABLES

Unit pricing must not include taxes

Site Number 1 - Ontario			
Building Reference	Year 1	Year 2	Year 3
1-RH	$	$	$
1-RC	$	$	$
1-ST	$	$	$
1-DO	$	$	$
1-GL	$	$	$
1-CHP	$	$	$
1-FGH	$	$	$
1-GH	$	$	$
1-VC	$	$	$
1-WP	$	$	$
1-GR	$	$	$
1-9/11l	$	$	$
1-15L	$	$	$
1-TP	$	$	$
1-ROOT	$	$	$
1-TS	$	$	$
Sub-Totals	**$**	**$**	**$**

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

Site Number 2 - Quebec			
Building Reference	Year 1	Year 2	Year 3
2-HL	$	$	$

Site Number 3 - Quebec			
Building Reference	Year 1	Year 2	Year 3
3-TF	$	$	$

Site Number 4 - Ontario			
Building Reference	Year 1	Year 2	Year 3
4-24S	$	$	$
4-10S	$	$	$
Sub-Totals	**$**	**$**	**$**

Site Number 5 - Ontario			
Building Reference	Year 1	Year 2	Year 3
5-ST	$	$	$

Site Number 6 - Ontario			
Building Reference	Year 1	Year 2	Year 3
6-7RG	$	$	$

Site Number 7 - Ontario			
Building Reference	Year 1	Year 2	Year 3
7-ROCK	$	$	$

Site Number 8 - Ontario			
Building Reference	Year 1	Year 2	Year 3
8-CsGR	$	$	$
8-DET	$	$	$
8-GHRH	$	$	$
8-GHPA	$	$	$
8-GHSX	$	$	$
Sub-Totals	**$**	**$**	**$**

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

TOTAL PRICING

All Ontario Sites - (Pricing for each site and year to be reflected below)				
Site Reference	Year 1	Year 2	Year 3	TOTAL
Site Number 1	$	$	$	$
Site Number 4	$	$	$	$
Site Number 5	$	$	$	$
Site Number 6	$	$	$	$
Site Number 7	$	$	$	$
Site Number 8	$	$	$	$
			SUB-TOTAL	**$**
			TAX	**$**
			TOTAL (A)	**$**
All Quebec Sites - (Pricing for each site and year to be reflected below)				
Site Number 2	$	$	$	$
Site Number 3	$	$	$	$
			SUB-TOTAL	**$**
			TAX	**$**
			TOTAL (B)	**$**
			TOTAL (A and B)	**$**

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

MISCELLANEOUS RATES

Unit pricing must not include taxes. Totals and weight factors have been added to each of the unit price tables below for evaluation purposes only.

General Hourly Rates:						
Rate	Fire Protection Journeyman	Fire Protection Apprentice	CFAA Licensed Technician	Fire Alarm Apprentice	Sub-Contractor Technician	Sub-Contractor Apprentice
Normal Working Hours	$	$	$	$	$	$
Outside of Normal Working Hours	$	$	$	$	$	$
Holidays and Weekend	$	$	$	$	$	$
TOTAL	$	$	$	$	$	$
For Evaluation Purposes Only – Multiply "Total" X 30	$	$	$	$	$	$

Service Call Rates:						
Rate	Fire Protection Journeyman	Fire Protection Apprentice	CFAA Licensed Technician	Fire Alarm Apprentice	Sub-Contractor Technician	Sub-Contractor Apprentice
Normal Working Hours	$	$	$	$	$	$
Outside of Normal Working Hours	$	$	$	$	$	$
Holidays and Weekend	$	$	$	$	$	$
TOTAL	$	$	$	$	$	$
Minimum hours charged per call				_____		
For Evaluation Purposes Only – Multiply "Total" X "Minimum Hours Charged Per Call" X 30	$	$	$	$	$	$

INVITATION TO TENDER
Tender / Contract Form
Fire Protection Systems Preventative Maintenance and Service Contract

NCC TENDER FILE #: **LW065**

Additional Fire Extinguisher Service:			
	Annual Maintenance and Testing of fire extinguisher	Internal inspection of fire extinguisher	Hydrostatic test of fire extinguisher
Associated costs	$	$	$
For Evaluation Purposes Only – Multiply "Associated Cost" X 30	$	$	$

Mark-up on Materials:	
Overhead Mark-Up on Materials	_____%
For Evaluation Purposes Only – Multiply "Overhead Mark-Up on Materials" x $3,000	$_____

Basis of award will be the bidder who meets all of the mandatories, terms and conditions, and, who offers the NCC the lowest total amount. Lowest total amount is calculated based on the Totals from the Total Pricing Table and all the Miscellaneous Rates pricing tables (4) using the evaluation weight factor results.

Lowest or any tender NOT necessarily accepted. The NCC also reserves the right to cancel this tender and/or re-issue the tender in its original or revised form, and, to negotiate with the successful bidder and/or all bidders.

IV. MANDATORY REQUIREMENTS

I. Bidders must ensure full compliance with the following mandatory requirements.

II. Where indicated, Bidders must provide an explanation that clearly demonstrates full compliance with the mandatory requirements. Documentation may be required.

III. Bidder's **must** indicate the location of the information relevant to the mandatory requirements. Ensure that the page and paragraph number are indicated in the column entitled "Page Number" for all information included.

IV. **Failure to clearly demonstrate full compliance or provide documents requested will result in the disqualification of the proposal.**

MANDATORY ITEMS	Mandatory Met? Yes or No	Page Number
1. CFAA Licensed Technician: The Technician to perform the tests must be certified in the province of Ontario and Quebec. Please provide proof.		**Page:**

V. INVOICING

- The Contractor will have the right to receive payments within 30 days after the technical representative has delivered a certificate indicating that in fact the invoice is authentic and exact, that the Contractor has delivered the said services and has observed the terms of the contract.

- The Commission is a Crown Corporation subject to the Goods and Services Tax (GST) and the Provincial Sales Tax (OHST or QST). The Contractor is required to indicate separately, with the request for payment, the amount of GST and OHST/QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments. The successful bidder must complete in its entirety the T1204 tax form before awarded a contract.

- All invoices are to make reference to the **Commission Contract Number xxxxxx (6 digit number on page 1 once a contract is executed between the Contractor and the Commission)** and be forwarded to:
  Accounts Payable
  National Capital Commission
  3rd Floor - 40 Elgin Street
  Ottawa, ON
  K1P 1C7
  or forward in Adobe (.pdf) format by email at payables@ncc-ccn.ca .

- To ensure prompt payment, please prepare your invoice in accordance with the price(s) quoted. Errors in invoicing can cause delay of payment. Submit your invoice to the address shown above and clearly indicate the contract number.

VI. ENQUIRIES

Enquiries regarding this tender must be submitted in writing to the Senior Contract Officer as early as possible within the solicitation period. Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer not being provided. To ensure

consistency and quality of the information provided to Bidders, the Senior Contract Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment. All enquiries and other communications related to this tender sent throughout the solicitation period are to be directed **ONLY** to the Senior Contract Officer. Non-compliance with this requirement during the solicitation period can, for that reason alone, result in disqualification of a tender.

VII. SECURITY REQUIREMENTS

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Site Access Status***. NCC Security to perform security screening.

For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded on the basis of the sensitivity of the information and assets that need to be accessed.

VIII. ADDENDUM ACKNOWLEDGEMENT

I/We acknowledge receipt of the following addenda _____ (Bidder to enter number of addenda issued, if any) and have included for the requirement of it/them in my/our tendered price.

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).	
Name and address of Contractor : Telephone: E-mail:	Signature(s) Printed Name: Title: Date:

Accepted & executed on behalf of the Commission this day of , 2017

COMMISSION USE ONLY **NCC SIGNATURE ONLY**	**TITLE**

NATIONAL CAPITAL COMMISSION
VARIOUS PROPERTIES

MAINTENANCE SERVICE CONTRACT SPECIFICATIONS
FIRE AND LIFE SAFETY SYSTEMS

REQUEST FOR QUOTATION

Prepared By:

SNC-LAVALIN Inc.
100 Sparks St., suite 200
Ottawa, ON
K1P 5B7

Telephone: (613) 907-7100
Fax: (613) 907-7107
Internet: www.snclavalin.com

SNC-Lavalin File No.: 642593

Part 1 General

1.1 LIST OF SPECIFICATION SECTIONS

.1 The following sections shall form part of this specification:

Part 2 Products

2.1 NOT USED

.1 Not Used

Part 3 Execution

3.1 NOT USED

.1 Not Used

END OF SECTION

Part 1 General

1.1 QUALIFICATIONS

.1 Sprinkler systems, standpipe systems, hydrants and fire pumps.

.1 The contractor must have the following minimum qualifications:

.1 Member in good standing, Canadian Automatic Sprinkler Association (CASA).

.2 CASA Testing certificate for water based fire protection systems as issued and approved by CASA.

.3 A comprehensive understanding of the National Building Code of Canada (NBCC) – 2015.

.4 A comprehensive understanding of the National Fire Code of Canada (NFCC) – 2015.

.5 A comprehensive understanding of CAN/ULC-S1001- 11 Standard for Integrated Systems Testing of Fire Protection and Life Safety Systems.

.6 A comprehensive understanding of NFPA 13-2016, Standards for the Installation of Sprinkler Systems.

.7 A comprehensive understanding of NFPA 14-2016, Standards for the Installation of Standpipe and Hose Systems.

.8 A comprehensive understanding of NFPA 20-2016, Standards for the Installation of Stationary Pumps for Fire Protection.

.9 A comprehensive understanding of NFPA 24-2016, Standard for the Installation of Private Service Fire Service Mains and Their Appurtenances.

.10 A comprehensive understanding of NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

.11 A comprehensive understanding of NFPA 96-2014, Standard for Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

.12 A copy of each of the aforementioned documents/standards.

.13 A minimum of 5 years of experience directly related to the testing/maintenance of water based extinguishing systems.

.2 Fire alarm system.

.1 The contractor must have the following minimum qualifications:

.1 Member in good standing with the Canadian Fire Alarm Association (CFAA).

.2 Technicians to be fully CFAA certified.

.3 A comprehensive understanding of the National Building Code of Canada (NBCC) – 2015.

.4 A comprehensive understanding of the National Fire Code of Canada (NFCC) – 2015.

.5 A comprehensive understanding of CAN/ULC-S536-2013, Standard for the Inspection and Testing of Fire Alarm Systems.

.6 A comprehensive understanding of CAN/ULC-S524-2014 Standard for the Installation of fire Alarm Systems.

.7 A comprehensive understanding of CAN/ULC-S552-2014, Standard for Inspection, Testing and Maintenance of Smoke Alarms.

.8 A comprehensive understanding of CAN/ULC-S553-2014, Standard for Installation of Smoke Alarms.

.9 A copy of each of the aforementioned documents and standards.

.10 A minimum of 5 years of experience directly related to testing and maintenance of fire alarm systems.

.3 Fire extinguishers.

.1 The contractor must have the following minimum qualifications:

.1 Maintenance and recharging must be performed by trained persons having available the proper type of tools, recharge materials, lubricants and manufacturers' recommended replacement parts.

.2 A comprehensive understanding of the National Fire Code of Canada (NFCC) – 2015.

.3 A comprehensive understanding of NFPA 10, 2015 Standard for Portable Fire Extinguishers.

.4 A copy of each of the aforementioned documents and standards.

.5 A minimum of 5 years of experience directly related to testing and maintenance of fire extinguishers.

.4 Commercial cooking systems.

.1 The contractor must have the following minimum qualifications:

.1 Properly trained and qualified personnel. Training and qualification of personnel to have been completed by the manufacturer of the equipment being inspected.

.2 A comprehensive understanding of the National Fire Code of Canada (NFCC) – 2015.

.3 A comprehensive understanding of NFPA 17A-2013, Standard for Wet Chemical Extinguishing Systems.

.4 A comprehensive understanding of NFPA 96-2014, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

.5 A copy of each of the aforementioned documents and standards.

.6 A minimum of 5 years of experience directly related to testing and maintenance of clean agent fire extinguishing Systems.

.5 Contractor shall submit all memberships, training and associations prior to performing any work on the listed fire protection systems.

1.2 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses as well as reinstatement required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.3 TEST REPORTS

.1 Following life safety system testing, the contractor is to provide the owner or the owner's representative with a test report indicating all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 days after testing is completed.

.3 See Part 3 of this section for minimum test report requirements and examples of submittal formats.

1.4 SERVICE CALLS

.1 The maintenance contractor must, at all times, have a minimum of two (2) qualified persons on call (one (1) on call with one (1) back-up) to respond to service calls on any fire protection system forming part of this contract.

.2 The maintenance contractor must provide a 1-hour site call back.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing.

Part 3 Execution

3.1 OPERATOR TRAINING

.1 The maintenance contractor shall carry the cost for site operator's training; two site visits per 12 month period of contract at 4-hours each, in both official languages for the water based fire protection systems and fire alarm systems.

3.2 REPORT FORMATS

.1 The minimum requirements for all report formats must clearly include the following information:

.1 Date and time of inspection.

.2 Building name and location.

.3 Mechanics/technicians name (clearly printed), signature and certification number where applicable.

.4 Equipment identification (make, model, serial number, etc.).

.5 Detailed list of actual work performed.

.6 Any equipment or parts replaced.

.7 Condition of the equipment/parts.

.8 A list of required repairs/maintenance. Required means required to return the equipment to operating condition or to meet required standards/codes.

.9 A list of recommended maintenance/work. Recommend means items recommended to improve upon equipment/parts performance of to increase life expectancy over and above the legally mandated requirements.

.10 "Recommendations" and "requirements" are to be clearly distinguished with all "requirements" to have a reference back to the code/standard mandating the identified remedial work.

.11 The owner or the owner's representative reference and contract numbers.

.12 Period covered by the work/invoice.

3.3 FIRE ALARM TESTING FORM

.1 Fire alarm reports form shall be in a format similar to that of Appendix C of CAN/ULC S536 – Standard for the Inspection and Testing of Fire Alarm Systems.

.2 Where a different form is provided, all information required to be provided in the form referenced in 3.3.1 above shall be included.

3.4 FIRE PUMP TEST REPORT

.1 A sample fire pump test report form has been provided on the following page.

.2 Where a different form is provided, all information required to be provided in the form referenced in 3.4.1 above shall be included.

END OF SECTION

FIRE PUMP TEST REPORT FORM							
General Information:							
Building Name: Building Address: Testing Date: Time of Test:				Technician Name: Testing Method (Test Header, Flow Metre, etc.):			
The Certified Manufacturer's Test Curves Are on Site: Yes - □ No - □							
Jockey Pump Pressure Settings: Start - _____ Stop - _____				Fire Pump Start Pressure Settings: Start - _____			
The Casing Relief Valve is Operating Properly during Testing: Yes - □ No - □							
Fire Pump Information:							
Pump Type:		Manufacturer:		Model:		Serial Number:	
Rated Flow:		Rated Pressure:		Pressure at Churn:		Pressure at 150% Flow:	
Suction Size:		Discharge Size:		Impeller Size:		Rated RPM:	
Driver Information:							
Driver Type:		Manufacturer:		Model:		Serial Number:	
Rated Voltage:		Rated Amperage:		Number of Phases:		Cycle:	
Rated Horsepower:		Temperature:		Rated RPM:			
Controller Information:							
Manufacturer:		Model:		Serial Number:			
Fire Pump Test Results:							
Motor Rotation Checked and Correct: Yes - □ No - □				Excessive Motor Vibration: Yes - □ No - □			
Flow %	Actual Flow	Suction Pres.	Disch Pres.	Boost Pres.	Amp (A/B/C)	Voltage	RPM
0%							
Flow %	Actual Flow	Suction Pres.	Disch Pres.	Boost Pres.	Amp (A/B/C)	Voltage	RPM
50%							
Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____	
Flow %	Actual Flow	Suction Pres.	Disch Pres.	Boost Pres.	Amp (A/B/C)	Voltage	RPM
100%							
Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____	
Flow %	Actual Flow	Suction Pres.	Disch Pres.	Boost Pres.	Amp (A/B/C)	Voltage	RPM
150%							
Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____		Outlet Size ____ Pitot Pres. ____	

Part 1 General

1.1 QUOTATION

.1 Contractor to submit a quotation for a 36 month service contract to provide the required maintenance of building systems as per the maintenance specification forming part of this document.

.1 Systems include:

.1 Fire Extinguishers per Section 50 10 44
.2 Backflow Preventers per Section 50 21 01
.3 Wet Sprinkler Systems per Section 50 21 02
.4 Dry/Pre-action Sprinkler Systems per Section 50 21 03
.5 Standpipe Systems per Section 50 21 04
.6 Fire Pumps per Section 50 21 05
.7 Fire Hydrants per Section 50 21 06
.8 Commercial Cooking Equipment per Section 50 21 07
.9 Emergency Lighting and Exit Signs per Section 50 26 01
.10 Fire Alarm Systems (including smoke alarms) per Section 50 28 31
.11 VESDA System per Section 50 28 31.01

1.2 AFFECTED BUILDING SYSTEMS

Building Name	Fire Extinguishers	Dry Sprinkler Systems	Wet Sprinkler Systems	Standpipe Systems	Fire Pump	Cooking Equipment Suppression System	Fire Hydrants	Emergency Lighting Battery Packs	Remote Emergency Lighting Lamps	Exit Signs	Fire Alarm System	VESDA System	Backflow Preventer
SITE 1													
1-RH	150	X		X	1	4	6	16	24	67	X	1	1
1-RC	6	X	X					1			X		
1-ST	5		X					2		10	X		1
1-DO	4		X					2	2	9	X		
1-GL	3							1	6		X		
1-CHP	6							1		3	X		
1-FGH	4							1	8	5	X		
1-GH	4									WITH 1-RH			
1-VC								1	3				
1-WP	1							1	4				
1-GR	1							2		2			
1-9/11l	4												
1-15L	15												

Building Name	Fire Extinguishers	Dry Sprinkler Systems	Wet Sprinkler Systems	Standpipe Systems	Fire Pump	Cooking Equipment Suppression System	Fire Hydrants	Emergency Lighting Battery Packs	Remote Emergency Lighting Lamps	Exit Signs	Fire Alarm System	VESDA System	Backflow Preventer
1-TP	1												
1-ROOT								1	1				
1-TS	1									1			
SITE 2													
2-HL	8	X	X		1			8			X		1
SITE 3													
3-TF	13	X	X		1			1			X		
SITE 4													
4-24S	25					1		5	10		X		1
4-10S	12							1			X		
SITE 5													
5-ST	10					1					X		
SITE 6													
6-7RG	26					1		2	11		X		1
SITE 7													
7-ROCK	4												1
SITE 8													
8-CsGR	11	X	X					3	31	16	X		1
8-DET	2							1	3	3			
8-GHRH	1												
8-GHPA	1												
8-GHSX	1												

1.3 SCHEDULE FOR FIRE ALARM MONTHLY TESTS

.1 It is expected that the monthly fire alarm tests for all building will be done in one day based on the schedule provided.

.2 For security reasons, the addresses of the sites cannot be disclosed. Refer to table below, detailing inspection times and travel distances for a typical day of monthly fire alarm testing.

Time	Building	Postal Code	City	Province	Distance from Previous
7:00 AM	Building 1 – RH Building 1 – GL Building 1 – FGH Building 1 – CHP Building 1 – DO Building 1 – ST Building 1 – CsGR	K1A 0A1	Ottawa	Ontario	0 km

Time	Building	Postal Code	City	Province	Distance from Previous
9:15 AM	Building 6 - 7RG	K1M 1M6	Ottawa	Ontario	1.0 km
9:30 AM	Building 1 - RC	K1A 0A1	Ottawa	Ontario	1.0 km
10:30 AM	Building 2 - HL	J9B 1H9	Pontiac	Quebec	~27.5 km
11:15 AM	Building 3 - TF	J9B 1H7	Chelsea	Quebec	~15km
12:30 PM	Building 4 - 10S	K1M 1M4	Ottawa	Ontario	~18.5 km
1:00 PM	Building 4 - 24S	K1M 1M4	Ottawa	Ontario	0 km
2:15 PM	Building 5 - ST	K1A 0A1	Ottawa	Ontario	~2.1 km
3:00 PM	End Day (signoff) at Building 1 – CHP	K1A 0A1	Ottawa	Ontario	~1.6 km

1.4 ADDITIONAL COST

.1 Contractor to submit employee set rates for their applicable trade from the list below.

.1 Hourly rates for sprinkler, standpipe, backflow preventer and fire pump Journeyman and apprentice for:

.1 Normal Working Hours

.2 After normal Working Hours

.3 Holiday and Weekend Working Hours

.2 Hourly rates for fire alarm CFAA licensed technician and apprentice for:

.1 Normal Working Hours

.2 After normal Working Hours

.3 Holiday and Weekend Working Hours

.3 Hourly rates for all sub-contractor maintaining systems on behalf of bidding contractor for licensed technician and apprentice for:

.1 Normal Working Hours

.2 After normal Working Hours

.3 Holiday and Weekend Working Hours

1.5 SERVICE CALLS

.1 Bidding contractor to indicate minimum duration of service call.

1.6 MATERIAL COSTS

.1 Contractor to indicate overhead markup (%) on material.

1.7 ADDITIONAL DEVICES

.1 Contractor to account for an additional 10 fire alarm devices per building not shown on the device list.

.2 Contractor to provide unit cost per extinguisher for maintenance and testing.

1.8 5-YEAR MAINTENANCE

.1 Where required, the requirements for 5-year maintenance shall be performed once as part of the 36 month service contract.

1.9 FREQUENCY

.1 The testing frequency shall be as follows for a total of twelve (12) inspections and tests per system type.

.1 Monthly – 8 Inspections

.2 Quarterly – 2 Inspections

.3 Semi-Annually – 1 Inspection

.4 Annually – 1 Inspection

.2 Each inspection interval shall include the testing requirements of the previous interval (ex. quarterly testing shall include monthly testing requirements).

.3 Where a system does not have testing requirements at a specified interval, the testing requirements of the previous interval shall be conducted (ex. monthly testing requirements shall be undertaken for systems without quarterly testing requirements).

.4 Where only one testing interval exists for a specific system, only the number of inspections required to achieve the testing requirements shall be conducted.

1.10 INVOICING

.1 The contractor shall invoice on a firm quarterly basis for services provided.

Part 2 Products

2.1 NOT USED

.1 Not Used

Part 3 Execution

3.1 NOT USED

.1 Not Used

END OF SECTION

General Quotation - Refer to Section 50 01 02 - QUOTATION Part 1:

Site Number 1			
Building Reference	Year 1	Year 2	Year 3
1-RH	$	$	$
1-RC	$	$	$
1-ST	$	$	$
1-DO	$	$	$
1-GL	$	$	$
1-CHP	$	$	$
1-FGH	$	$	$
1-GH	$	$	$
1-VC	$	$	$
1-WP	$	$	$
1-GR	$	$	$
1-9/11l	$	$	$
1-15L	$	$	$
1-TP	$	$	$
1-ROOT	$	$	$
1-TS	$	$	$
Sub-Totals	**$**	**$**	**$**
Total for Years 1 to 3 – Site Number 1		**$**	

Site Number 2			
Building Reference	Year 1	Year 2	Year 3
2-HL	$	$	$
Total for Years 1 to 3 – Site Number 2		**$**	

Site Number 3			
Building Reference	Year 1	Year 2	Year 3
3-TF	$	$	$
Total for Years 1 to 3 – Site Number 3		**$**	

Site Number 4			
Building Reference	Year 1	Year 2	Year 3
4-24S	$	$	$
4-10S	$	$	$
Sub-Totals	**$**	**$**	**$**
Total for Years 1 to 3 – Site Number 4		**$**	

Site Number 5			
Building Reference	Year 1	Year 2	Year 3
5-ST	$	$	$
Total for Years 1 to 3 – Site Number 5		**$**	

Site Number 6			
Building Reference	Year 1	Year 2	Year 3
6-7RG	$	$	$
Total for Years 1 to 3 – Site Number 6		**$**	

Site Number 7			
Building Reference	Year 1	Year 2	Year 3
7-ROCK	$	$	$
Total for Years 1 to 3 – Site Number 7		**$**	

Site Number 8			
Building Reference	Year 1	Year 2	Year 3
8-CsGR	$	$	$
8-DET	$	$	$
8-GHRH	$	$	$
8-GHPA	$	$	$
8-GHSX	$	$	$
Sub-Totals	**$**	**$**	**$**
Total for Years 1 to 3 – Site Number 8		**$**	

All Sites			
Site Reference	Year 1	Year 2	Year 3
Site Number 1	$	$	$
Site Number 2	$	$	$
Site Number 3	$	$	$
Site Number 4	$	$	$
Site Number 5	$	$	$
Site Number 6	$	$	$
Site Number 7	$	$	$
Site Number 8	$	$	$
Sub-Totals	**$**	**$**	**$**
Total for Years 1 to 3 – Full Contract Value		**$**	

Additional Cost Quotation - Refer to Section 50 01 02 - QUOTATION Part 1:

General Hourly Rates:						
Rate	Fire Protection Journeyman	Fire Protection Apprentice	CFAA Licensed Technician	Fire Alarm Apprentice	Sub-Contractor Technician	Sub-Contractor Apprentice
Normal Working Hours						
Outside of Normal Working Hours						
Holidays and Weekend						

Service Call Rates:						
Rate	Fire Protection Journeyman	Fire Protection Apprentice	CFAA Licensed Technician	Fire Alarm Apprentice	Sub-Contractor Technician	Sub-Contractor Apprentice
Normal Working Hours						
Outside of Normal Working Hours						
Holidays and Weekend						
Minimum hours charged per call						

Additional Fire Extinguisher Service:			
	Annual Maintenance and Testing of fire extinguisher	Internal inspection of fire extinguisher	Hydrostatic test of fire extinguisher
Associated costs			

Mark-up on Materials:	
Overhead Mark-Up on Materials	%

VIPOND INC
SYSTEMS GROUP

CANADIAN FIRE ALARM ASSOCIATION CFAA

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Job Number : 518841
Building Name : 1-RH
Building address : Ottawa, Ontario

Date : 10-Aug-16
System Manufacturer : Simplex
System Model : 4100 U
Single Stage operation : NA
Two Stage Operation : Yes

YES	NO	
✓		Vipond Systems Group certifies that the Fire Alarm System has been tested and inspected in accordance with Section 6 of **CAN/ULC-S536-04, STANDARD FOR THE INSPECTION AND TESTING OF FIRE ALARM SYSTEMS,** and that the results are recorded in this document.
✓		The fire alarm system is fully functional.
	✓	The fire alarm system was found to have deficiencies that are listed in this report.
✓		A copy of this report will be given to: **Mathew** who is the Owner or Owner's representative for this building.
✓		This report is to be maintained by the building owner.

Shaun Pusey
Printed Name of Primary or Supervising Technician Conducting the Inspection and Test

Signature of Primary or Supervising technician Conducting the Inspection and Test

19-994898
Canadian Fire Alarm Association Number of Primary or Supervising Technician Conducting the Inspection and Test

Jonathan Brousseau
Printed Name of Technician Conducting the Inspection and Test

NA
Signature of technician Conducting the Inspection and Test

NA
Canadian Fire Alarm Association Number of Technician Conducting the Inspection and Test

VIPOND INC SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Location of Control Unit or Transponder: In Fire Alarm and Sprinkler Room 0308
Identification of Control Unit or Transponder: Node 2

CONTROL UNIT OR TRANSPONDER INSPECTION AND TEST

		YES	NO	N/A
Power ON visual indicator operation		✓		
Trouble visual indicator operation		✓		
Trouble signal indicator operation			✓	
Trouble signal silence switch operation		✓		
AC power failure causes a trouble signal		✓		
Positive and negative ground fault causes a trouble signal		✓		
Alert signal operation on a two stage system		✓		
Alarm signal operation		✓		
Automatic transfer from **alert** to **alarm signals** operation		✓		
Manual transfer from **alert** to **alarm signals** operation		✓		
Alert to **alarm signals** timer expiration	5 **Min**	✓		
Automatic transfer from **alert** to **alarm signals** canceled by **acknowledge** feature on two stage system		✓		
Acknowledge switch operation		✓		
Signals silenced switch operation		✓		
Signals silenced inhibiter	1 **Min**	✓		
Signals silenced visual indicator operation		✓		
Alarm signals, after being silenced, **reinitiates** upon **subsequent alarms**		✓		
Alarm signals automatic silence timer after	___ **Min**			✓
Audible and visual **alert signals** and **alarm signals** are programmed and operate per **design** and **specification;** or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures.**		✓		
Alarm operation and indication on respective input circuit		✓		
Supervisory operation and indication on respective input circuit		✓		
Input circuit supervision fault causes a trouble condition		✓		

CONTROL UNIT OR TRANSPONDER INSPECTION AND TEST

VIPOND INC SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

	YES	NO	N/A
Output circuit supervision fault causes a trouble condition	✓		
Output circuit alarm indicators are operational	✓		
Visual indicators test **(lamp test)**	✓		
Coded signal sequences operate not less than the required number of times and the correct **alarm signal** operates thereafter			✓
Input circuit designations correctly identified in relation to connected field devices	✓		
Output circuit designations correctly identified in relation to connected field devices	✓		
Correct designations for common control functions and indicators	✓		
Plug in components and modules securely in place	✓		
Plug in cables securely in place	✓		
record the date, revision and version of **firmware** and **software**			

firmware date: 10-Jun-10
firmware version: 11.1
firmware revision: 108

software date: 10-Jun-10
software version: 11.1
software revision: 108

Clean and free of dust and dirt	✓		
Fuses in accordance with manufacturers specification	✓		
Control unit or **transponder** lock is functional	✓		
Termination points from wiring to **field devices** secure	✓		
Ancillary bypass causes a trouble condition	✓		
Input circuit to output circuits operation, including ancillary device circuits, for correct program operation, as per **design** and **specification,** or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures.**	✓		
Fire alarm system **reset** operation	✓		
Main power supply to **emergency power supply** transfer operation	✓		
Status change confirmation (smoke detectors only) verified [refer subsection 5.7.4.3, status change confirmation (alarm verification feature)]			✓

VOICE COMMUNICATION INSPECTION AND TEST ☑ N/A

YES	NO	N/A

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)			
Power ON visual indicator operation	☐	☐	☑
Trouble visual indicator operation	☐	☐	☑
Trouble signal indicator operation	☐	☐	☑
Trouble signal silence switch operation	☐	☐	☑
All call voice paging, including visual indicator operation	☐	☐	☑
Output circuits for selective voice paging, including visual indication operation	☐	☐	☑
Output circuits for selective voice paging trouble operation, including visual indication, operates	☐	☐	☑
Microphone, including **press to talk** operation	☐	☐	☑
Operation of voice paging does not interfere with initial inhibit time of **alert signals** or **alarm signals**	☐	☐	☑
All call voice paging, including visual indicator, on emergency power operation	☐	☐	☑
Upon failure of one amplifier , system automatically transfers to **back up** amplifier(s)	☐	☐	☑
Circuits for **emergency telephones** call in operation, including **audible** and **visual** indication	☐	☐	☑
Circuits for **emergency telephones** for operation, including two way voice communication operation	☐	☐	☑
Circuits for **emergency telephones** trouble operation, including **audible** and **visual** indicator operation	☐	☐	☑
Emergency telephone operable or **in use tone** at handset operation	☐	☐	☑

SYSTEM DOCUMENTATION

	YES	NO	N/A
The fire alarm system Documentation is on site and includes a description of the system and sequence of operation	☑	☐	☐

SYSTEM POWER SUPPLY INSPECTION

	YES	NO	N/A
Power supply **fuses or circuit breakers** are in accordance with manufacturers rating	☑	☐	☐
Adequate power supply to meet system requirements	☑	☐	☐

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

EMERGENCY POWER SOURCE INSPECTION AND TEST

	YES	NO	N/A
See **Battery Test Records** sheet for test results	☑	☐	☐
Correct battery type as recommended by system manufacturer	☑	☐	☐
Correct battery amperes/hour and voltage rating as determined by system load calculations	☑	☐	☐
Batteries inspected for physical damage	☑	☐	☐
Battery terminals are cleaned, lubricated and clamped tightly	☑	☐	☐
Battery enclosure is adequately ventilated	☑	☐	☐
Batteries are within the **manufacturers life date code**	☐	☑	☐
Battery disconnection causes a trouble signal on the system	☑	☐	☐
Battery voltage **not less than 85%** of its rated voltage **after load test**	☑	☐	☐
Generator provides power to the AC power circuit serving the **fire alarm system**	☑	☐	☐
Trouble condition at the **emergency generator** results in a trouble condition on the **fire alarm system**	☑	☐	☐

REMOTE TROUBLE UNIT INSPECTION AND TEST

☑ N/A

	YES	NO	N/A
Trouble visual indicator operation	☐	☐	☐
Trouble signal indicator operation	☐	☐	☐
Trouble signal silence switch operation	☐	☐	☐
Input wiring from **control unit** is supervised	☐	☐	☐

SEQUENTIAL DISPLAY INSPECTION AND TEST

☑ N/A

	YES	NO	N/A
Power on indicator operation	☐	☐	☐
Individual alarm and supervisory **zone or specific addressable point** operation	☐	☐	☐
(if not applicable, Individual alarm and supervisory zone or specific addressable point is indicated at other annunciator(s) and sequential display)	☐	☐	☐

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Specify method of confirmation: _____

Minimum of one alarm and supervisory **zone or specific addressable point** tested per **annunciator or sequential display** to confirm operation	☐	☐	☐
Individual alarm and supervisory **zone or specific addressable point** labels are properly identified	☐	☐	☐
Trouble visual indicator operation	☐	☐	☐
Trouble signal indicator operation	☐	☐	☐
Trouble signal silence switch operation	☐	☐	☐
Visual indicators test **(lamp test)**	☐	☐	☐
Input wiring from **control unit or transponder** is supervised	☐	☐	☐
Signals silenced visual indicator operation	☐	☐	☐
Switches for ancillary functions operate per design and specification, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**	☐	☐	☐
Other **ancillary functions** visual indicators operation **(e.g. smoke exhaust, pressurization fans)**	☐	☐	☐
Manual activation of alarm signal indication **(fire drill)** operation	☐	☐	☐
Displays are clearly visible in installed location	☐	☐	☐

PRINTER INSPECTION AND TEST

☐ N/A

	YES	NO	N/A
Operates as per **design** and **specification**, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**	✓	☐	☐
Zone or location of each **initiating device** is correctly printed	✓	☐	☐
Rated voltage is present	✓	☐	☐

ANCILLARY DEVICE INSPECTION AND TEST

	YES	NO	N/A
ADC Fan Shutdown	✓	☐	☐
Fan 7A Shutdown	✓	☐	☐
Fan 6A Shutdown	✓	☐	☐
Tent Room Fan Shutdown	✓	☐	☐
Electrical Room 0142 Fan Shutdown	✓	☐	☐
Servey Mechanical AHU 1A Shutdown	✓	☐	☐

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Servey Mechanical AHU 2A Shutdown	✓		
Servey Mechanical AHU 3A Shutdown	✓		
Door Holders	✓		
Elevator Recalls			✓

The tests reported on this form do not include the actual test of ancillary devices. The tests confirm the operation of the relay that operate these ancillary functions.

MONITORING OF FIRE ALARM SYSTEM INSPECTION AND TEST ☐ N/A

	YES	NO	N/A
Building fire alarm system is monitored	✓		
Monitoring station : ADT **Phone #** 1-613-238-2500			
Receipt of the **alarm signal** transmission to the fire signal receiving centre	✓		
Receipt of the **supervisory signal** transmission to the fire signal receiving centre	✓		
Receipt of the **trouble signal** transmission to the fire signal receiving centre	✓		
Operation of the **fire signal receiving centre** disconnect means results in a specific trouble indication at the **control unit or transponder** and transmits a **trouble signal** to the **fire signal receiving centre**	✓		

ANNUNCIATOR INSPECTION AND TEST ☐ N/A

	YES	NO	N/A
Power on indicator operation	✓		
Individual alarm, and supervisory **input zones** are clearly indicated and separately designated	✓		
Individual alarm, and supervisory **zone** designation labels are properly identified	✓		
Trouble visual indicator operation	✓		
Trouble signal indicator operation	✓		
Trouble signal silence switch operation	✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)			
Visual indicators test **(lamp test)**	✓		
Input wiring from **control unit** or **transponder** is supervised	✓		
Alarm signal silence visual indicator operation	✓		
Switches for ancillary functions operate per design and specification, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**	✓		
Other ancillary function visual indicators operation	✓		
Annunciators are visible in installed location	✓		
Operation on **Emergency power source**	✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Location of Control Unit or Transponder:
Identification of Control Unit or Transponder: Node 1

CONTROL UNIT OR TRANSPONDER INSPECTION AND TEST

		YES	NO	N/A
Power ON visual indicator operation		✓		
Trouble visual indicator operation		✓		
Trouble signal indicator operation		✓		
Trouble signal silence switch operation		✓		
AC power failure causes a trouble signal		✓		
Positive and negative ground fault causes a trouble signal		✓		
Alert signal operation on a two stage system		✓		
Alarm signal operation		✓		
Automatic transfer from **alert** to **alarm signals** operation		✓		
Manual transfer from **alert** to **alarm signals** operation		✓		
Alert to **alarm signals** timer expiration	5 Min	✓		
Automatic transfer from **alert** to **alarm signals** canceled by **acknowledge** feature on two stage system		✓		
Acknowledge switch operation		✓		
Signals silenced switch operation		✓		
Signals silenced inhibiter	1 Min	✓		
Signals silenced visual indicator operation		✓		
Alarm signals, after being silenced, **reinitiates** upon **subsequent alarms**		✓		
Alarm signals automatic silence timer after	___ Min			✓
Audible and visual **alert signals** and **alarm signals** are programmed and operate per **design** and **specification;** or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures.**		✓		
Alarm operation and indication on respective input circuit		✓		
Supervisory operation and indication on respective input circuit		✓		
Input circuit supervision fault causes a trouble condition		✓		

CONTROL UNIT OR TRANSPONDER INSPECTION AND TEST

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

	YES	NO	N/A
Output circuit supervision fault causes a trouble condition	✓		
Output circuit alarm indicators are operational	✓		
Visual indicators test **(lamp test)**	✓		
Coded signal sequences operate not less than the required number of times and the correct **alarm signal** operates thereafter			✓
Input circuit designations correctly identified in relation to connected field devices	✓		
Output circuit designations correctly identified in relation to connected field devices	✓		
Correct designations for common control functions and indicators	✓		
Plug in components and modules securely in place	✓		
Plug in cables securely in place	✓		
record the date, revision and version of **firmware** and **software**			

firmware date: 10-Jun-10
firmware version: 11.1
firmware revision: 108

software date: 10-Jun-10
software version: 11.1
software revision: 108

Clean and free of dust and dirt	✓		
Fuses in accordance with manufacturers specification	✓		
Control unit or **transponder** lock is functional	✓		
Termination points from wiring to **field devices** secure	✓		
Ancillary bypass causes a trouble condition	✓		
Input circuit to output circuits operation, including ancillary device circuits, for correct program operation, as per **design** and **specification**, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures.**	✓		
Fire alarm system **reset** operation	✓		
Main power supply to **emergency power supply** transfer operation	✓		
Status change confirmation (smoke detectors only) verified [refer subsection 5.7.4.3, status change confirmation (alarm verification feature)]			✓

VOICE COMMUNICATION INSPECTION AND TEST ✓ N/A

	YES	NO	N/A

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)			
Power ON visual indicator operation	☐	☐	☑
Trouble visual indicator operation	☐	☐	☑
Trouble signal indicator operation	☐	☐	☑
Trouble signal silence switch operation	☐	☐	☑
All call voice paging, including visual indicator operation	☐	☐	☑
Output circuits for selective voice paging, including visual indication operation	☐	☐	☑
Output circuits for selective voice paging trouble operation, including visual indication, operates	☐	☐	☑
Microphone, including **press to talk** operation	☐	☐	☑
Operation of voice paging does not interfere with initial inhibit time of **alert signals** or **alarm signals**	☐	☐	☑
All call voice paging, including visual indicator, on emergency power operation	☐	☐	☑
Upon failure of one amplifier , system automatically transfers to **back up** amplifier(s)	☐	☐	☑
Circuits for **emergency telephones** call in operation, including **audible** and **visual** indication	☐	☐	☑
Circuits for **emergency telephones** for operation, including two way voice communication operation	☐	☐	☑
Circuits for **emergency telephones** trouble operation, including **audible** and **visual** indicator operation	☐	☐	☑
Emergency telephone operable or **in use tone** at handset operation	☐	☐	☑

SYSTEM DOCUMENTATION

	YES	NO	N/A
The fire alarm system Documentation is on site and includes a description of the system and sequence of operation	☑	☐	☐

SYSTEM POWER SUPPLY INSPECTION

	YES	NO	N/A
Power supply **fuses or circuit breakers** are in accordance with manufacturers rating	☑	☐	☐
Adequate power supply to meet system requirements	☑	☐	☐

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

EMERGENCY POWER SOURCE INSPECTION AND TEST

	YES	NO	N/A
See **Battery Test Records** sheet for test results	☐	☐	☑
Correct battery type as recommended by system manufacturer	☐	☐	☑
Correct battery amperes/hour and voltage rating as determined by system load calculations	☐	☐	☑
Batteries inspected for physical damage	☐	☐	☑
Battery terminals are cleaned, lubricated and clamped tightly	☐	☐	☑
Battery enclosure is adequately ventilated	☐	☐	☑
Batteries are within the **manufacturers life date code**	☐	☐	☑
Battery disconnection causes a trouble signal on the system	☐	☐	☑
Battery voltage **not less than 85%** of its rated voltage **after load test**	☐	☐	☑
Generator provides power to the AC power circuit serving the **fire alarm system**	☐	☐	☑
Trouble condition at the **emergency generator** results in a trouble condition on the **fire alarm system**	☐	☐	☑

REMOTE TROUBLE UNIT INSPECTION AND TEST

☑ N/A

	YES	NO	N/A
Trouble visual indicator operation	☐	☐	☐
Trouble signal indicator operation	☐	☐	☐
Trouble signal silence switch operation	☐	☐	☐
Input wiring from **control unit** is supervised	☐	☐	☐

SEQUENTIAL DISPLAY INSPECTION AND TEST

☐ N/A

	YES	NO	N/A
Power on indicator operation	☑	☐	☐
Individual alarm and supervisory **zone or specific addressable point** operation	☑	☐	☐
(if not applicable, Individual alarm and supervisory zone or specific addressable point is indicated at other annunciator(s) and sequential display)	☐	☐	☐

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Specify method of confirmation: 2 Technician Inspection

	YES	NO	N/A
Minimum of one alarm and supervisory **zone or specific addressable point** tested per **annunciator or sequential display** to confirm operation	✓		
Individual alarm and supervisory **zone or specific addressable point** labels are properly identified	✓		
Trouble visual indicator operation	✓		
Trouble signal indicator operation	✓		
Trouble signal silence switch operation	✓		
Visual indicators test **(lamp test)**	✓		
Input wiring from **control unit or transponder** is supervised	✓		
Signals silenced visual indicator operation	✓		
Switches for ancillary functions operate per design and specification, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**	✓		
Other **ancillary functions** visual indicators operation **(e.g. smoke exhaust, pressurization fans)**	✓		
Manual activation of alarm signal indication **(fire drill)** operation	✓		
Displays are clearly visible in installed location	✓		

PRINTER INSPECTION AND TEST

N/A ✓

	YES	NO	N/A
Operates as per **design** and **specification**, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**			
Zone or location of each **initiating device** is correctly printed			
Rated voltage is present			

ANCILLARY DEVICE INSPECTION AND TEST

	YES	NO	N/A
ADC Fan Shutdown	✓		
Fan 7A Shutdown	✓		
Fan 6A Shutdown	✓		
Tent Room Fan Shutdown	✓		
Electrical Room 0142 Fan Shutdown	✓		
Servey Mechanical AHU 1A Shutdown	✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Servey Mechanical AHU 2A Shutdown	✓		
Servey Mechanical AHU 3A Shutdown	✓		
Door Holders	✓		
Elevator Recalls			✓

The tests reported on this form do not include the actual test of ancillary devices. The tests confirm the operation of the relay that operate these ancillary functions.

MONITORING OF FIRE ALARM SYSTEM INSPECTION AND TEST ☐ N/A

	YES	NO	N/A
Building fire alarm system is monitored	✓		
Monitoring station : ADT **Phone #** 1-613-238-2500			
Receipt of the **alarm signal** transmission to the fire signal receiving centre	✓		
Receipt of the **supervisory signal** transmission to the fire signal receiving centre	✓		
Receipt of the **trouble signal** transmission to the fire signal receiving centre	✓		
Operation of the **fire signal receiving centre** disconnect means results in a specific trouble indication at the **control unit or transponder** and transmits a **trouble signal** to the **fire signal receiving centre**	✓		

ANNUNCIATOR INSPECTION AND TEST ☐ N/A

	YES	NO	N/A
Power on indicator operation	✓		
Individual alarm, and supervisory **input zones** are clearly indicated and separately designated	✓		
Individual alarm, and supervisory **zone** designation labels are properly identified	✓		
Trouble visual indicator operation	✓		
Trouble signal indicator operation	✓		
Trouble signal silence switch operation	✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

Visual indicators test **(lamp test)**	✓		
Input wiring from **control unit** or **transponder** is supervised	✓		
Alarm signal silence visual indicator operation	✓		
Switches for ancillary functions operate per design and specification, or documentation as detailed in **Appendix C, Description of Fire Alarm System for Inspection and Test Procedures**	✓		
Other ancillary function visual indicators operation	✓		
Annunciators are visible in installed location	✓		
Operation on **Emergency power source**	✓		

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

BATTERY TEST RECORDS

PANEL LOCATION:		In Fire Alarm and Sprinkler Room 0308			PANEL IDENTIFICATION:				
BREAKER LOCATION:		By Fire Alarm Panel			ELECTRICAL PANEL I.D.	ED		BREAKER I.D.	#2
BREAKER PAINTED RED ?:		YES	IS THE BREAKER IN A LOCKED ROOM OR HAVE A LOCK ?:			YES		BREAKER MAKE:	
SUPERVISORY CONDITION TIME:		24 Hours	LOAD CONDITION TIME:		1 Hours	CALCULATED CAPACITY REQUIRED:			
BATTERY SIZE	DATE CODE	CAPACITY	POWER ON	A/C OFF SUPERVISION		A/C OFF UNDER LOAD		END OF TEST	CHARGING
		A/H or %	VOLTAGE	VOLTAGE	AMPERAGE	VOLTAGE	AMPERAGE	VOLTAGE	AMPERAGE
2 X 12V 55A	2011	32.8ah	26.8	26.2	1.2	26	2.8	26.1	1

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

FIRE ALARM DEVICES LEGEND

DEVICE	DESCRIPTION	MANUFACTURER	MODEL
M	MANUAL PULL STATION	Simplex	4099-9005 CAB
GA	GENERAL ALARM (applies only to systems that require two stage operation)	Simplex	4099-9005 CAB
RHT	RATE OF RISE & FIXED TEMPERATURE HEAT DETECTOR 135 DEGREES FAHRENHEIT	Simplex	4098-9733 C
RHT-2	RATE OF RISE & FIXED TEMPERATURE HEAT DETECTOR 200 DEGREES FAHRENHEIT		
HT	FIXED TEMPERATURE HEAT DETECTOR 135 DEGREES FAHRENHEIT		
HT-2	FIXED TEMPERATURE HEAT DETECTOR 200 DEGREES FAHRENHEIT		
FHTR	FIXED TEMPERATURE HEAT DETECTOR RESETABLE 135 DEGREES FAHRENHEIT		
FHTR-2	FIXED TEMPERATURE HEAT DETECTOR RESETABLE 200 DEGREES FAHRENHEIT		
S	SMOKE DETECTOR	Simplex	4098-9714 C
DS	DUCT SMOKE DETECTOR	Simplex	4098-9755 C
S/HT	COMBINATION SMOKE DETECTOR & HEAT DETECTOR	Simplex	4098-9754
H	HORN 4"x 4" mounting		
MH	HORN single gang mounting		
H/V	COMBINATION HORN & VISUAL SIGNALING APPLIANCE (STROBE)		
B6	BELL 6" GONG	Cerberus	BDC-624C
B10	BELL 10" GONG		
V	VISUAL SIGNALING APPLIANCE (STROBE)	Wheel Lock	RSS-24MCW
SP	VOICE COMMUNICATION SPEAKER		
SP/V	VOICE COMMUNICATION SPEAKER WITH INTEGRATED VISUAL SIGNALING APPLIANCE (STROBE)		
HSP	HORN TYPE VOICE COMMUNICATION SPEAKER		
ET	FIRE FIGHTERS EMERGENCY TELEPHONE		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

FIRE ALARM DEVICES LEGEND

DEVICE	DESCRIPTION	MANUFACTURER	MODEL
AD	ANCILLARY DEVICE		
AUX	AUXILIARY DEVICE		
SFD	SUPPORTING FIELD DEVICE		
EM	FAULT ISOLATION MODULE		
BTD	BEAM TYPE DETECTOR		
ATD	AIR SAMPLING TYPE DETECTOR		
FD	FLAME DETECTOR		
EOL	END OF LINE DEVICE		
FS	SPRINKLER VANE TYPE FLOW SWITCH		
APS	ALARM PRESSURE SWITCH		
LPS	SPRINKLER LOW PRESSURE SWITCH (WATER OR AIR)		
OTS	SPRINKLER OS&Y VALVE TAMPER SWITCH		
BTS	SPRINKLER BUTTERFLY VALVE TAMPER SWITCH		
PTS	SPRINKLER PLUG IN TYPE VALVE TAMPER SWITCH		
KSS	KITCHEN SUPPRESSION SYSTEM		

VIPOND INC. SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Loop 9									
Office Room 2224, Hospitality	S	M3-151	✓	✓	✓		✓	2.50%	All smokes Self verifying
Control Room 2226, Hospitality	S	M3-152	✓	✓	✓		✓	2.50%	Panel set at 2.5% obs/ft
Control Room 2228	S	M3-153	✓	✓	✓		✓	2.50%	
At Stairwell, 2nd Floor Hospitality	M	M3-154	✓	✓	✓		✓		
At Stairwell, 2nd Floor Hospitality	GA	M3-154	✓	✓	✓		✓		
Mechanical Room, 2nd FL Hospitality	S	M3-155	✓	✓	✓		✓	2.50%	
Top of East Stairs	RHT	M3-156	✓	✓	✓		✓		
Janitors Room	RHT	M3-157	✓	✓	✓		✓		
Top of East Dumbwaiter, Hospital	S	M3-158	✓	✓	✓		✓	2.50%	
Room 2216	S	M3-159	✓	✓	✓		✓	2.50%	
Room 2218	S	M3-160	✓	✓	✓		✓	2.50%	
Room 2214	S	M3-161	✓	✓	✓		✓	2.50%	
Room 2212	S	M3-162	✓	✓	✓		✓	2.50%	
Top of Dumbwaiter Shaft West Hospitality	S	M3-163	✓	✓	✓		✓	2.50%	
Top of Stairs at Room 2291	S	M3-164	✓	✓	✓		✓	2.50%	
At West Stairs	M	M3-165	✓	✓	✓		✓		
At West Stairs	GA	M3-165	✓	✓	✓		✓		
Top of Elevator Shaft, Hospitality Wing	S	M3-166	✓	✓	✓		✓	2.50%	
Top of Handicap Elev. Mappin Wing	RHT	M3-036	✓	✓	✓		✓		
Above Linen Storage, 2nd FL Hospitality	S	M3-167	✓	✓	✓		✓	2.50%	
Attic Above 2nd Floor Laundry Room	S	M3-168	✓	✓	✓		✓	2.50%	
Landing Room 2296	S	M3-169	✓	✓	✓		✓	2.50%	
Landing Room Stairs, 2nd Floor Hospitality	M	M3-170	✓	✓	✓		✓		
Landing Room Stairs, 2nd Floor Hospitality	GA	M3-170	✓	✓	✓		✓		
Top of Main Stairs	S	M3-171	✓	✓	✓		✓	2.50%	
Corridor at Room 2373	S	M3-172	✓	✓	✓		✓	2.50%	
Moncj Room 2372	S	M3-173	✓	✓	✓		✓	2.50%	
Top of Stairs at Room 2372	S	M3-174	✓	✓	✓		✓	2.50%	
Oval Bedroom Entrance	S	M3-175	✓	✓	✓		✓	2.50%	
Oval Bedroom Entrance	S	M3-176	✓	✓	✓		✓	2.50%	
Under Crow's Nest	M	M3-177	✓	✓	✓		✓		
Under Crow's Nest	GA	M3-177	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Basement									
At Communication Turret	M	M3-178	✓	✓	✓		✓		
At Communication Turret	GA	M3-178	✓	✓	✓		✓		
Loop 10									
2nd Floor									
Minto Office 2402	S	M4-29	✓	✓	✓		✓	2.50%	
Minto Exit North	M	M4-30	✓	✓	✓		✓		
Minto Exit North	GA	M4-30	✓	✓	✓		✓		
Minto Corridor 2472	S	M4-24	✓	✓	✓		✓	2.50%	
Minto Office 2406	RHT	M4-26	✓	✓	✓		✓		
Photocopy Area 2408	RHT	M4-27	✓	✓	✓		✓		
Minto at Top of Spiral Stairs	M	M4-22	✓	✓	✓		✓		
Minto at Top of Spiral Stairs	GA	M4-22	✓	✓	✓		✓		
Minto Office 2404	S	M4-28	✓	✓	✓		✓	2.50%	
Minto Office 2412	S	M4-25	✓	✓	✓		✓	2.50%	
Minto Office 2410	S	M4-23	✓	✓	✓		✓	2.50%	
Minto at Top of Spiral Stairs	S	M4-21	✓	✓	✓		✓	2.50%	
Private Quarters Bedroom Vestibule	S	M4-17	✓	✓	✓		✓	2.50%	
Private Quarters Bedroom	S	M4-16	✓	✓	✓		✓	2.50%	
Corridor at 2471	S	M4-18	✓	✓	✓		✓	2.50%	
Private Quarters Kitchen	RHT	M4-19	✓	✓	✓		✓		
Private Quarters Walk-In Closet	S	M4-15	✓	✓	✓		✓	2.50%	
Bedroom 2348	S	M4-12	✓	✓	✓		✓	2.50%	
Massey Bedroom 2344	S	M4-14	✓	✓	✓		✓	2.50%	
Corridor at Private Quarters	S	M4-13	✓	✓	✓		✓	2.50%	
Bedroom 2340	S	M4-11	✓	✓	✓		✓	2.50%	
Vanier Bedroom 2336	S	M4-9	✓	✓	✓		✓	2.50%	
Leger Bedroom 2332	S	M4-6	✓	✓	✓		✓	2.50%	
Michner Bedroom 2328	S	M4-7	✓	✓	✓		✓	2.50%	
Corridor by Sauve Bedroom	S	M4-4	✓	✓	✓		✓	2.50%	
Monck Corridor Outside Private Quarters	S	M4-13	✓	✓	✓		✓	2.50%	
Aberdean Bedroom 2324	S	M4-4	✓	✓	✓		✓	2.50%	
Sauve Bedroom 2320	S	M4-31	✓	✓	✓		✓	2.50%	
Elgin Bedroom 2316	S	M4-5	✓	✓	✓		✓	2.50%	

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Top of North Stairwell 2392	S	M4-2	✓	✓	✓		✓	2.50%	
At Main Stairwell 2391	S	M4-1	✓	✓	✓		✓	2.50%	
At Main Stairwell 2391	S	M4-8	✓	✓	✓		✓	2.50%	
Corridor 2354 at Stairwell	M	M4-3	✓	✓	✓		✓		
Corridor 2354 at Stairwell	GA	M4-3	✓	✓	✓		✓		
Private Quarters, Top of Elevators Shaft	M	M4-10	✓	✓	✓		✓		
Private Quarters, Top of Elevators Shaft	GA	M4-10	✓	✓	✓		✓		
Loop 3									
Basement									
High Voltage Electrical Combo	S/HT	M2-62	✓	✓	✓		✓	2.50%	
Fire Alarm Room 0308	RHT	M2-54	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-85	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-87	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-88	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-89	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-90	✓	✓	✓		✓		
Admin Mechanical Room 00522	RHT	M2-91	✓	✓	✓		✓		
Corridor N/W Emergency Exit	M	M2-74	✓	✓	✓		✓		
Corridor N/W Emergency Exit	GA	M2-74	✓	✓	✓		✓		
Admin Sub-Basement, Mechanical Room Exit	M	M2-86	✓	✓	✓		✓		
Admin Sub-Basement, Mechanical Room Exit	GA	M2-86	✓	✓	✓		✓		
Editorial Services Hallway	M	M2-71	✓	✓	✓		✓		
Editorial Services Hallway	GA	M2-71	✓	✓	✓		✓		
Editorial Services Hallway	M	M2-72	✓	✓	✓		✓		
Editorial Services Hallway	GA	M2-72	✓	✓	✓		✓		
Corridor Emergency Exit North	M	M2-69	✓	✓	✓		✓		
Corridor Emergency Exit North	GA	M2-69	✓	✓	✓		✓		
Valet Room 0332	RHT	M2-64	✓	✓	✓		✓		
Mechanical Room 0334	S	M2-67	✓	✓	✓		✓	2.50%	
Mechanical Room 0334	RHT	M2-67	✓	✓	✓		✓		
Private Quarters Elevator Machine Room	RHT	M2-68	✓	✓	✓		✓		
Laundry Room 0330	RHT	M2-65	✓	✓	✓		✓		
FACP Room 0308	RHT	M2-54	✓	✓	✓		✓		
Linen Room 0310	RHT	M2-56	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Linen Room 0310	RHT	M2-57	✓	✓	✓		✓		
Linen Room 0310	RHT	M2-58	✓	✓	✓		✓		
Linen Room 0310	RHT	M2-59	✓	✓	✓		✓		
Storage Office 0312	RHT	M2-60	✓	✓	✓		✓		
Storage Office 0312	RHT	M2-61	✓	✓	✓		✓		
Janitors Room 0306	RHT	M2-53	✓	✓	✓		✓		
Janitors Room 0306	RHT	M2-52	✓	✓	✓		✓		
Locker Room 0303	RHT	M2-51	✓	✓	✓		✓		
Sprinkler Room 0309	RHT	M2-55	✓	✓	✓		✓		
Middle Floor									
Admin Landing at Stairs	S	M2-94	✓	✓	✓		✓	2.50%	
Admin Landing at Stairs	M	M2-95	✓	✓	✓		✓		
Admin Landing at Stairs	GA	M2-95	✓	✓	✓		✓		
Admin North/West Hall	M	M2-93	✓	✓	✓		✓		
Admin North/West Hall	GA	M2-93	✓	✓	✓		✓		
South Exit to Garden	M	M2-96	✓	✓	✓		✓		
South Exit to Garden	GA	M2-96	✓	✓	✓		✓		
Admin Stairs Landing	S	M2-82	✓	✓	✓		✓	2.50%	
Lower Level									
Admin Area North/West at Stairs	S	M2-77	✓	✓	✓		✓	2.50%	
Admin Area Corridor Above Ceiling	S	M2-78	✓	✓	✓		✓	2.50%	
South/East Admin Area Entrance	M	M2-84	✓	✓	✓		✓		
South/East Admin Area Entrance	GA	M2-84	✓	✓	✓		✓		
Admin Area Lunchroom Above Ceiling	RHT	M2-81	✓	✓	✓		✓		
Admin Area Lunchroom Above Ceiling	RHT	M2-80	✓	✓	✓		✓		
Admin Area Under Stairs Storage	RHT	M2-83	✓	✓	✓		✓		
Admin Area Printing Room	S	M2-75	✓	✓	✓		✓	2.50%	
Admin Area Above Book Shelves	S	M2-79	✓	✓	✓		✓	2.50%	
Upper Level									
Admin Area South	M	M2-98	✓	✓	✓		✓		
Admin Area South	GA	M2-98	✓	✓	✓		✓		
Admin Area, Room 2504	RHT	M2-99	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Admin Area at Stairs Landing	S	M2-97	✓	✓	✓		✓	2.50%	
Admin Area North	M	M2-100	✓	✓	✓		✓		
Admin Area North	GA	M2-100	✓	✓	✓		✓		
Admin Area Top of Rear Stairs	S	M2-92	✓	✓	✓		✓	2.50%	
Loop 6									
Attic Area									
Over Control Center (Detector #1)	S	M3-1	✓	✓	✓		✓	2.50%	
Over Control Center (Detector #2)	S	M3-2	✓	✓	✓		✓	2.50%	
Over Control Center (Detector #3)	S	M3-3	✓	✓	✓		✓	2.50%	
Over Control Center (Detector #4)	S	M3-4	✓	✓	✓		✓	2.50%	
Over 2nd Floor Laundry Room	S	M3-5	✓	✓	✓		✓	2.50%	
Over 2nd Floor Laundry Room	S	M3-6	✓	✓	✓		✓	2.50%	
Over 2nd Floor Laundry Room	S	M3-7	✓	✓	✓		✓	2.50%	
Over Monck's Bedroom	S	M3-8	✓	✓	✓		✓	2.50%	
Access by Monck's Bedroom	M	M3-9	✓	✓	✓		✓		
Access by Monck's Bedroom	GA	M3-9	✓	✓	✓		✓		
Over Monck's Bedroom	S	M3-10	✓	✓	✓		✓	2.50%	
Over Monck's Bedroom	S	M3-11	✓	✓	✓		✓	2.50%	
Over Monck's Bedroom	S	M3-12	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-19	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-20	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-21	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-22	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-23	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-24	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-25	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-26	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-27	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-28	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-29	✓	✓	✓		✓	2.50%	
Over Monck's Wing	S	M3-30	✓	✓	✓		✓	2.50%	
Over Private Quarters	S	M3-31	✓	✓	✓		✓	2.50%	
Over Private Quarters	S	M3-32	✓	✓	✓		✓	2.50%	

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
3rd Floor									
Crows Nest Room 3306	RHT	M2-157	✓	✓	✓		✓		
Crows Nest Bedroom	S	M2-189	✓	✓	✓		✓	2.50%	
Crows Nest Bedroom	RHT	M3-13	✓	✓	✓		✓		
Crows Nest at Stairs	M	M3-14	✓	✓	✓		✓		
Crows Nest at Stairs	GA	M3-14	✓	✓	✓		✓		
Crows Nest in Stairs	S	M3-15	✓	✓	✓		✓	2.50%	
Crows Nest Attic/Storage	HT	M3-16	✓	✓	✓		✓		
Attic Area Over Crows Nest	S	M3-17	✓	✓	✓		✓	2.50%	
Crows Nest Storage	S	M2-169	✓	✓	✓		✓	2.50%	
Loop 7									
2nd Floor									
Servery Mechanical Room	RHT	M3-60	✓	✓	✓		✓		
Servery Mechanical Room, Top of Elevator	S	M3-61	✓	✓	✓		✓	2.50%	
Ballroom Supply Fan #2	DS	M2-176	✓	✓	✓		✓		
Servery Mechanical Room, Top of Stairs	S	M3-62	✓	✓	✓		✓	2.50%	
Servery Mechanical Room Exit	M	M3-63	✓	✓	✓		✓		
Servery Mechanical Room Exit	GA	M3-63	✓	✓	✓		✓		
Servery Mechanical Room	RHT	M3-64	✓	✓	✓		✓		
Servery Mechanical Room AHU 8A	DS	M3-65	✓	✓	✓		✓	2.50%	
Servery Mechanical Room AHU 1A	DS	M3-66	✓	✓	✓		✓	2.50%	
Servery Mechanical Room AHU 2A	DS	M3-67	✓	✓	✓		✓	2.50%	
2nd/3rd Mappin Supply Fan	DS	M2-179	✓	✓	✓		✓	2.50%	
Ground Floor (Mappin West Wing)									
Servery Stairs North Exit to Garden	M	M3-68	✓	✓	✓		✓		
Servery Stairs North Exit to Garden	GA	M3-68	✓	✓	✓		✓		
Servery Hallway	S	M3-51	✓	✓	✓		✓	2.50%	
Servery Hallway	S	M3-52	✓	✓	✓		✓	2.50%	
Servery Hall Exit	M	M3-53	✓	✓	✓		✓		
Servery Hall Exit	GA	M3-53	✓	✓	✓		✓		
Servery Janitors Room	RHT	M3-54	✓	✓	✓		✓		
Bar Area	RHT	M3-55	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Servery Kitchen	RHT	M3-56	✓	✓	✓		✓		
Servery Kitchen	RHT	M3-57	✓	✓	✓		✓		
Servery by Freight	RHT	M3-58	✓	✓	✓		✓		
Servery Hood Suppression System	KSS	M3-59	✓	✓	✓		✓		
Loop 13									
Mappin Sub-Basement Sprinkler Valve	OTS	M4-150	✓	✓	✓		✓		
Basement Hall Valve	OTS	M4-151	✓	✓	✓		✓		
Mappin Basement Sprinkler Valve	OTS	M4-152	✓	✓	✓		✓		
Mappin Ground Sprinkler Valve	OTS	M4-153	✓	✓	✓		✓		
Mappin 2nd Sprinkler Valve	OTS	M4-154	✓	✓	✓		✓		
Pump Room Standpipe Valve	OTS	M4-155	✓	✓	✓		✓		
Pump Room Sprinkler #2 Flow	FS	M4-156	✓	✓	✓		✓		
Pump Room Sprinkler #2 Low Pressure	LPS	M4-157	✓	✓	✓		✓		
Pump Room Sprinkler #2 Valve	BTS	M4-158	✓	✓	✓		✓		
Pump Room Sprinkler #1 Flow	FS	M4-159	✓	✓	✓		✓		
Pump Room Sprinkler #1 Low Pressure	LPS	M4-160	✓	✓	✓		✓		
Pump Room Sprinkler #1 Valve	OTS	M4-161	✓	✓	✓		✓		
Pump Room City Low Pressure	LPS	M4-162	✓	✓	✓		✓		
Pump Room City Main Valve	OTS	M4-163	✓	✓	✓		✓		
Pump Room Fire Pump In	OTS	M4-164	✓	✓	✓		✓		
Pump Room Fire Pump Out	OTS	M4-165	✓	✓	✓		✓		
Pump Room Fire Pump Off	AD	M4-166	✓	✓	✓		✓		
Pump Room Fire Pump Phase Rev.	AD	M4-167	✓	✓	✓		✓		
Pump Room Fire Pump Running	AD	M4-168	✓	✓	✓		✓		
Loop 1									
Basement									
Electrical Room 0146	RHT	M1-1	✓	✓	✓		✓		
Boiler Room 0144	RHT	M1-2	✓	✓	✓		✓		
Boiler Room 0144	RHT	M1-3	✓	✓	✓		✓		
Boiler Room 0144	RHT	M1-4	✓	✓	✓		✓		
Wine Cellar 0138	RHT	M1-5	✓	✓	✓		✓		
First Aid Room 0134	RHT	M1-6	✓	✓	✓		✓		
Hall by Ladies Room 0130	M	M1-8	✓	✓	✓		✓		

VIPOND INC. SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Hall by Ladies Room 0130	GA	M1-8	✓	✓	✓		✓		
Ladies Room Entrance 0130	RHT	M1-9	✓	✓	✓		✓		
Ladies Room 0132	RHT	M1-10	✓	✓	✓		✓		
Mens Washroom 0126	RHT	M1-11	✓	✓	✓		✓		
Electrical Room 0121 Combo	S/HT	M1-12	✓	✓	✓		✓	2.50%	
Material Management 0114	RHT	M1-14	✓	✓	✓		✓		
Material Management 0112	RHT	M1-15	✓	✓	✓		✓		
Material Management 0110	RHT	M1-16	✓	✓	✓		✓		
Exit to Garden	M	M1-17	✓	✓	✓		✓		
Exit to Garden	GA	M1-17	✓	✓	✓		✓		
Storage Room 0104	RHT	M1-18	✓	✓	✓		✓		
Silver Storage Room 0106	RHT	M1-19	✓	✓	✓		✓		
Silver Polishing Room 0103	RHT	M1-20	✓	✓	✓		✓		
Dishwashing Area	RHT	M2-21	✓	✓	✓		✓		
Dishwashing Area	RHT	M2-22	✓	✓	✓		✓		
Electrical Room 0142	RHT	M1-42	✓	✓	✓		✓		
Sub-Basement									
Mappin Room 0012	S	M1-23	✓	✓	✓		✓	2.50%	
Mappin Room 0012	S	M1-24	✓	✓	✓		✓	2.50%	
Mappin Room 0012	S	M1-25	✓	✓	✓		✓	2.50%	
Elevator Machine Room	RHT	M1-26	✓	✓	✓		✓		
Mappin Room 0012	S	M1-27	✓	✓	✓		✓	2.50%	
Mappin Room 0012	S	M1-28	✓	✓	✓		✓	2.50%	
Mappin Room 0012	S	M1-30	✓	✓	✓		✓	2.50%	
Mappin Room 0012	M	M1-31	✓	✓	✓		✓		
Mappin Room 0012	GA	M1-31	✓	✓	✓		✓		
Ground Floor									
Visitors Entrance Storage Room	RHT	M1-33	✓	✓	✓		✓		
Visitors Entrance	M	M1-34	✓	✓	✓		✓		
Visitors Entrance	GA	M1-34	✓	✓	✓		✓		
Ballroom Exit North	M	M1-35	✓	✓	✓		✓		
Ballroom Exit North	GA	M1-35	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Ambassador Storage 1119	RHT	M1-37	✓	✓	✓		✓		
Ambassador Storage 1117	RHT	M1-38	✓	✓	✓		✓		
Ambassador Storage 1118	S	M1-39	✓	✓	✓		✓	2.50%	
Ambassador Room 1118	S	M1-40	✓	✓	✓		✓	2.50%	
Ambassador Exit to Tent Room	M	M1-43	✓	✓	✓		✓		
Ambassador Exit to Tent Room	GA	M1-43	✓	✓	✓		✓		
Ballroom Exit South	M	M1-45	✓	✓	✓		✓		
Ballroom Exit South	GA	M1-45	✓	✓	✓		✓		
Loop 2									
Basement									
Material Management Storage 0149	S	M2-1	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-2	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-3	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-4	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-5	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-6	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-7	✓	✓	✓		✓	2.50%	
Material Management Room 0148	S	M2-8	✓	✓	✓		✓	2.50%	
Material Management Room 0156 Combo	S/HT	M2-9	✓	✓	✓		✓	2.50%	
Material Management Room 0158	RHT	M2-10	✓	✓	✓		✓		
Hall Princess Anne Room 0175	M	M2-11	✓	✓	✓		✓		
Hall Princess Anne Room 0175	GA	M2-11	✓	✓	✓		✓		
Recycle Area Room 0210	RHT	M2-12	✓	✓	✓		✓		
Pantry Room 0216	RHT	M2-13	✓	✓	✓		✓		
Kitchen Exit Room 0292	M	M2-14	✓	✓	✓		✓		
Kitchen Exit Room 0292	GA	M2-14	✓	✓	✓		✓		
Main Kitchen Room 0220	RHT	M2-15	✓	✓	✓		✓		
Main Kitchen Room 0222	RHT	M2-16	✓	✓	✓		✓		
Kitchen Pantry Room 0223	RHT	M2-18	✓	✓	✓		✓		
Kitchen Breakfast Prep Room 0227	RHT	M2-19	✓	✓	✓		✓		
Main Kitchen Area 0224	RHT	M2-20	✓	✓	✓		✓		
Main Kitchen Area 0226	RHT	M2-21	✓	✓	✓		✓		
Main Kitchen Storage/Pantry	RHT	M2-22	✓	✓	✓		✓		
Main Kitchen Electrical Room	RHT	M2-23	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Cloak Room Area 0244	RHT	M2-24	✓	✓	✓		✓		
Storage Room 0244	RHT	M2-25	✓	✓	✓		✓		
Ladies Change Room 0234	RHT	M2-26	✓	✓	✓		✓		
Main Dishwashing Area	RHT	M2-27	✓	✓	✓		✓		
Main Dishwashing Area	M	M2-28	✓	✓	✓		✓		
Main Dishwashing Area	GA	M2-28	✓	✓	✓		✓		
Main Dishwashing Area	RHT	M2-29	✓	✓	✓		✓		
Main Dishwashing Area	RHT	M2-30	✓	✓	✓		✓		
Cafeteria Servery	RHT	M2-31	✓	✓	✓		✓		
Ironing Room 0252	RHT	M2-32	✓	✓	✓		✓		
Laundry Room 0256	RHT	M2-33	✓	✓	✓		✓		
Staff Locker Room 0258	RHT	M2-34	✓	✓	✓		✓		
Corridor 0272 at Double Doors	M	M2-35	✓	✓	✓		✓		
Corridor 0272 at Double Doors	GA	M2-35	✓	✓	✓		✓		
Basement Hospitality Elevator Mechanical Room	RHT	M2-36	✓	✓	✓		✓		
Kitchen Hood	KSS	M2-39	✓	✓	✓		✓		
Green House Exit to Minto Basement	M	M2-48	✓	✓	✓		✓		
Green House Exit to Minto Basement	GA	M2-48	✓	✓	✓		✓		
Loop 8									
Ballroom									
Ceiling North East	S	M3-101	✓	✓	✓		✓	2.50%	
Ceiling Center East	S	M3-102	✓	✓	✓		✓	2.50%	
Ceiling South East	S	M3-103	✓	✓	✓		✓	2.50%	
Ceiling North West	S	M3-104	✓	✓	✓		✓	2.50%	
Ceiling Center West	S	M3-105	✓	✓	✓		✓	2.50%	
Ceiling South West	S	M3-106	✓	✓	✓		✓	2.50%	
2nd Floor									
Mappin Mezzanine Photo Vestibule	RHT	M3-110	✓	✓	✓		✓		
Mappin Mezzanine Photo Lab	RHT	M3-111	✓	✓	✓		✓		
Mappin Mezzanine	RHT	M3-112	✓	✓	✓		✓		
Mappin Roof Exit	M	M3-113	✓	✓	✓		✓		
Mappin Roof Exit	GA	M3-113	✓	✓	✓		✓		
Mappin Electrical Closet	RHT	M3-114	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

CANADIAN FIRE ALARM ASSOCIATION

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Mappin Office 2132	S	M3-115	✓	✓	✓		✓	2.50%	
Mappin Office 2130	S	M3-116	✓	✓	✓		✓	2.50%	
Mappin Office 2128	S	M3-117	✓	✓	✓		✓	2.50%	
Mappin Office #3, Room 2126	S	M3-118	✓	✓	✓		✓	2.50%	
Mappin Hall Adjacent to Office #3	S	M3-119	✓	✓	✓		✓	2.50%	
Mappin Washroom 2122	RHT	M3-120	✓	✓	✓		✓		
Exit to Stair Tent Room	M	M3-127	✓	✓	✓		✓		
Exit to Stair Tent Room	GA	M3-127	✓	✓	✓		✓		
Seamstress #1, Room 2303	S	M3-121	✓	✓	✓		✓	2.50%	
Seamstress #2, Room 2303	S	M3-122	✓	✓	✓		✓	2.50%	
Mappin Office #4, Room 2118	S	M3-123	✓	✓	✓		✓	2.50%	
Mappin Office #5, Room 2114	S	M3-125	✓	✓	✓		✓	2.50%	
Loop 12									
Ground Floor									
At Hospitality Stairs	M	M4-100	✓	✓	✓		✓		
At Hospitality Stairs	GA	M4-100	✓	✓	✓		✓		
In Hospitality Stairs	S	M4-101	✓	✓	✓		✓	2.50%	
Media Room	RHT	M4-103	✓	✓	✓		✓		
Ballroom Server Area	S	M4-102	✓	✓	✓		✓	2.50%	
Ballroom Server Area	S	M4-104	✓	✓	✓		✓	2.50%	
Ballroom Server Area	S	M4-105	✓	✓	✓		✓	2.50%	
Ballroom Server Area	S	M4-106	✓	✓	✓		✓	2.50%	
Pantry Area	RHT	M4-107	✓	✓	✓		✓		
Pantry Area	RHT	M4-108	✓	✓	✓		✓		
Pantry Area	RHT	M4-109	✓	✓	✓		✓		
Pantry Area	M	M4-113	✓	✓	✓		✓		
Pantry Area	GA	M4-113	✓	✓	✓		✓		
Electrical Closet	RHT	M4-110	✓	✓	✓		✓		
East Stairs Landing	RHT	M4-111	✓	✓	✓		✓		
West Mechanical Room	RHT	M4-112	✓	✓	✓		✓		
Ground Floor Bar Storage Room 1215	RHT	M4-114	✓	✓	✓		✓		
Elevator Lobby	M	M4-119	✓	✓	✓		✓		
Elevator Lobby	GA	M4-119	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED
C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS
F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)
CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Storage Off Ballroom	S	M4-120	✓	✓	✓		✓	2.50%	
Storage Off Ballroom	S	M4-121	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-122	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-123	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-124	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-125	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-126	✓	✓	✓		✓	2.50%	
Reception Area, Room 1126	S	M4-127	✓	✓	✓		✓	2.50%	
Loop 11									
Canadian Room 1302	S	M4-51	✓	✓	✓		✓	2.50%	
Monck Corridor	S	M4-52	✓	✓	✓		✓	2.50%	
Monck Corridor	S	M4-58	✓	✓	✓		✓	2.50%	
Room 1304	S	M4-53	✓	✓	✓		✓	2.50%	
Foyer Entrance to Garden	S	M4-54	✓	✓	✓		✓	2.50%	
Large Drawing Room	S	M4-56	✓	✓	✓		✓	2.50%	
Large Drawing Room	S	M4-57	✓	✓	✓		✓	2.50%	
Main Dining Room 1308	S	M4-60	✓	✓	✓		✓	2.50%	
Main Dining Room 1308	S	M4-61	✓	✓	✓		✓	2.50%	
Main Dining Room 1308	S	M4-62	✓	✓	✓		✓	2.50%	
Wine Servery	S	M4-63	✓	✓	✓		✓	2.50%	
Monck Corridor	S	M4-64	✓	✓	✓		✓	2.50%	
Small Dining Room	S	M4-65	✓	✓	✓		✓	2.50%	
Spouse Office	S	M4-66	✓	✓	✓		✓	2.50%	
Spouse Office	S	M4-67	✓	✓	✓		✓	2.50%	
Monck Corridor	S	M4-68	✓	✓	✓		✓	2.50%	
Library	S	M4-69	✓	✓	✓		✓	2.50%	
Small Dining Room	S	M4-70	✓	✓	✓		✓	2.50%	
Small Dining Room	S	M4-71	✓	✓	✓		✓	2.50%	
Governor Gerneral's Foyer Office	S	M4-72	✓	✓	✓		✓	2.50%	
Monck Hall South	S	M4-73	✓	✓	✓		✓	2.50%	
Corridor 1377	S	M4-74	✓	✓	✓		✓	2.50%	
Corridor 1377	S	M4-75	✓	✓	✓		✓	2.50%	
Deputy Minister's Office	S	M4-76	✓	✓	✓		✓	2.50%	
Minto Wing	M	M4-77	✓	✓	✓		✓		

VIPOND INC. SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✘ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Minto Wing	GA	M4-77	✓	✓	✓		✓		
Minto Wing	S	M4-78	✓	✓	✓		✓	2.50%	
Minto Wing	S	M4-79	✓	✓	✓		✓	2.50%	
Minto Wing	M	M4-80	✓	✓	✓		✓		
Minto Wing	GA	M4-80	✓	✓	✓		✓		
Dining Servery	S	M4-81	✓	✓	✓		✓	2.50%	
Vestibule Room 1371	S	M4-82	✓	✓	✓		✓	2.50%	
Loop 4									
Top Of A.D.C Stairs	S	M2-101	✓	✓	✓		✓	2.50%	
Tent Room	DS	M2-102	✓	✓	✓		✓	2.50%	
A.D.C Attic	S	M2-103	✓	✓	✓		✓	2.50%	
A.D.C Attic	S	M2-104	✓	✓	✓		✓	2.50%	
A.D.C Flag Access	S	M2-105	✓	✓	✓		✓	2.50%	
A.D.C. Attic	S	M2-106	✓	✓	✓		✓	2.50%	
A.D.C. Attic	S	M2-107	✓	✓	✓		✓	2.50%	
A.D.C. Attic Fan 7A	DS	M2-111	✓	✓	✓		✓	2.50%	
A.D.C. Attic 3164	S	M2-113	✓	✓	✓		✓	2.50%	
A.D.C. Attic	M	M2-114	✓	✓	✓		✓		
A.D.C. Attic	GA	M2-114	✓	✓	✓		✓		
80	DS	M2-115	✓	✓	✓		✓	2.50%	
A.D.C. Attic	S	M2-116	✓	✓	✓		✓	2.50%	
A.D.C. Attic 5A	DS	M2-117	✓	✓	✓		✓	2.50%	
Loop 5									
3rd Floor									
A.D.C. Hall Closet	RHT	M2-151	✓	✓	✓		✓		
Bedroom 3128	S	M2-152	✓	✓	✓		✓	2.50%	
Sitting Room 3132	S	M2-153	✓	✓	✓		✓	2.50%	
Sitting Room 3132	M	M2-154	✓	✓	✓		✓		
Sitting Room 3132	GA	M2-154	✓	✓	✓		✓		
Storeroom 3134	RHT	M2-155	✓	✓	✓		✓		
Fan Room 3184	S	M2-156	✓	✓	✓		✓	2.50%	
A.D.C. Kitchen 3122	RHT	M2-158	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED
C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS
F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)
CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
A.D.C. Bedroom 3124	S	M2-159	✓	✓	✓		✓	2.50%	
A.D.C. Bedroom 3118	S	M2-160	✓	✓	✓		✓	2.50%	
A.D.C. Bedroom 3116	RHT	M2-161	✓	✓	✓		✓		
A.D.C. Closet 3112	RHT	M2-162	✓	✓	✓		✓		
A.D.C. Closet 3111	RHT	M2-163	✓	✓	✓		✓		
A.D.C. Bedroom 3110	S	M2-164	✓	✓	✓		✓	2.50%	
A.D.C. Corridor 3171	S	M2-165	✓	✓	✓		✓	2.50%	
A.D.C. Sitting Room 3108	S	M2-166	✓	✓	✓		✓	2.50%	
A.D.C. Bedroom 3104	S	M2-167	✓	✓	✓		✓	2.50%	
A.D.C. Corridor 3171	M	M2-168	✓	✓	✓		✓		
A.D.C. Corridor 3171	GA	M2-168	✓	✓	✓		✓		
Tent Room Attic 3162	S	M2-170	✓	✓	✓		✓	2.50%	
Tent Room Attic 3162	S	M2-171	✓	✓	✓		✓	2.50%	
Tent Room Attic 3162	S	M2-172	✓	✓	✓		✓	2.50%	
Tent Room Attic 3162	S	M2-173	✓	✓	✓		✓	2.50%	
Tent Room Attic 3162	S	M2-174	✓	✓	✓		✓	2.50%	
Tent Room Attic 3162	S	M2-175	✓	✓	✓		✓	2.50%	
Ballroom Attic Mechanical Room	S	M2-177	✓	✓	✓		✓	2.50%	
Mappin Supply ADC, Attic	DS	M2-179	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-181	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-182	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-183	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-184	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-185	✓	✓	✓		✓	2.50%	
Ballroom Attic Room 3166	S	M2-186	✓	✓	✓		✓	2.50%	
A.D.C. Corridor	S	M2-187	✓	✓	✓		✓	2.50%	
A.D.C. Sitting Room	RHT	M2-188	✓	✓	✓		✓		
Greenhouse									
Ground Floor Landscape Area North	M	Z-8	✓	✓	✓		✓		
Landscaped Pool Area West Exit	M	Z-8	✓	✓	✓		✓		
Ground Floor Link to Office Area	M	Z-8	✓	✓	✓		✓		
Ground Floor Office Area	HT	Z-8	✓	✓	✓		✓		
East Planter Area - South Exit	M	Z-8	✓	✓	✓		✓		
At Top of Basement Stair	HT	Z-8	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✗ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Basement Bottom of Stair	M	Z-8	✓	✓	✓		✓		
Basement Bottom of Stair by Pull Station	RHT	Z-8	✓	✓	✓		✓		
Basement Pesticide Storage Room	RHT	Z-8	✓	✓	✓		✓		
Basement Mechanical Room	RHT	Z-8	✓	✓	✓		✓		
Basement South Side of Pool at End of Corridor	RHT	Z-8	✓	✓	✓		✓		
Basement South-West	RHT	Z-8	✓	✓	✓		✓		
Basement West Side of Pool	RHT	Z-8	✓	✓	✓		✓		
Basement Storeroom North	RHT	Z-8	✓	✓	✓		✓		
Basement Storeroom South	RHT	Z-8	✓	✓	✓		✓		
Ground Floor Foyer to Gardens Area	M	M2-49	✓	✓	✓		✓		
Ground Floor Foyer to Gardens Area	GA	M2-49	✓	✓	✓		✓		
Ground Floor East Exit At Dining Room 1378	M	M2-50	✓	✓	✓		✓		
Ground Floor East Exit At Dining Room 1378	GA	M2-50	✓	✓	✓		✓		
Ground Floor Exit to Sun Room From Piano Room	M	M1-64	✓	✓	✓		✓		
Ground Floor Exit to Sun Room From Piano Room	GA	M1-64	✓	✓	✓		✓		
Ground Floor Sun Room Exit to Garden	M	M1-36	✓	✓	✓		✓		
Ground Floor Sun Room Exit to Garden	GA	M1-36	✓	✓	✓		✓		
Ground Floor Ballroom Foyer 1130	BTD	Z-4	✓	✓	✓		✓		
Ground Floor Upper Foyer 1122	BTD	Z-3	✓	✓	✓		✓		
Ground Floor Mappin Long Gallery	BTD	Z-5	✓	✓	✓		✓		
Ground Floor Lower Foyer 1122	BTD	Z-7	✓	✓	✓		✓		
Ground Floor Governor General's Study	BTD	Z-6	✓	✓	✓		✓		
Tent Room Vesda System									
Tent Room Vesda Alert Level	ATD	M2-204	✓	✓	✓		✓		
Tent Room Vesda Action Level Supervisory	ATD	M2-205	✓	✓	✓		✓		
Tent Room Vesda Fire 1 Level	ATD	M2-206	✓	✓	✓		✓		
Tent Room Vesda Fire - Alarm	ATD	M2-207	✓	✓	✓		✓		
Tent Room Vesda West - Smoke in Pipe 2	ATD	M2-209	✓	✓	✓		✓		
Tent Room Vesda West - Smoke in Pipe 4	ATD	M2-211	✓	✓	✓		✓		
Tent Room Vesda Scanning for Smoke	ATD	M2-212	✓	✓	✓		✓		

VIPOND INC SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
EOL									
Bell Circuits									
Bell Circuit #1	EOL	SIG 4	✓	✓	✓		✓		
Bell Circuit #2	EOL	SIG 5	✓	✓	✓		✓		
Bell Circuit #3	EOL	SIG 9	✓	✓	✓		✓		
Bell Circuit #4	EOL	SIG 10	✓	✓	✓		✓		
Bell Circuit #5	EOL	SIG 11	✓	✓	✓		✓		
Mappin									
Servery Hood Suppression	EOL	M3-99	✓	✓	✓		✓		
2nd Fllor, Servery Mechanical Room 2102, TS	EOL	M4-154	✓	✓	✓		✓		
Basement by Room 0104, TS	EOL	M4-152	✓	✓	✓		✓		
Sub-Basement Room 012, TS	EOL	M4-150	✓	✓	✓		✓		
Ground Floor by Kitchen 1104, TS	EOL	M4-153	✓	✓	✓		✓		
Basement at Stairs, TS	EOL	M4-151	✓	✓	✓		✓		
Fire Pump Room									
Fire Pump Running	EOL	M4-168	✓	✓	✓		✓		
Fire Pump Phase Reversal	EOL	M4-167	✓	✓	✓		✓		
Fire Pump Power Off	EOL	M4-166	✓	✓	✓		✓		
Fire Pump Outlet Valve Closed	EOL	M4-165	✓	✓	✓		✓		
Fire Pump Inlet Valve Closed	EOL	M4-164	✓	✓	✓		✓		
Main Circuit Water Valve Closed	EOL	M4-163	✓	✓	✓		✓		
City Water Low Pressure	EOL	M4-162	✓	✓	✓		✓		
Dry System #1 - Low Pressure	EOL	M4-161	✓	✓	✓		✓		
Dry System #1 - Valve Closed	EOL	M4-160	✓	✓	✓		✓		
Dry System #1 - Flow	EOL	M4-159	✓	✓	✓		✓		
Dry System #2 - Low Pressure	EOL	M4-158	✓	✓	✓		✓		
Dry System #2 - Valve Closed	EOL	M4-157	✓	✓	✓		✓		
Dry System #2 - Flow	EOL	M4-156	✓	✓	✓		✓		
Standpipe Valve Closed	EOL	M4-155	✓	✓	✓		✓		
Ground Floor Foyer 1130, Beam	EOL	Z-4	✓	✓	✓		✓		
Ground Floor Lower Foyer 1122, Beam	EOL	Z-7	✓	✓	✓		✓		
Ground Floor Mappin Gallery, Beam	EOL	Z-5	✓	✓	✓		✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Ground Floor Governor General's Study 1318, Beam	EOL	Z-6	✓	✓	✓		✓		
Green House Area	EOL	Z-8	✓	✓	✓		✓		
Beam Detector	EOL	Z-3	✓	✓	✓		✓		
Basement Kitchen Hood Suppression	EOL	M2-39	✓	✓	✓		✓		
Bells									
Greenhouse									
Ground Floor Lanscapre Area North	B6	B-2	✓	✓			✓		
Center Planter Area North	B6	B-2	✓	✓			✓		
Center Planter Area North	B6	B-2	✓	✓			✓		
Center Planter Area South	B6	B-2	✓	✓			✓		
Center Planter Area South	B6	B-2	✓	✓			✓		
Ground Floor Office Area	B6	B-2	✓	✓			✓		
East Planter Area	B6	B-2	✓	✓			✓		
East Planter Area	B6	B-2	✓	✓			✓		
Main House									
Basement Bottom of Stair	B6	B-2	✓	✓			✓		
Basement Near Mechanical Room	B6	B-2	✓	✓			✓		
Basement West Side of Pool	B6	B-2	✓	✓			✓		
Basement Storeroom	B6	B-2	✓	✓			✓		
At Security Desk	V	B-6	✓	✓			✓		
Ballroom Attic	B6	B-1	✓	✓			✓		
ADC Corridor	B6	B-1	✓	✓			✓		
ADC Corridor	B6	B-1	✓	✓			✓		
Tent Room Attic	B6	B-1	✓	✓			✓		
Corridor 0372	B6	B-2	✓	✓			✓		
Corridor 0472	B6	B-2	✓	✓			✓		
Entrance to Lobby 0504	B6	B-2	✓	✓			✓		
Corridor 0573	B6	B-2	✓	✓			✓		
Corridor 2472 (Minto)	B6	B-2	✓	✓			✓		
Vestibule 1571	B6	B-2	✓	✓			✓		
Top of Stair 2571	B6	B-2	✓	✓			✓		
Corridor 1472	B6	B-2	✓	✓			✓		

VIPOND INC
SYSTEMS GROUP

FIRE ALARM DEVICES TEST RECORD

A = CORRECTLY INSTALLED AND FREE OF DAMAGE B = OPERATION CONFIRMED

C = ANNUNCIATION CONFIRMED D= SUPERVISION CONFIRMED E= DEVICE MEETS ALL REQUIREMENTS

F = SENSITIVITY READING: (% for obscuration per foot - V for nominal voltage - ✓ for self verifying devices)

CONVENTION USED TO INDICATE RESULTS: YES = ✓ NO = ✖ NOT APPLICABLE = N/A

DEVICE LOCATION	DEVICE	ADDRESS	A	B	C	D	E	F	REMARKS
Corridor 0174	B6	B-3	✓	✓			✓		
Near Stairwell 0191	B6	B-3	✓	✓			✓		
Corridor 0126	B6	B-3	✓	✓			✓		
Storage 0148	B6	B-3	✓	✓			✓		
Sub-Basement 0012	B6	B-3	✓	✓			✓		
Room 1112	B6	B-3	✓	✓			✓		
Kitchen 1109	B6	B-3	✓	✓			✓		
Room 1130	B6	B-3	✓	✓			✓		
Room 1204	B6	B-3	✓	✓			✓		
Mechanical Room 2102	B6	B-3	✓	✓			✓		
Corridor 2374	B6	B-4	✓	✓			✓		
O/S Room 2311	B6	B-4	✓	✓			✓		
Corridor 2422	B6	B-4	✓	✓			✓		
Corridor 2372	B6	B-4	✓	✓			✓		
Corridor 2275	B6	B-4	✓	✓			✓		
The Crow's Nest	B6	B-4	✓	✓			✓		
Attic 1865	B6	B-4	✓	✓			✓		
Attic 1865	B6	B-4	✓	✓			✓		
Near Hallway 0272	B6	B-5	✓	✓			✓		
Kitchen 0224	B6	B-5	✓	✓			✓		
Ironing Room 0252	B6	B-5	✓	✓			✓		
Room 2272	B6	B-5	✓	✓			✓		
Kitchen 1273	B6	B-5	✓	✓			✓		
Entrance 1372	B6	B-5	✓	✓			✓		
Corridor 1374	B6	B-5	✓	✓			✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Network Testing

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		
Where **fault isolation modules** are installed in a **data communication link** serving **field devices,** wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓
Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders,** introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:			
control unit to **control unit**	✓		
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #1

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		
Where **fault isolation modules** are installed in a **data communication link** serving **field devices,** wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓
Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders,** introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:			
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #2

VIPOND INC. SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		

	YES	NO	N/A
Where **fault isolation modules** are installed in a **data communication link** serving **field devices,** wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders,** introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #3

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		

	YES	NO	N/A
Where **fault isolation modules** are installed in a **data communication link** serving **field devices,** wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders,** introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #4

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
☐	☐	☑

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**	☐	☐	☑
control unit to **transponder**	☐	☐	☑
transponder to **transponder**	☐	☐	☑

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #5

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
☑	☐	☐

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
☐	☐	☑

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**	☐	☐	☑
control unit to **transponder**	☐	☐	☑
transponder to **transponder**	☐	☐	☑

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #6

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
☑	☐	☐

Where **fault isolation modules** are installed in a **data communication link** serving

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

	YES	NO	N/A
field devices, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #7

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		

	YES	NO	N/A
Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #8

	YES	NO	N/A
Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**	✓		

	YES	NO	N/A
Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**			✓

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #9

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
✓		

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
		✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #10

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
✓		

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
		✓

Where fault isolation in **data communication links** is provided between **control units** or

VIPOND INC SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

transponders and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #11

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
✓		

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
		✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #12

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
✓		

Where **fault isolation modules** are installed in a **data communication link** serving **field devices**, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
		✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders**, introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

YES	NO	N/A

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

DATA COMMUNICATION LINK TEST

control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

CONTROL UNIT OR TRANSPONDER LOCATION:	In Fire Alarm and Sprinkler Room 0308
CONTROL UNIT OR TRANSPONDER IDENTIFICATION:	Node 2
DATA COMMUNICATION LINK IDENTIFICATION:	Loop #13

Confirm that a **trouble signal** is received at the **control unit** or **transponder** under an open fault for each **data communication link.**

YES	NO	N/A
✓		

Where **fault isolation modules** are installed in a **data communication link** serving **field devices,** wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a **field device** on the source side shall be operated, and activation confirmed at the **control unit** or **transponder.**

YES	NO	N/A
		✓

Where fault isolation in **data communication links** is provided between **control units** or **transponders** and between **transponders,** introduce a **short circuit fault** and confirm annunciation of the fault and operation outside the shorted section between each pair of:

	YES	NO	N/A
control unit to **control unit**			✓
control unit to **transponder**			✓
transponder to **transponder**			✓

VIPOND INC
SYSTEMS GROUP

Fire Alarm System Inspection and Testing Report (CAN/ULC-S536-04)

The following report records failure of the fire alarm system and it's components.

#	FAILURE REPORT OF THE FIRE ALARM SYSTEM	DATE CORRECTED
#1.	All initiating devices in the green house send an alarm to the panel but do not ring the bells.	
	Possible proggraming issue.	
#2.	Fire alarm panel batteries exceed manufactors expiry date and must be replaced. (2 x 12v55ah)	

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/9/16 12:34:44 PM
Inspector: Brandon Redway
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 1-DO

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Basement Exit to Hallway	Pull Station	1-Basement		☑	☐	☑	☑	☑	☐
Basement Exit to Hallway	Pull Station	1-Basement		☑	☐	☑	☑	☑	☐
Basement Hall	End Of Line	1-NAC 02		☑	☐	☐	☐	☑	☑
Basement Office area	Duct Detector	1-10		☑	☐	☑	☑	☑	☐
Basement At reception	Horn/Strobe	1-NAC 02		☑	☐	☑	☐	☐	☐
Basement elivator mechine room Stairwell	Elevator	1-2		☑	☐	☑	☐	☐	☐
Basement elivator mechine room Stairwell	Elevator	1-2		☑	☐	☑	☐	☐	☐
Basement File Area	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐
Basement File Area	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐
Basement File Area	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐
Basement machanical room	Heat Detector	1		☑	☐	☑	☑	☑	☐
Basement machanical room	Horn/Strobe	1-NAC 02		☑	☐	☑	☐	☐	☐
Basement mechine room	Disconnect	1-2		☑	☐	☑	☐	☐	☐
Basement Stairwell	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐
1st At Building Entrance	Control Panel	1		☑	☐	☐	☐	☐	☑
1st Open area	End Of Line	1-NAC 03		☑	☐	☐	☐	☑	☑
1st Open area	Pull Station	1-Z5		☑	☐	☑	☑	☑	☐
1st Open area	Horn/Strobe	1-NAC 03		☑	☐	☑	☐	☐	☐
1st Stairwell	Horn/Strobe	1-NAC 03		☑	☐	☑	☐	☐	☐
2nd Open area	End Of Line	1-NAC 04		☑	☐	☐	☐	☑	☑
2nd Open area	Pull Station	1-..6		☑	☐	☑	☑	☑	☐
2nd Open area	Smoke Detector	1-6		☑	☐	☑	☑	☑	☐
2nd At Elivator	Horn/Strobe	1-NAC 02		☑	☐	☑	☐	☐	☐
2nd At Elivator	Horn/Strobe	1-NAC 04		☑	☐	☑	☐	☐	☐
2nd Bathroom	Fan Shutdown	1-NAC 04		☑	☐	☑	☐	☐	☐
2nd Top of stair	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐

2R Stairwell	Smoke Detector	1-2	☑	☐	☑	☑	☑	☐
Ground Entrance	Battery	1-2	☑	☐	☑	☐	☐	☐
Ground Stairwell	Smoke Detector	1-2	☑	☐	☑	☑	☑	☐
Sub Basement Electrical room	End Of Line	1-NAC 01	☑	☐	☐	☐	☑	☑
Sub Basement Electrical room	Horn/Strobe	1-NAC 01	☑	☐	☑	☐	☐	☐
Sub Basement Electrical room	Pull Station	1-Basement	☑	☐	☑	☑	☑	☐
Sub Basement elivator mechine room	Smoke Detector	1-2	☑	☐	☑	☑	☑	☐
Sub Basement vestibule	Pull Station	1-Basement	☑	☐	☑	☑	☑	☐
Sub Basement vestibule	Smoke Detector	1-2	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/11/16 1:45:09 PM
Inspector: Brandon Redway
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 1-RC

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Basement Electrical Room	Control Panel	1		☑	☐	☐	☐	☐	☑
Basement Boiler Room	Heat Detector	1-D028		☑	☐	☑	☑	☑	☐
Basement Boiler Room	Heat Detector	1-D029		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Battery	1		☑	☐	☑	☐	☐	☐
Basement Electrical Room panel A CTT 10	Disconnect	1		☑	☐	☑	☐	☐	☐
Basement Game Room	Horn	1		☑	☐	☑	☐	☐	☐
Basement Game Room	Smoke Detector	1-D030		☑	☐	☑	☑	☑	☐
Basement Hall At Game Room.	Horn	1		☑	☐	☑	☐	☐	☐
Basement Hall At Room 008 Laundry Room Exit to Garage	Pull Station	1-L01 M004		☑	☐	☑	☑	☑	☐
Basement RM007 vestibule	Smoke Detector	1-D035		☑	☐	☑	☑	☑	☐
Basement Service Area 5	Smoke Detector	1-D37		☑	☐	☑	☑	☑	☐
Basement Service Area 6 Laundry Room Exit to Garage	Pull Station	1-L01 M006		☑	☐	☑	☑	☑	☐
Basement Side Entrance	Annunciator	1		☑	☐	☐	☐	☐	☐
Basement Sitting Room	Horn	1		☑	☐	☑	☐	☐	☐
Basement Storage Room 101	Smoke Detector	1-D027		☑	☐	☑	☑	☑	☐
Basement Storage Room 2	Smoke Detector	1-D033		☐	☑	☐	☐	☐	☐
Basement Storage Room 2	Smoke Detector	1-D033		☑	☐	☑	☑	☑	☐
Basement Top Of Stair to Main Lobby	Smoke Detector	1-D032		☑	☐	☑	☑	☑	☐
Basement TV Room	Horn	1		☑	☐	☑	☐	☐	☐
Basement Vestibule	Horn	1		☑	☐	☑	☐	☐	☐
1st 111	Horn	1		☑	☐	☑	☐	☐	☐
1st 111 Den	Smoke Detector	1-D021		☑	☐	☑	☑	☑	☐
1st Bathroom 114	Smoke Detector	1-D024		☑	☐	☑	☑	☑	☐
1st Closet 101	Smoke Detector	1-D023		☑	☐	☑	☑	☑	☐
1st Closet by Stair	Smoke Detector	1-D16		☑	☐	☑	☑	☑	☐

1st Closet by Stair Rm 115	Smoke Detector	1-D017	☑	☐	☑	☑	☑	☐
1st Dinning Room	Horn	1	☑	☐	☑	☐	☐	☐
1st Exit to patio	Horn	1	☑	☐	☑	☐	☐	☐
1st Exit to Patio . pantry	Smoke Detector	1-D015	☑	☐	☑	☑	☑	☐
1st Hall At RM109	Smoke Detector	1-D025	☑	☐	☑	☑	☑	☐
1st Hall At RM110	Smoke Detector	1-D018	☑	☐	☑	☑	☑	☐
1st Hall by main entrance	Horn	1	☑	☐	☑	☐	☐	☐
1st Main Entrance	Annunciator	1	☑	☐	☐	☐	☐	☐
1st Main Kitchen	Horn	1	☑	☐	☑	☐	☐	☐
1st Main Lobby Vestibule	Smoke Detector	1-D022	☑	☐	☑	☑	☑	☐
1st RM 103 Pantry	Smoke Detector	1-D013	☑	☐	☑	☑	☑	☐
1st RM 105 Kitchen	Smoke Detector	1-D014	☑	☐	☑	☑	☑	☐
1st RM 112	Horn	1	☑	☐	☑	☐	☐	☐
1st RM 112 Living Room	Smoke Detector	1-D020	☑	☐	☑	☑	☑	☐
1st RM 113	Horn	1	☑	☐	☑	☐	☐	☐
1st RM 113	Smoke Detector	1-D019	☑	☐	☑	☑	☑	☐
1st RM 4 laundry	Smoke Detector	1-D034	☑	☐	☑	☑	☑	☐
1st RM102 Dinning RM	Smoke Detector	1-D026	☑	☐	☑	☑	☑	☐
1st Side Entrance	Horn	1-M005	☑	☐	☑	☐	☐	☐
1st Storage Room 6	Smoke Detector	1-D036	☑	☐	☑	☑	☑	☐
2nd Bedroom	Horn	1	☑	☐	☑	☐	☐	☐
2nd Bedroom	Horn	1	☑	☐	☑	☐	☐	☐
2nd Hall	Horn	1	☑	☐	☑	☐	☐	☐
2nd Hall At 210	Horn	1	☑	☐	☑	☐	☐	☐
2nd Hall At 210	Smoke Detector	1-D012	☑	☐	☑	☑	☑	☐
2nd Hall At RM 209	Smoke Detector	1-D010	☑	☐	☑	☑	☑	☐
2nd Hall At RM207 Bedroom 1	Smoke Detector	1-D004	☑	☐	☑	☑	☑	☐
2nd Rm 202	Horn	1	☑	☐	☑	☐	☐	☐
2nd RM 213A Bathroom	Smoke Detector	1-D009	☑	☐	☑	☑	☑	☐
2nd RM 214 Bedroom 4	Smoke Detector	1-D006	☑	☐	☑	☑	☑	☐
2nd RM201 Den	Smoke Detector	1-D002	☑	☐	☑	☑	☑	☐
2nd RM202 Bedroom 2	Smoke Detector	1-D003	☑	☐	☑	☑	☑	☐
2nd RM207 Bedroom 1	Smoke Detector	1-D05	☑	☐	☑	☑	☑	☐
2nd RM212 Dressing RM	Smoke Detector	1-D008	☑	☐	☑	☑	☑	☐
2nd RM213Bedroom 3	Smoke Detector	1-D007	☑	☐	☑	☑	☑	☐
2nd Top Of Stair	Smoke Detector	1-D011	☑	☐	☑	☑	☑	☐
Attic	Horn	1	☑	☐	☑	☐	☐	☐
Attic	Horn	1	☑	☐	☑	☐	☐	☐
1st Floor Hall At RM 110 Laundry Room Exit to Garage	Pull Station	1-L01 M003	☑	☐	☑	☑	☑	☐
1st Floor Main Entrance Laundry Room Exit to Garage	Pull Station	1-L01 M002	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/12/16 7:46:58 AM
Inspector: Daniel Doherty
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 1-GL

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
2nd	Horn	1-NAC-01		☑	☐	☑	☐	☐	☐
2nd	Pull Station	1-L001-A013		☑	☐	☑	☑	☑	☐
2nd	Smoke Detector	1-L002-A010		☑	☐	☑	☑	☑	☐
2nd closet	Heat Detector	1-L001-A011		☑	☐	☑	☑	☑	☐
2nd Top of stair	Smoke Detector	1-L001-A012		☑	☐	☑	☑	☑	☐
Ground At hall to main ent	Smoke Detector	1-L001-A015		☑	☐	☑	☑	☑	☐
Ground BACK ENTRANCE	Annunciator	1		☑	☐	☐	☐	☐	☐
Ground BACK ENTRANCE	Pull Station	1-L001-A010		☑	☐	☑	☑	☑	☐
Ground Closet at hall to main ent	Heat Detector	1-L001-A016		☑	☐	☑	☑	☑	☐
Ground ELECTRICAL ROOM	Control Panel	1		☑	☐	☐	☐	☐	☑
Ground FRONT ENTRANCE	Pull Station	1-L001-A019		☑	☐	☑	☑	☑	☐
Ground KITCHEN	Smoke Detector	1-L001-A012		☑	☐	☑	☑	☑	☐
Ground Main hall to front ent	Horn	1-NAC-01		☑	☐	☑	☐	☐	☐
Ground MECHANICAL ROOM FA PANEL	Battery	1		☑	☐	☑	☐	☐	☐
Ground MECHANICAL ROOM FA PANEL	Disconnect	1		☑	☐	☑	☐	☐	☐
Ground MECHANICAL ROOM FA PANEL	Smoke Detector	1		☑	☐	☑	☑	☑	☐
Ground Office at front door	Horn	1-NAC-01		☑	☐	☑	☐	☐	☐
Ground Office beside kitchen	Horn	1-NAC-01		☑	☐	☑	☐	☐	☐
Ground Office by front door	Smoke Detector	1-L001-A017		☑	☐	☑	☑	☑	☐
Ground Office by kitchen	Smoke Detector	1-L002-A013		☑	☐	☑	☑	☑	☐
Ground Office closet	Heat Detector	1-L001-A018		☑	☐	☑	☑	☑	☐

Ground Office space 2	Horn	1-NAC-01	☑	☐	☑	☐	☐	☐
Ground Office space 2	Smoke Detector	1-L001-A01 4	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/11/16 1:46:29 PM
Inspector: Brandon Redway
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 1-ST

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Basement At Stairwell Entrance	Pull Station	1-1		☑	☐	☑	☑	☑	☐
Basement At Stairwell Entrance	Pull Station	1-4		☑	☐	☑	☑	☑	☐
Basement Basement Electrical RM	Battery	1		☑	☐	☑	☐	☐	☐
Basement By Electrical Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement By Stairwell A	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement By Stairwell B	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement By Washroom	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement Computer RM	Smoke Detector	1-3		☑	☐	☑	☑	☑	☐
Basement Electrical Rm	Control Panel	1		☑	☐	☐	☐	☐	☑
Basement Electrical Room	Fault Isolation Module	1		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Fault Isolation Module	1		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Fault Isolation Module	1		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Fault Isolation Module	1		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement Elevator RM	Smoke Detector	1-2		☑	☐	☑	☑	☑	☐
Basement In Computer Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Computer Storage Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Elevator Mach Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Girls Washroom	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Janitors Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Men's Washroom	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Sprinkler Room	Horn	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Sprinkler Room	Strobe	1-3-1		☑	☐	☑	☐	☑	☐
Basement In Stairwell A	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Stairwell B	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
Basement In Storage Room	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐
1st At Office Near Stairwell B	Horn/Strobe	1-3-1		☑	☐	☑	☐	☐	☐

1st By Center Office	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Compensation	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Emergency Exit	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Main Entrance	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Stairwell B	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Stairwell C	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st By Washrooms	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st In Center Office	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st In Health and Safety Office	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st In NCC Men's Washroom	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st In NCC Womens Washroom	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
1st Center	Releasing Device	1	☑	☐	☑	☐	☐	☐
1st North	Releasing Device	1	☑	☐	☑	☐	☐	☐
1st South	Releasing Device	1	☑	☐	☑	☐	☐	☐
2nd At Lobby Stair	Pull Station	2-20	☑	☐	☑	☑	☑	☐
2nd At Stair B	Pull Station	2-26	☑	☐	☑	☑	☑	☐
2nd At Stair C	Pull Station	2-23	☑	☐	☑	☑	☑	☐
2nd By Center Office	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd By Center Office	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd By Stair A	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd By Washrooms	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd In Conference Room	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd In North Office Area	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd In South Office Area	Horn/Strobe	1-3-1	☑	☐	☑	☐	☐	☐
2nd Top Of Elevator Shaft	Smoke Detector	2	☑	☐	☑	☑	☑	☐
2nd Top Of Stair A	Smoke Detector	2-21	☑	☐	☑	☑	☑	☐
2nd Top Of Stair B	Smoke Detector	2-25	☑	☐	☑	☑	☑	☐
2nd Top Of Stair C	Smoke Detector	2-24	☑	☐	☑	☑	☑	☐
Basement Electrical RM F/A Room CCT 2 panel LPA	Disconnect	1	☑	☐	☑	☐	☐	☐
Ground AT Stair B	Pull Station	2-10	☑	☐	☑	☑	☑	☐
Ground AT Stair C	Pull Station	2-5	☑	☐	☑	☑	☑	☐
Ground Elevator Lobby	Smoke Detector	2-7	☑	☐	☑	☑	☑	☐
Ground Entrance To Human Resources	Smoke Detector	2-8	☑	☐	☑	☑	☑	☐
Ground Human Resources At Entrance To Lobby	Smoke Detector	2-6	☑	☐	☑	☑	☑	☐
Ground Human Resources Outside Office G05	Smoke Detector	2-9	☑	☐	☑	☑	☑	☐
Ground Main Entrance	Annunciator	1	☑	☐	☐	☐	☐	☐
Ground Main Entrance	Pull Station	2-1	☑	☐	☑	☑	☑	☐
Ground Outside Bathroom Entrance	Pull Station	2-4	☑	☐	☑	☑	☑	☐
Ground Outside Quite Room	Smoke Detector	2-2	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/15/16 7:38:31 AM
Inspector: Shaun Pusey
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 5-ST

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Basement Electrical Room	Battery	1		☑	☐	☑	☐	☐	☐
Basement Electrical Room	Control Panel	1		☑	☐	☐	☐	☐	☑
Basement Electrical Room	Disconnect	1		☑	☐	☑	☐	☐	☐
Basement Electrical Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Electrical Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Game Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Game Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement In Hall	Horn/Strobe	1		☑	☐	☑	☐	☐	☐
Basement Laundry Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Mechanical Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Storage Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Storage Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Storage room to mech	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
Basement Wine Room	Heat Detector	1-1-1		☑	☐	☑	☑	☑	☐
1st Bathroom	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Garage	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Garage	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Garage	Horn/Strobe	1-1-2		☑	☐	☑	☐	☐	☐
1st Garage	Pull Station	1		☑	☐	☑	☑	☑	☐
1st garage Closet	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Garage Entrance	Pull Station	1-1-2		☑	☐	☑	☑	☑	☐
1st Kitchen	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Kitchen Vent	Horn/Strobe	1		☑	☐	☑	☐	☐	☐
1st Side Entrance	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐
1st Side Entrance	Pull Station	1-1-2		☑	☐	☑	☑	☑	☐
1st Side Entrance 2	Pull Station	1-1-2		☑	☐	☑	☑	☑	☐
1st Top of Basement Stair	Heat Detector	1-1-2		☑	☐	☑	☑	☑	☐

2nd Bedroom Closet	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Closet at top of stair	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd garage Closet	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd garage Top Of Stair	Heat Detector	1-1-2	☑	☐	☑	☑	☑	☐
2nd Hall	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Hall	Pull Station	1	☑	☐	☑	☑	☑	☐
2nd Hall At Bedrooms	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Hall closet	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd In Hall	Horn/Strobe	1	☑	☐	☑	☐	☐	☐
2nd Master Bedroom Closet	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Master Foyer Closet	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Master Toilet room	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
2nd Top of back stair	Pull Station	1	☑	☐	☑	☑	☑	☐
2nd Top Of Stair	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
3rd bedroom small door storage	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
3rd Hallway Closet small door	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
3rd In Hall	Horn/Strobe	1	☑	☐	☑	☐	☐	☐
3rd large room access door storage	Heat Detector	1-1-1	☑	☐	☑	☑	☑	☐
3rd Top of stair	Pull Station	1	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/12/16 10:27:30 AM
Inspector: Shaun Pusey
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 4-24S

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Basement @ FACP	Pull Station	1-211		☑	☐	☑	☑	☑	☐
Basement @ Laundry	Smoke Detector	1-M7		☑	☐	☑	☑	☑	☐
Basement @pool tunnel	Pull Station	1-M8		☑	☐	☑	☑	☑	☐
Basement centre hall	Smoke Detector	1-M9		☑	☐	☑	☑	☑	☐
Basement Crawl space In HVAC rm	Smoke Detector	1-M13		☑	☐	☑	☑	☑	☐
Basement Electrical	Smoke Detector	1-M11		☑	☐	☑	☑	☑	☐
Basement Elevator lobby	Pull Station	1-M10		☑	☐	☑	☑	☑	☐
Basement elevator shaft	Heat Detector	1-M6		☑	☐	☑	☑	☑	☐
Basement game room	Horn	1		☑	☐	☑	☐	☐	☐
Basement Game Room	Smoke Detector	1-M12		☑	☐	☑	☑	☑	☐
Basement Game Room storage	Smoke Detector	1-M13		☑	☐	☑	☑	☑	☐
Basement hall west	Smoke Detector	1-M6		☑	☐	☑	☑	☑	☐
Basement HVAC rm	Smoke Detector	1-M10		☑	☐	☑	☑	☑	☐
Basement HVAC rm	Smoke Detector	1-M10		☑	☐	☑	☑	☑	☐
Basement hvac storage room	Smoke Detector	1-M17		☑	☐	☑	☑	☑	☐
Basement Hydrovault	Smoke Detector	1-M2		☑	☐	☑	☑	☑	☐
Basement In pantry	Smoke Detector	1-M8		☑	☐	☑	☑	☑	☐
Basement LAN Rm DP2 Breaker 2	Disconnect	1		☑	☐	☑	☐	☐	☐
Basement linen closet at facp	Smoke Detector	1-126		☑	☐	☑	☑	☑	☐
Basement maids office	Horn	1-M6		☑	☐	☑	☐	☐	☐
Basement Maids office	Smoke Detector	1-M8		☑	☐	☑	☑	☑	☐
Basement pool	Horn	1		☑	☐	☑	☐	☐	☐
Basement pool	Horn	1		☑	☐	☑	☐	☐	☐
Basement Pool @ sitting area	Pull Station	1-M10		☑	☐	☑	☑	☑	☐
Basement Pool @ stair	Pull Station	1-M7		☑	☐	☑	☑	☑	☐
Basement pool elec	Horn	1		☑	☐	☑	☐	☐	☐

Basement pool elec	Horn	1	☑	☐	☑	☐	☐	☐
Basement pool elect	Smoke Detector	1-M8	☑	☐	☑	☑	☑	☐
Basement pool elect	Smoke Detector	1-M7	☑	☐	☑	☑	☑	☐
Basement Pool exit	Pull Station	1-M10	☑	☐	☑	☑	☑	☐
Basement pool pump rm	Smoke Detector	1-M9	☑	☐	☑	☑	☑	☐
Basement pool sitting area	Smoke Detector	1-M13	☑	☐	☑	☑	☑	☐
Basement pool stairs	Smoke Detector	1-M12	☑	☐	☑	☑	☑	☐
Basement pool tunnel	Pull Station	1-M10	☑	☐	☑	☑	☑	☐
Basement Storage ln HVAC rm	Smoke Detector	1-M11	☑	☐	☑	☑	☑	☐
Basement west exit	Pull Station	1-M11	☑	☐	☑	☑	☑	☐
Basement East stairwell closet	Smoke Detector	1-125	☑	☐	☑	☑	☑	☐
1st coat room	Annunciator	1	☑	☐	☐	☐	☐	☐
1st east hall at kitchen	Heat Detector	1-104	☑	☐	☑	☑	☑	☐
1st garden vestibule	Pull Station	1-216	☑	☐	☑	☑	☑	☐
1st kitchen	Horn	1	☑	☐	☑	☐	☐	☐
1st kitchen	Pull Station	1-214	☑	☐	☑	☑	☑	☐
1st kitchen kitchen suppression syst	Initiating Device	1-203	☑	☐	☑	☑	☑	☐
1st kitchen prep	Heat Detector	1-101	☑	☐	☑	☑	☑	☐
1st kitchen prep	Heat Detector	1-102	☑	☐	☑	☑	☑	☐
1st living room	Smoke Detector	1-129	☑	☐	☑	☑	☑	☐
1st main dining room	Horn	1	☑	☐	☑	☐	☐	☐
1st main entrance	Pull Station	1-215	☑	☐	☑	☑	☑	☐
1st main entrance	Smoke Detector	1-107	☑	☐	☑	☑	☑	☐
1st main foyer	Horn	1	☑	☐	☑	☐	☐	☐
1st main foyer	Smoke Detector	1-106	☑	☐	☑	☑	☑	☐
1st pantry	Smoke Detector	1-103	☑	☐	☑	☑	☑	☐
1st Prime Ministers office	Smoke Detector	1-108	☑	☐	☑	☑	☑	☐
1st staff kitchen	Heat Detector	1-105	☑	☐	☑	☑	☑	☐
1st Sun room	Pull Station	1-217	☑	☐	☑	☑	☑	☐
1st vestibule at PM office	Horn	1	☑	☐	☑	☐	☐	☐
2nd At luggage room	Smoke Detector	1-302	☑	☐	☑	☑	☑	☐
2nd central stair	Pull Station	1-408	☑	☐	☑	☑	☑	☐
2nd central stair	Smoke Detector	1-327	☑	☐	☑	☑	☑	☐
2nd den 215	Pull Station	1-409	☑	☐	☑	☑	☑	☐
2nd den 215	Smoke Detector	1-329	☑	☐	☑	☑	☑	☐
2nd East hall 217	Pull Station	1-403	☑	☐	☑	☑	☑	☐
2nd East hall at stair	Horn	1	☑	☐	☑	☐	☐	☐
2nd east hall rm 218	Smoke Detector	1-304	☑	☐	☑	☑	☑	☐
2nd East Lounge	Horn	1	☑	☐	☑	☐	☐	☐
2nd grey room	Smoke Detector	1-328	☑	☐	☑	☑	☑	☐
2nd hall at 209	Smoke Detector	1-325	☑	☐	☑	☑	☑	☐
2nd hall at 209	Smoke Detector	1-326	☑	☐	☑	☑	☑	☐

2nd hall at master suite	Smoke Detector	1-331	☑	☐	☑	☑	☑	☐
2nd kitchenette	Heat Detector	1	☑	☐	☑	☑	☑	☐
2nd luggage room	Smoke Detector	1-303	☑	☐	☑	☑	☑	☐
2nd madams office	Smoke Detector	1-331	☑	☐	☑	☑	☑	☐
2nd master bed 203 410	Pull Station	1-408	☑	☐	☑	☑	☑	☐
2nd master bedroom	Smoke Detector	1-322	☑	☐	☑	☑	☑	☐
2nd West Hall at Bedroom	Horn	1	☑	☐	☑	☐	☐	☐
2nd west hall at madams office	Smoke Detector	1-324	☑	☐	☑	☑	☑	☐
2nd west hall at master bed	Horn	1	☑	☐	☑	☐	☐	☐
2nd west hall at west stair 410	Pull Station	1-407	☑	☐	☑	☑	☑	☐
3rd at East Stair	Horn	1	☑	☐	☑	☐	☐	☐
3rd at elevator mech	Smoke Detector	1-M006	☑	☐	☑	☑	☑	☐
3rd elevator mech	Smoke Detector	1-M008	☑	☐	☑	☑	☑	☐
3rd gift bank rm	Smoke Detector	1-M009	☑	☐	☑	☑	☑	☐
3rd N/E Closet	Smoke Detector	1-M005	☑	☐	☑	☑	☑	☐
3rd N/W at Bedroom	Horn	1	☑	☐	☑	☐	☐	☐
3rd nanny room	Smoke Detector	1-M012	☑	☐	☑	☑	☑	☐
3rd North Centef	Horn	1	☐	☑	☐	☐	☐	☐
3rd north east	Pull Station	1-M008	☑	☐	☑	☑	☑	☐
3rd north west	Pull Station	1-M10	☑	☐	☑	☑	☑	☐
3rd north west bedroom	Smoke Detector	1-M008	☑	☐	☑	☑	☑	☐
3rd north west centre	Smoke Detector	1-M006	☑	☐	☑	☑	☑	☐
3rd north west lounge	Smoke Detector	1-M005	☑	☐	☑	☑	☑	☐
3rd peach room	Smoke Detector	1-M0011	☑	☐	☑	☑	☑	☐
3rd S/E Closet	Smoke Detector	1-M005	☑	☐	☑	☑	☑	☐
3rd S/W at Bedroom	Horn	1	☑	☐	☑	☐	☐	☐
3rd sewing room	Smoke Detector	1-M008	☑	☐	☑	☑	☑	☐
3rd south west	Pull Station	1-M009	☑	☐	☑	☑	☑	☐
3rd staff east stair	Smoke Detector	1-M009	☑	☐	☑	☑	☑	☐
3rd top west stair	Smoke Detector	1-M007	☑	☐	☑	☑	☑	☐
3rd west bedroom	Smoke Detector	1-M007	☑	☐	☑	☑	☑	☐
3rd yellow rm	Smoke Detector	1-M0L0	☑	☐	☑	☑	☑	☐
Attic crawlspace	Smoke Detector	1-M006	☑	☐	☑	☑	☑	☐
Attic crawlspace	Smoke Detector	1-M005	☑	☐	☑	☑	☑	☐
Attic entrance .to crawlspace	Smoke Detector	1-M007	☑	☐	☑	☑	☑	☐
East Attic entrance .to crawlspace	Smoke Detector	1-312	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm System Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/11/16 9:44:08 AM
Inspector: Daniel Doherty
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC 1-CHP

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
Ground .Main entrance	Pull Station	0		☑	☐	☑	☑	☑	☐
Ground BACK ENTRANCE	Pull Station	1-M8		☑	☐	☑	☑	☑	☐
electrical room									
Ground CENTER MECHANICAL	Heat Detector	1-M12		☑	☐	☑	☑	☑	☐
Ground Change room	Heat Detector	1-M12		☑	☐	☑	☑	☑	☐
Ground Engineers office	Disconnect	0		☑	☐	☑	☐	☐	☐
Ground Engineers office	Smoke Detector	1-M9		☑	☐	☑	☑	☑	☐
Ground HALL BY OFFICE	Horn	1-NAC1		☑	☐	☑	☐	☐	☐
Ground Hydro vault	End Of Line	1-M7		☑	☐	☐	☐	☑	☑
electrical room									
Ground Hydro vault	Heat Detector	1-M7		☑	☐	☑	☑	☑	☐
electrical room									
Ground HYDRO VAULT	Horn	1-NAC1		☑	☐	☑	☐	☐	☐
Ground Kitchen	Heat Detector	1-M1		☑	☐	☑	☑	☑	☐
Ground KITCHEN	Horn	1-NAC1		☑	☐	☑	☐	☐	☐
Ground LEFT MECHANICAL	Heat Detector	1-M12		☑	☐	☑	☑	☑	☐
Ground MAIN ENTRANCE	Battery	0		☑	☐	☑	☐	☐	☐
Ground MAIN ENTRANCE	Control Panel	0		☑	☐	☐	☐	☐	☑
Ground Main Hydro vault	End Of Line	1-M8		☑	☐	☐	☐	☑	☑
electrical room									
Ground Main Hydro vault	End Of Line	1-NAC1		☑	☐	☐	☐	☑	☑
electrical room									
Ground Main Hydro vault	Heat Detector	1-M8		☑	☐	☑	☑	☑	☐
electrical room									

Ground Main Hydro vault	Horn	1-M8 NAC1	☑	☐	☑	☐	☐	☐
electrical room Ground Main Hydro vault	Pull Station	1-M8	☑	☐	☑	☑	☑	☐
electrical room Ground MAIN MACHANICAL ROOM	Horn	1-M8 NAC1	☑	☐	☑	☐	☐	☐
Ground MAIN MACHANICAL ROOM	Horn	1-M8 NAC1	☑	☐	☑	☐	☐	☐
ABOVE EXIT Ground Office 2	Smoke Detector	1-M9	☑	☐	☑	☑	☑	☐
Ground RIGHT MECHANICAL	Heat Detector	1-M12	☑	☐	☑	☑	☑	☐

Individual Device Record

Generated by: BuildingReports.ca

Type of Inspection: Fire Alarm Svstem Annual Inspection and Test (ULC S536)
Project Name: NCC
Inspection Date and Time: 8/12/16 8:07:08 AM
Inspector: Daniel Doherty
Note: Reading Column: Detector sensitivity in percentage and Waterflow Switch time delay in seconds.

Building: NCC

The Individual Device Record lists each device type, it's exact location within the building, the corresponding zone or address of the device, and confirmation checkboxes indicating satisfactory test results for each ULC test requirement. Devices that are in need of service and repair are clearly indicated.

Location	Device Type	Zone/Address	Reading	Correctly Installed	Requires Service or Repairs	Alarm Operation / Activation Confirmed	Annunciation Indication Confirmed	Supervision	Ground Circuit Confirmed
All All	Horn	1		☑	☐	☑	☐	☐	☐
Lower Level Mens Rm Janitor Closet	Heat Detector	1-M2-10		☑	☐	☑	☑	☑	☐
Lower Level Ladies room	Smoke Detector	1-M2-9		☑	☐	☑	☑	☑	☐
Lower Level Locker room	Smoke Detector	1-M2-7		☑	☐	☑	☑	☑	☐
Lower Level Locker Room Exit	Pull Station	1-M2-6		☑	☐	☑	☑	☑	☐
Lower Level Mens room	Smoke Detector	1-M2-8		☑	☐	☑	☑	☑	☐
Main Level Front entrance	Pull Station	1-M2-16		☑	☐	☑	☑	☑	☐
Main Level Main Entry	Smoke Detector	1-M2-15		☑	☐	☑	☑	☑	☐
Mechanical rm East exit	Battery	1		☑	☐	☑	☐	☐	☐
Mechanical rm East exit	Pull Station	1-M2-1		☑	☐	☑	☑	☑	☐
Mechanical rm Top of stair	Pull Station	1-M2-5		☑	☐	☑	☑	☑	☐
Mechanical room East exit	Control Panel	1		☑	☐	☐	☐	☐	☑
Mechanical Room North	Heat Detector	1-M2-2		☑	☐	☑	☑	☑	☐
Mechanical Room South	Heat Detector	1-M2-3		☑	☐	☑	☑	☑	☐
Mid Level Kitchen	Smoke Detector	1-M2-13		☑	☐	☑	☑	☑	☐
Mid Level Top of stair to LL	Smoke Detector	1-M2-17		☑	☐	☑	☑	☑	☐
Mid Level Window Exit	Pull Station	1-M2-12		☑	☐	☑	☑	☑	☐
Rideau Hall Security Alarm from gaurd house	Strobe	1		☑	☐	☑	☐	☑	☐

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for fire extinguishers count per building.

.2 Various types such as pressurized water, multi-purpose dry chemical and carbon dioxide extinguishers are located in the building.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 10-2015, Standard for Portable Fire Extinguishers.

1.3 AFFECTED BUILDING SYSTEMS

.1 Where an extinguisher is removed for service, the contractor is to supply a temporarily extinguisher in its place. Temporary extinguisher to be same type and rating as extinguisher being removed for service.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the fire extinguishers, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.3 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Scales

.2 Refill and Testing Equipment

.3 Temporary Extinguishers

.4 All Required Tools and Materials

Part 3 Execution

3.1 ANNUAL TESTING PROCEDURE

.1 Perform a visual inspection to ensure the installation meets the requirements of NFPA 10.

.2 Persons performing the annual maintenance shall be certified by a test administered by an organization acceptable by the Authority Having Jurisdiction, and the test shall cover the chapters and annexes of NFPA 10.

.3 Fire extinguishers shall be visually verified externally for damage, corrosion and blockages, to ensure the extinguisher faces forward as well as to verify operating instructions and WHMIS labels are present on the extinguisher. Refer to A-7.3.1 of NFPA 10 for complete verification requirements.

.4 The following types of fire extinguishers shall be internally inspected:

- .1 Stored-pressure types of fire extinguishers containing a loaded stream charge.
- .2 Cartridge or cylinder operated extinguishers.
- .3 Wetting agent extinguishers.
- .4 Pump tank extinguishers.

.5 Where the annual verification identifies other types of extinguishers as requiring internal inspection or hydrostatic testing, the extinguisher shall be removed from service and tested.

.6 Carbon dioxide hose assemblies shall undergo a conductivity test and be provided with a durable weatherproof label indicating the month and year the test was perform, indicated by perforation. The name or initials of the person performing the test and the name of the agency performing the test is also indicated on the label. Hoses which fail the test must be discarded and replaced.

.7 Any extinguisher removed for service shall be replaced with an extinguisher of better or equal rating until the serviced extinguisher is returned.

.8 Provide the owner or the owner’s representative with test records showing all test results including date of test and name of technician.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with backflow preventers to be tested.

.2 Backflow preventers are installed between the connection to the domestic water supply and the fire protection systems to prevent contamination of the water supply by water from fire protection systems.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the backflow preventer, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses

.2 Gauges

.3 All Required Tools and Materials

Part 3 Execution

3.1 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 A forward flow test of the system at the fire protection system designed flow rate, including hose stream demand where hoses stations or hydrants are installed downstream of the backflow preventer, shall be conducted on all fire protection backflow preventers.

.3 When water is rationed during water shortages lasting more than 1 year, an internal inspection of the backflow preventer is required to ensure the check valves will fully open and will take the place of the annual forward flow test.

.4 Where full flow test is not possible, the test shall be done to the maximum flow rate.

.5 The forward flow test shall not be require where annual fire pump testing causes the system demand to flow through the backflow preventer device.

.6 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.7 Provide the owner or the owner's representative with test records showing date of test, name of technician, all test results, problems encountered (if any) and any deficiencies identified on the system during testing.

3.2 5-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 All annual testing requirements are to also be performed as part of the 5-year testing requirements.

.3 The backflow preventer shall be internally inspected every 5 years to verify that all components operate correctly, move freely, and are in good condition.

.4 Following the inspection, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.5 Provide the owner or the owner's representative with test records showing date of test, name of technician, all test results, problems encountered (if any) and any deficiencies identified on the system during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with wet pipe sprinkler systems to be tested.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015

.2 NFPA 13-2016, Standards for the Installation of Sprinkler Systems.

.3 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required. Fire pumps where installed shall not be removed from service when testing sprinkler systems.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the sprinkler system, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses

.2 Gauges

.3 All required tools and materials.

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 Gauges not in a constantly attended location shall be checked to ensure they are operable and not damaged.

.4 Ensure that all sprinkler control valves which are locked open are accessible, free from external leaks and provided with proper identification.

.5 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.2 QUARTERLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly testing requirements are to also be performed as part of the quarterly testing requirements.

.4 Waterflow alarm and supervisory devices (except valve supervisory switches) shall be inspected to verify that they are free of physical damage.

.5 Ensure that all sprinkler control valves supervised by the fire alarm system are accessible, free from external leaks and provided with proper identification.

.6 Mechanical waterflow alarm devices including water motor gongs shall be tested.

.7 A main drain test shall be performed to verify incoming water supply where the supply is through a backflow preventer or pressure reducing valve. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.8 Alarm valves and riser check valves shall be externally inspected and shall verify that the gauges indicate the normal supply water pressure is being maintained, that they are free of physical damage, valves are in the proper position and that no part of the valve is leaking.

.9 Gauges shall be checked to ensure that normal water pressure is being maintained.

.10 Pressure relief valves and pressure reducing valves shall be inspected to ensure they are in the open position, not leaking, that the downstream pressure is correct based on the design criteria and that hand wheels are present and unbroken.

.11 Where water supply for sprinkler systems is through a pressure-regulating device, a partial flow test shall be conducted.

.12 The fire department connections shall be inspected to verify the following:

.1 Connections are visible and accessible.

.2 Couplings or swivels are not damage and rotate smoothly.

.3 Gaskets, plugs, caps and identification signs are undamaged, in place and in good condition.

.4 The check valve is not leaking.

.5 The clappers are in place and working properly.

.6 Automatic drain is working properly.

.7 Interior of connection is free of obstructions if not provided with approved locking caps or plugs.

.13 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.14 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.3 SEMI-ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly and quarterly testing requirements are to also be performed as part of the semi-annual testing requirements.

.4 Vane-type and pressure switch-type waterflow devices shall be testing by opening the test connection; the bypass connection may be used where freezing could occur however the test connection shall be used at a minimum once every 3 years.

.5 Valve supervisory devices shall be inspected to verify that they are free of physical damage and shall be tested for proper operation.

.6 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.7 Provide the owner or the owner's representative with test records showing all test results date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.4 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly, quarterly and semi-annual testing requirements are to also be performed as part of the annual testing requirements.

.4 Perform a detailed inspection of all visible sprinkler system components (piping, sprinklers, hangers, etc.) for signs of wear, corrosion or other defects that may result in faulty operation of the sprinkler system.

.1 Sprinkler shall be inspected:

.1 From the ground level for correct orientation, leakage, corrosion, physical damage, loss of fluid in the glass bulb heat response element,

loading and paint (unless painted by sprinkler manufacturer). Where defects are found, sprinklers shall be replaced.

.2 Minimum clearance required by NFPA 13 shall be keep below all sprinkler deflectors. Any stock, furniture or equipment closer to the allowed minimum clearance shall be corrected.

.3 Any missing escutcheons or cover plates shall be replaced. If escutcheon or plate is no longer available, replace sprinkler.

.2 Sprinklers piping, fittings, hangers and seismic hangers shall be inspected from the floor level to ensure proper installation, that they are not damaged or subject to external loads.

.3 Stock of spare sprinkler shall be inspected to have:

.1 The correct number and type as per 5.4.1.5 of NFPA 25.

.2 A wrench is required for each type of sprinkler as per NFPA 25.

.3 The list of spare sprinklers as required by 5.4.1.5.6 of NFPA 25.

.4 Sprinklers and system components in concealed areas shall not require inspection.

.5 In inaccessible areas for safety concerns, sprinklers and system components shall be inspected during each scheduled shutdown.

.5 Signage:

.1 Ensure that hydraulic information sign is provided and securely fastened to system riser. If system is designed per pipe schedule, ensure sign stating “Pipe Schedule System” is affixed to riser.

.2 Ensure information sign per 4.1.9 of NFPA 25 is provided.

.3 Ensure general information sign per 25.6 of NFPA 13 is provided.

.4 Ensure that a sign is present on each control valve indicating the system or portion thereof which it controls.

.5 Ensure that antifreeze information signs required in 4.1.10 of NFPA 25 are secured to the system and legible.

.6 Replace any missing signs.

.6 Sprinkler testing and replacement:

.1 Sprinklers installed prior to 1920 shall be replaced.

.2 Sprinklers found to be in service for 50 years, 60 years, 70 years, 75 years and every 5 year interval thereafter shall be replaced or a representative sample sent for testing.

.3 Sprinklers with quick response elements found to be in service for 20 years and every 10 year interval thereafter shall be replaced or a representative sample sent for testing.

.4 Dry-type sprinklers found to be in service for 10 years and every 10 year interval thereafter shall be replaced or a representative sample sent for testing.

.5 Representative sample shall be a minimum of four (4) sprinklers or 1%, whichever is greater. Where testing fails, all sprinklers shall be replaced.

.7 Antifreeze systems shall be tested for the following:

.1 The type of antifreeze solutions shall be compared to the antifreeze information sign. If the type of antifreeze solution is not known or cannot be determined, it shall be tested or replaced. If the test indicates an incorrect freezing point, the solution shall be replaced.

.8 A main drain test shall be performed to verify incoming water supply. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.9 Supervisory signal devices other than valve supervisory switches shall be tested.

.10 Each control valve shall be operated through its full range and returned back to its normal position.

.11 All outside screw and yoke valves shall be lubricated and completely closed then reopened to test its operation and distribute the lubricant.

.12 Conduct partial flow test on pressure relief valves and pressure reducing valves sufficient to move the valve seat.

.13 Where water supply for sprinkler systems is through a pressure-regulating device, a full flow test shall be conducted and results compared to previous years.

.14 The interior of the fire department connections shall be inspected if provided with approved locking caps or plugs.

.15 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.16 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.5 5-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly, quarterly and semi-annual and annual testing requirements are to also be performed as part of the 5-year testing requirements.

.4 An inspection of the piping and branch line conditions shall be completed by:

.1 Opening a flushing connection at the end of one main and removing one sprinkler near the end of the system to inspect the presence of foreign organic and inorganic material.

.2 If tubercules or slime found, it shall be tested for the presence of microbiological corrosion (MIC).

.3 If there is enough foreign material in the piping causing possible clogging, an obstruction investigation must be conducted as describe in 14.3 of NFPA 25.

.4 A cross main does not require inspection should there be no method of inspection such as welded mains.

.5 If any presence of foreign organic and/or inorganic material is found in any system during the test, all other systems shall have an internal inspection.

.5 Gauges shall be replaced or tested against a calibrated gauge. If the tested gauge is not within a 3% of the calibrated gauge, the gauge shall be recalibrated or replaced.

.6 Solder-type extra high temperature rated (325 ºC) or greater sprinklers that are exposed to semi-continuous to continuous maximum allowable ambient temperature conditions shall be tested.

.7 Replace sprinklers in harsh environments such as corrosive atmospheres or water supplies.

.8 Alarm valves and associated trim shall be inspected internally.

.9 Check valve shall be inspected internally to ensure all parts are in good condition and performing correctly.

.10 Conduct full flow test on pressure relief valves and pressure reducing valves.

.11 Hydrostatically test the fire department connection from the connections to the check valve at 10 bar (150 psi) for two hours.

.12 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.13 Provide the owner or the owner's representative with test records showing date of test, name of technician, all test results including time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with dry pipe sprinkler systems to be tested.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 13-2016, Standards for the Installation of Sprinkler Systems.

.3 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required. Fire pumps where installed shall not be removed from service when testing sprinkler systems.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the sprinkler system, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses

.2 Gauges

.3 All Required Tools and Materials

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 Gauges not in a constantly attended location:

.1 Ensure gauges are operable, not damaged and that normal air pressure is being maintained.

.2 Verify that gauges on the air side of the systems are showing the same pressure.

.4 Ensure that all sprinkler control valves which are locked open are accessible, free from external leaks and provided with proper identification.

.5 The exterior of the dry pipe and pre-action valve shall be inspected externally to verify no external damage, all trim valves are in their normal positions, the valve seat is not leaking and electrical components are in service.

.6 Provide complete inspection of air compressors for damage and proper operation.

.7 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.2 QUARTERLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly testing requirements are to also be performed as part of the quarterly testing requirements.

.4 Waterflow alarm and supervisory devices (except valve supervisory switches) shall be inspected to verify that they are free of physical damage.

.5 Ensure that all sprinkler control valves supervised by the fire alarm system are accessible, free from external leaks and provided with proper identification.

.6 The priming water level in supervised pre-action and dry systems shall be test for compliance with the manufacturer's instructions.

.7 Low air pressure alarms shall be tested in accordance with the manufacturer's instructions.

.8 Quick opening devices shall be tested.

.9 A main drain test shall be performed to verify incoming water supply where the supply is through a backflow preventer or pressure reducing valve. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.10 Pressure relief valves and pressure reducing valves shall be inspected to ensure they are in the open position, not leaking, that the downstream pressure is correct based on the design criteria and that hand wheels are present and unbroken.

.11 Where water supply for sprinkler systems is through a pressure-regulating device, a partial flow test shall be conducted.

.12 The fire department connections shall be inspected to verify the following:

.1 Connections are visible and accessible.

.2 Couplings or swivels are not damage and rotate smoothly.

.3 Gaskets, plugs, caps and identification signs are undamaged, in place and in good condition.

.4 The check valve is not leaking.

.5 The clappers are in place and working properly.

.6 Automatic drain is working properly.

.7 Interior of connection is free of obstructions.

.13 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.14 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.3 SEMI-ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly and quarterly testing requirements are to also be performed as part of the semi-annual testing requirements.

.4 Pressure waterflow alarm devices shall be tested. Testing shall be accomplished using bypass connection.

.5 Valve supervisory devices shall be inspected to verify that they are free of physical damage and shall be tested for proper operation.

.6 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.7 Provide the owner or the owner's representative with test records showing all test results date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.4 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly, quarterly and semi-annual testing requirements are to also be performed as part of the annual testing requirements.

.4 Perform a detailed inspection of all visible sprinkler system components (piping, sprinklers, hangers, etc.) for signs of wear, corrosion or other defects that may result in faulty operation of the sprinkler system.

.1 Sprinkler shall be inspected:

.1 From the ground level for correct orientation, leakage, corrosion, physical damage, loss of fluid in the glass bulb heat response element, loading and paint (unless painted by sprinkler manufacturer). Where defects are found, sprinklers shall be replaced.

.2 Minimum clearance required by NFPA 13 shall be keep below all sprinkler deflectors. Any stock, furniture or equipment closer to the allowed minimum clearance shall be corrected.

.3 Any missing escutcheons or cover plates shall be replaced. If escutcheon or plate is no longer available, replace sprinkler.

.2 Sprinklers piping, fittings, hangers and seismic hangers shall be inspected from the floor level to ensure proper installation, that they are not damaged or subject to external loads.

.3 Stock of spare sprinkler shall be inspected to have:

.1 The correct number and type as per 5.4.1.5 of NFPA 25.

.2 A wrench is required for each type of sprinkler as per NFPA 25.

.3 The list of spare sprinklers as required by 5.4.1.5.6 of NFPA 25.

.4 Sprinkler and system components in concealed areas shall not require inspection.

.5 In inaccessible areas for safety concerns, sprinklers and system components shall be inspected during each scheduled shutdown.

.5 Signage:

.1 Ensure that hydraulic information sign is provided and securely fastened to system riser. If system is designed per pipe schedule, ensure sign stating “Pipe Schedule System” is affixed to riser.

.2 Ensure information sign per 4.1.9 of NFPA 25 is provided.

.3 Ensure general information sign per 25.6 of NFPA 13 is provided.

.4 Ensure that a sign is present on each control valve indicating the system or portion thereof which it controls.

.5 Ensure a sign indicating the location of all auxiliary drains is provided.

.6 Replace any missing signs.

.6 Sprinkler testing and replacement:

.1 Sprinklers installed prior to 1920 shall be replaced.

.2 Sprinklers found to be in service for 50 years, 60 years, 70 years, 75 years and every 5 year interval thereafter shall be replaced or a representative sample sent for testing.

.3 Sprinklers with quick response elements found to be in service for 20 years and every 10 year interval thereafter shall be replaced or a representative sample sent for testing.

.4 Dry-type sprinklers found to be in service for 10 years and every 10 year interval thereafter shall be replaced or a representative sample sent for testing.

.5 Representative sample shall be a minimum of four (4) sprinklers or 1%, whichever is greater. Where testing fails, all sprinklers shall be replaced.

.7 A main drain test shall be performed to verify incoming water supply. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.8 Supervisory signal devices other than valve supervisory switches shall be tested.

.9 Each control valve shall be operated through its full range and returned back to its normal position.

.10 All outside screw and yoke valves shall be lubricated and completely closed then reopened to test its operation and distribute the lubricant.

.11 Each dry pipe and deluge valve shall be trip tested with valve partially open in warm weather and in accordance with manufacturer's instructions and the air maintenance devices shall be tested where installed.

.12 The interior and the detections devices of the pre-action and dry pipe valves shall be inspected and cleaned when the trip test is conducted for valves which must be opened to reset.

.13 Low temperature alarms on pre-action systems, if installed, are to be tested at the beginning of the heating season.

.14 Test air compressor to ensure it operates as intended, restores the air supply in the allotted time and does not overheat.

.15 Where water supply for sprinkler systems is through a pressure-regulating device, a full flow test shall be conducted and results compared to previous years.

.16 The interior of the fire department connections shall be inspected if provided with approved locking caps or plugs.

.17 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.18 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.5 3-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly, quarterly and semi-annual and annual testing requirements are to also be performed as part of the 3-year testing requirements.

.4 Each dry pipe and deluge valve shall be trip tested at full flow in warm weather and in accordance with manufacturer's instructions.

.5 Perform air leakage test on systems piping.

.6 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.7 Provide the owner or the owner's representative with test records showing date of test, name of technician, all test results including time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.6 5-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 13.

.3 All monthly, quarterly and semi-annual and annual testing requirements are to also be performed as part of the 5-year testing requirements.

.4 The internal inspection and cleaning of the pre-action valves that can be reset without removing the faceplate shall be permitted to be conducted every 5 years.

.5 An inspection of the piping and branch line conditions shall be completed by:

.1 Opening a flushing connection at the end of one main and removing one sprinkler near the end of the system to inspect the presence of foreign organic and inorganic material.

.2 If tubercules or slime found, it shall be tested for the presence of microbiological corrosion (MIC).

.3 If there is enough foreign material in the piping causing possible clogging, an obstruction investigation must be conducted as describe in 14.3 of NFPA 25.

.4 A cross main does not require inspection should there be no method of inspection such as welded mains.

.5 If any presence of foreign organic and/or inorganic material is found in any system during the test, all other dry/pre-action systems shall have an internal inspection.

.6 Gauges shall be replaced or tested against a calibrated gauge. If the tested gauge is not within a 3% of the calibrated gauge, the gauge shall be recalibrated or replaced.

.7 Solder-type extra high temperature rated (325 ºC) or greater sprinklers that are exposed to semi-continuous to continuous maximum allowable ambient temperature conditions shall be tested.

.8 Replace sprinklers in harsh environments such as corrosive atmospheres or water supplies.

.9 Pre-action and dry pipe valve strainers, filters, restricted orifices and diaphragms chambers shall be inspected internally unless test indicates a greater frequency is required.

.10 Check valve shall be inspected internally to ensure all parts are in good condition and performing correctly.

.11 Conduct full flow test on pressure relief valves and pressure reducing valves.

.12 Hydrostatically test the fire department connection from the connections to the check valve at 10 bar (150 psi) for two hours.

.13 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.14 Provide the owner or the owner's representative with test records showing date of test, name of technician, all test results including time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with standpipe sprinkler systems to be tested.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 14-2016, Standards for the Installation of Standpipe and Hose Systems.

.3 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

.4 NFPA 1962, 2013, Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required. Fire pumps where installed shall not be removed from service when testing standpipe systems.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the standpipe system, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses

.2 Gauges

.3 All Required Tools and Materials

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 14.

.3 Gauges not in a constantly attended location shall be checked to ensure they are operable and not damaged.

.4 Ensure that all standpipe control valves which are locked open are accessible, free from external leaks and provided with proper identification.

.5 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.2 QUARTERLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 14.

.3 All monthly testing requirements are to also be performed as part of the quarterly testing requirements.

.4 Waterflow alarm and supervisory devices (except valve supervisory switches) shall be inspected to verify that they are free of physical damage.

.5 Mechanical waterflow alarm devices such as water motor gongs shall be tested.

.6 A main drain test shall be performed to verify incoming water supply where the supply is through a backflow preventer or pressure reducing valve. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.7 Gauges shall be checked to ensure that normal water pressure is being maintained.

.8 Pressure relief valves and pressure reducing valves shall be inspected to ensure they are in the open position, not leaking, that the downstream pressure is correct based on the design criteria and that hand wheels are present and unbroken.

.9 Where water supply for standpipe systems is through a pressure-regulating device, a partial flow test shall be conducted.

.10 The fire department connections shall be inspected to verify the following:

- .1 Connections are visible and accessible.
- .2 Couplings or swivels are not damage and rotate smoothly.
- .3 Gaskets, plugs, caps and identification signs are undamaged, in place and in good condition.
- .4 The check valve is not leaking.
- .5 The clappers are in place and working properly.
- .6 Automatic drain is working properly.

.7 Interior of connection is free of obstructions if not provided with approved locking caps or plugs.

.11 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.12 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.3 SEMI-ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 14.

.3 All monthly and quarterly testing requirements are to also be performed as part of the semi-annual testing requirements.

.4 Vane-type and pressure switch-type waterflow devices shall be testing by opening the test connection; the bypass connection may be used where freezing could occur however the test connection shall be used at a minimum once every 3 years.

.5 Valve supervisory devices shall be inspected to verify that they are free of physical damage and shall be tested for proper operation.

.6 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.7 Provide the owner or the owner's representative with test records showing all test results date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.4 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 14.

.3 All monthly, quarterly and semi-annual testing requirements are to also be performed as part of the annual testing requirements.

.4 Perform a detailed inspection of all visible standpipe system components (piping, hangers, etc.) for signs of wear, corrosion or other defects that may result in faulty operation of the standpipe system.

.1 Standpipe piping, fittings, hangers and seismic hangers shall be inspected from the floor level to ensure proper installation, that they are not damaged or subject to external loads.

.2 Standpipe system components in concealed areas shall not require inspection.

.3 In inaccessible areas for safety concerns, system components shall be inspected during each scheduled shutdown.

.5 Signage:

.1 Ensure that hydraulic information sign is provided and securely fastened to system riser. If system is designed per pipe schedule, ensure sign stating “Pipe Schedule System” is affixed to riser.

.2 Ensure that a sign is present on each control valve indicating the system or portion thereof which it controls.

.3 Replace any missing signs.

.6 The following systems components shall be inspected:

.1 Hose connections: Inspect for leaks, damage, missing or worn parts and obstructions.

.2 Hoses: Inspect for mildew, cuts, abrasions, leaks, damage, missing or worn parts and incompatible threads. Ensure testing is up to date and that it is properly connected. Refer to NFPA 1962 for testing of hoses.

.3 Hose nozzle: Inspect for damage, missing or worn parts, proper operation and obstructions.

.4 Hose storage device (rack, reels, etc.): Inspect for proper operation, damage, missing or worn parts and obstructions and that hose is properly installed.

.5 Cabinets: Inspect for proper operation, proper identification, damage, missing or worn parts and obstructions. Ensure cabinet is easily accessible.

.7 Hose connection and hose rack assembly pressure-regulating devices shall be inspected for leaks, damage, and missing or worn parts.

.8 A main drain test shall be performed to verify incoming water supply. Where the drop in full flow pressure shows a 10% reduction from original acceptance, cause shall be investigated and corrected.

.9 Supervisory signal devices other than valve supervisory switches shall be tested.

.10 Each control valve shall be operated through its full range and returned back to its normal position.

.11 All outside screw and yoke valves shall be lubricated and completely closed then reopened to test its operation and distribute the lubricant.

.12 Conduct partial flow test on pressure relief valves and pressure reducing valves sufficient to move the valve seat.

.13 Where water supply for standpipe systems is through a pressure-regulating device, a full flow test shall be conducted and results compared to previous years.

.14 The interior of the fire department connections shall be inspected if provided with approved locking caps or plugs.

.15 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.16 Provide the owner or the owner’s representative with test records showing all test results including date of test, name of technician, time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.5 5-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 14.

.3 All monthly, quarterly and semi-annual and annual testing requirements are to also be performed as part of the 5-year testing requirements.

.4 Perform flow test on standpipe system at the most hydraulically remote outlet valve(s) at system flow demand.

.5 An inspection of the piping and branch line conditions shall be completed by:

.1 Opening a flushing connection at the end of one main and removing one connection near the end of the system to inspect the presence of foreign organic and inorganic material.

.2 If tubercules or slime found, it shall be tested for the presence of microbiological corrosion (MIC).

.3 If there is enough foreign material in the piping causing possible clogging, an obstruction investigation must be conducted as describe in 14.3 of NFPA 25.

.4 A cross main does not require inspection should there be no method of inspection such as welded mains.

.5 If any presence of foreign organic and/or inorganic material is found in any system during the test, all other systems shall have an internal inspection.

.6 Gauges shall be replaced or tested against a calibrated gauge. If the tested gauge is not within a 3% of the calibrated gauge, the gauge shall be recalibrated or replaced.

.7 Check valve shall be inspected internally to ensure all parts are in good condition and performing correctly.

.8 Conduct full flow test on pressure-regulating valves.

.9 Hydrostatically test the fire department connection from the connections to the check valve at 10 bar (150 psi) for two hours.

.10 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.11 Provide the owner or the owner’s representative with test records showing date of test, name of technician, all test results including time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with fire pumps to be tested.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 20-2016, Standards for the Installation of Stationary Pumps for Fire Protection.

.3 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the fire pump, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

.3 The following fire pump information shall be provided:

- .1 Flow
- .2 Suction Pressure
- .3 Discharge Pressure
- .4 Boost Pressure
- .5 Amperes
- .6 Voltage
- .7 Revolution per Minute
- .8 Number and Size of Nozzles Used For Testing
- .9 Pitot Readings at Nozzles

.4 The test report supplied by the contractor is also to include the following information regarding the fire pump:

- .1 Fire Pump type
- .2 Manufacturer
- .3 Model
- .4 Serial Number

.5 Impeller Size
.6 Suction and Discharge Sizes
.7 Rated Pressure and Flow
.8 Rated Pressure at Shutoff And 150%
.9 Rated Revolution per Minute
.10 Casing Relief Valve Status

.5 The test report supplied by the contractor is also to include the following information regarding the driver (motor):

.1 Type
.2 Manufacturer
.3 Model
.4 Serial Number
.5 Rated Revolution per Minute
.6 Rated Temperature
.7 Rated Voltage and Amperage
.8 Cycle
.9 Phase
.10 Rated Horsepower

.6 The test report supplied by the contractor is also to include the following information regarding the controller:

.1 Manufacturer
.2 Model
.3 Serial Number

.7 Flow results within 95% of the fire pump rating and in the range of 5% below to 10% above the rated voltage shall be acceptable.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 All fire pump flow tests to be performed using “Hose Monsters”.

.5 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses and Nozzles
.2 Pitot Tubes

.3 "Hose Monsters"

.4 Gauges

.5 Ammeters and Voltmeters

.6 RPM Meters

.7 All Required Tools and Materials

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 20.

.3 Perform the visual operations listed under 8.2.2 of NFPA 25.

.4 Electric fire pumps only shall be started automatically and operated at churn conditions for at least 10 minutes; ensure circulating relief valve is discharging water and monitor water temperature.

.5 Visual observations or adjustments specified in the following checklist shall be conducted:

.1 Fire pump system procedure follows:

.1 Prior to start, record current, highest and lowest pressure on event log; if outside of expected range, obtain complete event log for investigation.

.2 Record the system suction and discharge pressure gauge reading prior to and during testing.

.3 Record the fire pump starting pressure.

.4 Check the fire pump packing glands for slight discharge and adjust gland nuts if necessary.

.5 Check for unusual noise.

.6 Check packing boxes, bearings, or fire pump casing for overheating.

.2 Electrical system procedure follows:

.1 Observe the time for motor to accelerate to full speed.

.2 Record duration of first step for reduced voltage starters.

.6 Gauges not in a constantly attended location shall be checked to ensure they are operable and not damaged.

.7 Ensure that all control valves which are locked open are accessible, free from external leaks and provided with proper identification.

.8 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

3.2 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 20.

.3 All monthly testing requirements are to also be performed as part of the annual testing requirements.

.4 Inspect the following system components for proper operation and damage:

.1 Shaft Movement or End Play

.2 Electrical Connection

.3 Cable and Wire Insulation

.4 Printed Circuit Boards

.5 Plumbing Parts

.5 Lubricate pump and motor bearings.

.6 Each fire pump assembly shall be tested under minimum, rated and peak flows by controlling the amount of water that is discharged through “hose monsters”.

.7 The fire pump suction and discharge pressures and the flow measurements of each hose stream shall be determine the total fire pump output meanwhile being careful to prevent water damage by verifying that there is adequate drainage for high pressure water discharge from hoses.

.8 Pertinent visual observations, measurements and adjustments in the following checklist shall be conducted while the fire pump is running and flowing water under specific output conditions:

.1 At no-flow conditions (churn) as follows:

.1 Check the circulation relief valve for operation to discharge water.

.2 Check the pressure relief valve for proper operation.

.2 At each flow condition as follows:

.1 Record the electric motor voltage and current.

.2 Record the fire pump speed in rpm.

.3 Record the simultaneous readings of fire pump suction and discharge pressure and fire pump discharge flow.

.9 For electric motor-driven fire pumps, the fire pump shall not be shut down until the fire pump has operated for 10 minutes.

.10 For fire pumps with a pressure relief valves, the discharge pressure must be observed to ensure that they do not exceed the normal operating pressure of the system components and that the pressure relief valve closes at the proper pressure.

.11 The pressure relief valve during flow conditions shall be closed to reach minimum rated characteristics for the fire pump and reset to its normal position.

.12 Fire pumps with transfer switches shall test the following to make sure the over-current protection devices do not open:

.1 Simulate a power failure condition while the fire pump is operating at peak load.

.2 Verify that the transfer switch transfers power to the alternate power source.

.3 Verify that the fire pump continues to perform at peak load for a minimum of 2 minutes.

.4 Remove the power failure condition and verify that, after a time delay, the fire pump is reconnected to the normal power source.

.13 Alarm conditions shall be simulated by activating alarm circuits at alarm sensor locations, and all such local or remote alarm indication devices shall be observed for operation. Where the controller must be opened to create or simulate condition, it shall be performed by qualified personnel using the appropriate equipment.

.14 Supervisory signal devices other than valve supervisory switches shall be tested.

.15 Each control valve shall be operated through its full range and returned back to its normal position.

.16 All outside screw and yoke valves shall be lubricated and completely closed then reopened to test its operation and distribute the lubricant.

.17 Following the test, return system to normal operating condition and ensure that the fire alarm is free of alarm or trouble signals.

.18 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician, time delay between activation of the test valve and activation of the audible signal, a list of all devices tested (including location of the device and fire alarm zone initiated), problems encountered (if any) and any deficiencies identified on the system during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with fire hydrants to be tested.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 24-2016, Standard for the Installation of Private Service Fire Service Mains and Their Appurtenances.

.3 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the fire hydrants, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Any gauges used to be new or recently calibrated liquid filled gauges capable of clearly displaying at least twice the expected maximum pressure.

.3 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.4 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Hoses

.2 Gauges

.3 All Required Tools and Materials

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE – WINTER MONTHS

.1 Inspection and testing shall be performed per the requirements of NFPA 25.

.2 Perform a visual inspection to ensure the installation meets the requirements of NFPA 24.

.3 Hydrants shall be inspected at three intervals between November and March (limited to one inspection per month unless requested otherwise) during cold weather to ensure hydrants are not leaking or frozen and are functional.

.4 Provide the owner or the owner's representative with maintenance records and findings.

3.2 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 24 and NFPA 25.

.2 Dry barrel hydrants shall be inspected annually and after each operation with necessary corrective measures taken per Table 7.2.2.4 of NFPA 25.

.3 Hydrants shall be lubricated to ensure that all stems, caps, plugs and threads are in proper operating conditions.

.4 Hydrants shall be kept free of snow, ice, or other materials and protected against mechanical damage so that free access is ensured.

.5 Hydrants shall be test to ensure proper functioning as follows:

.1 Fully open and flow water until all foreign material has cleared.

.2 Flow shall be maintained for a minimum of 1 minute.

.3 After flow, the dry barrel shall be observed for proper drainage from the barrel.

.4 Full drainage should not take longer than 60 minutes.

.5 Where soil conditions or other factors are such that the hydrant barrel does not drain within 60 minutes, or where the groundwater level is above that of the hydrant drain, the hydrant drain shall be plugged and the water in the barrel pumped out.

.6 Dry barrel hydrants in areas subjected to freezing weather and have plugged drains shall be identified clearly as needing pumping after operation.

.6 Provide the owner or the owner's representative with test records showing date of test, name of technician.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with commercial cooking systems to be tested.

.2 Systems at 1-RH:

.1 1- Amerex Model KP-600 wet chemical system.

.2 1 - RangeGuard, Model 2.5 G wet chemical system.

.3 1 - Gaylord Model WC-25-R water wash down system.

.4 1 - Gaylord Model HC3-25-S water wash down system.

.3 Systems at 4-24S:

.1 RangeGuard Model 2.5G wet chemical system

.4 Systems at 5-ST:

.1 2 - Ansul R102 wet chemical systems.

.5 Systems at 6-RG:

.1 1 - Ansul R102 wet chemical system.

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 NFPA 17A-2013, Standard for Wet Chemical Extinguishing Systems.

.3 NFPA 96-2014, Standard for Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the kitchen systems, the contractor is to provide the owner or the owner’s representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test).

.3 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Cleaning agents and material.

.2 Replacement fusible links; links are to be replaced as part of maintenance requirements.

.3 All required tools and materials.

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 17A.

.2 Only properly trained, qualified and certified person(s) acceptable to the authority having jurisdiction shall inspect, test and/or maintain commercial cooking systems.

.3 Inspect wet chemical extinguishing system for:

.1 Proper location of equipment.

.2 Manual actuators are no obstructed.

.3 Tamper indicators and seals are in place.

.4 Maintenance tags are in place.

.5 Equipment is not damaged and that no conditions exist to prevent operation.

.6 Pressure gauges, where provided, are in operable range.

.7 Blowoff caps are in place and undamaged.

.8 Hazard being protected has not changed from original design.

.4 Following the testing, the contractor is to provide the owner or the owner’s representative with a test report indicating date of test, name of technician, equipment tested or serviced, any findings, results and any deficiencies identified during testing.

3.2 SEMI-ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 17A and 96.

.2 Only properly trained, qualified and certified person(s) acceptable to the authority having jurisdiction shall inspect, test and/or maintain commercial cooking systems.

.3 All monthly testing requirements are to also be performed as part of the semi-annual testing requirements.

.4 For moderate volume cooking operations:

.1 Clean all hoods, fans, ducts, grease removal devices and other apparatus to bare metal to prevent the surfaces from becoming heavily contaminated with grease or oily sludge. Do not use solvents of fusible links or other detection devices on the system.

.2 Following the cleaning procedure, do not coat the system with powder or other substances.

.3 Lock out electrical switches that could accidentally activate before starting the cleaning process.

.4 Fire suppression or extinguishing systems shall not be rendered inoperable unless maintenance is performed by a trained and qualified person in accordance to NFPA 96.

.5 Do not use any flammable or combustible cleaning aids.

.6 Replace all access panels and cover plates and position dampers and diffusers for proper airflow.

.7 Following all cleaning procedures, return all locked out electrical switches and system components to operable state.

.8 After cleaning is complete, the vent cleaning contractor shall place or display within the kitchen area a label indicating the date cleaned and the name of the servicing company, and areas not cleaned.

.9 Where required, inspection certificates of inspection and cleaning shall be submitted to the authority having jurisdiction.

.5 Inspect and service fire extinguishing systems and listed exhaust hoods containing a constant or fire-actuated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts.

.6 Listed hoods containing mechanical or fire-actuated dampers, internal washing components or other mechanically operated devices shall be inspected and test.

.7 Upon inspection, if the exhaust system is found to be contraindicated with deposits from grease-laden vapours, the contaminated portions of the exhaust system shall be cleaned.

.8 Fusible links of the metal alloy type and automatic sprinklers of the metal alloy type shall be replaced. Detection devices which are glass bulb-type automatic sprinklers and fusible links other that metal alloy type shall be replaced annually.

.9 Examine all detectors, expellant gas containers, releasing devices, piping, hose assemblies, nozzles, signals, auxiliary equipment and liquid levels of non-pressurized wet chemical containers.

.10 Verify and test all actuation components, including remote manual pull stations, mechanical or electrical devices, detectors, actuators shall be tested for proper operation during the inspection according to the manufacturers listed procedures.

.11 Ensure piping is not obstructed.

.12 The year of manufacturer and the date of installation of the fusible links shall be marked on the system inspection tag. The tag shall be signed or initialed by the installer.

.13 Following the testing, the contractor is to provide the owner or the owner’s representative with a test report indicating date of test, name of technician, equipment tested or serviced, any findings, results and any deficiencies identified during testing.

3.3 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the requirements of NFPA 17A and 96.

.2 Only properly trained, qualified and certified person(s) acceptable to the authority having jurisdiction shall inspect, test and/or maintain commercial cooking systems.

.3 All monthly and semi-annual testing requirements are to also be performed as part of the semi-annual testing requirements.

.4 Detection devices which are glass bulb-type automatic sprinklers and fusible links other that metal alloy type shall be replaced annually.

.5 Fixed temperature sensing elements other than fusible metal alloy type shall be inspected and cleaned. Unit shall be:

.1 Visually inspected to ensure it is undamaged and that there is no build-up of foreign debris.

.2 Tested to ensure operation.

.3 Calibrated where applicable.

.6 Following the testing, the contractor is to provide the owner or the owner’s representative with a test report indicating date of test, name of technician, equipment tested or serviced, any findings, results and any deficiencies identified during testing.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with emergency lights and exit signs to be tested:

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the emergency lighting and exit signs, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.3 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 All Required Tools and Materials

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURES

.1 Perform testing and inspection to ensure the installation meets the requirements of NFCC:

.1 Self-contained emergency lighting units shall be inspected to ensure the pilot lights are functioning, the units are not damaged or obstructed, the terminals are

clean and corrosion free, terminal clamps are tight and the battery surfaces are clean and dry.

.2 Test self-contained emergency lighting units to verify they will function upon loss of power.

.3 Visually inspect exit signs provided with battery back-up to ensure they are visible upon loss of power.

.2 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

3.2 ANNUAL TESTING PROCEDURE

.1 Perform testing and inspection to ensure the installation meets the requirements of NFCC.

.2 All monthly testing requirements are to also be performed as part of the annual testing requirements.

.3 Test self-contained emergency lighting units to ensure they will function for a period of time at least equal to the design criterion under simulated power failure condition:

.1 Following testing, the voltage, current and recovery period shall be tested to ensure the charging system is functioning.

.4 Emergency lights other than self-contained lighting units shall be inspected.

.5 Visually inspect exit signs other than those provided with battery back-up to ensure they are visible upon loss of power.

.6 Test exit signs to ensure they will function for a period of time at least equal to the design criterion under simulated power failure condition.

.7 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with fire alarms to be tested.

.2 Models are as follows per building:

.1 1-RH - Simplex 4100U Fire Alarm Panel.

.2 1-RC - Notifier NFS- 320C Fire Alarm Panel.

.3 1-ST - Siemens Firefinder Fire Alarm Panel

.4 1-DO - EST Io500 (GC) Fire Alarm Panel.

.5 1-GL - Siemens MXL-IQ Addressable Fire Alarm Panel.

.6 1-CHP - Simplex 4008 Fire Alarm Panel

.7 1-FGH - Simplex 4100 ES Fire Alarm Panel

.8 2-HL - Edwards QS4+ QSC Fire Alarm Panels.

.9 3-TF – EST Quickstart Fire Alarm Panel with standalone smoke detectors.

.10 4-24S - Edwards EST2 Fire Alarm Panel.

.11 4-10S - Edwards EST2 Fire Alarm Panel.

.12 5-ST - Edwards 1221T Fire Alarm Panel with standalone smoke detectors.

.13 6-7RG 1 Simplex 4008 Fire Alarm Panel with standalone smoke detectors.

.14 8-CsGR - Simplex 4100 Fire Alarm Panel

1.2 REFERENCES

.1 National Fire Code of Canada (NFCC) – 2015.

.2 CAN/ULC-S536-2013, Standard for the Inspection and Testing of Fire Alarm Systems.

.3 CAN/ULC-S524-2014 Standard for the Installation of fire Alarm Systems.

.4 CAN/ULC-S529-2016, Standard for Smoke Detectors for Fire Alarm Systems.

.5 CAN/ULC-S552-2014, Standard for Inspection, Testing and Maintenance of Smoke Alarms.

.6 CAN/ULC-S553-2014, Standard for Installation of Smoke Alarms.

.7 NFPA 25-2017, Standard for the Inspection, Maintenance and Testing of Water-Based Fire Protection Systems.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the fire alarm system, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 Use ULC listed smoke test gas for testing of smoke detectors.

.3 Use manufacturer approved meters for smoke detector sensitivity measuring.

.4 Use calibrated and certified audibility meters to measure fire alarm decibel levels.

.5 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test). Provide proof of calibration prior to use.

.6 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 Decibel meter.

.2 Digital multi-meter.

.3 Smoke detector sensitivity meter.

.4 Replaceable glass rods for manual pull stations.

.5 Load resistors for silent load tests of batteries.

.6 All required tools and materials.

Part 3 Execution

3.1 MONTHLY TESTING PROCEDURE

.1 Conduct all tests per ULC-S536 requirements. The fire department, central monitoring stations, and building occupants shall all be notified prior to conducting any tests. Building occupants shall be told that an alarm will sound.

.2 While on emergency power, inspect and test the following to confirm the operability of the fire alarm system:

.1 One initiating field device or manual station shall be operated on a rotational basis and the system inspected for operation as follows:

.1 An alert signal and an alarm signal confirmed on a rotational basis to a minimum of one zone.

.2 The primary annunciator inspected to determine that the tested device annunciated correctly.

.2 Operation of the common audible and visual trouble signals.

.3 Confirmation of alarm transmission to the fire signal receiving centre where applicable.

.4 One emergency telephone shall be tested, where applicable, on a rotational basis for two-way communication and correct indication at the control unit or transponder.

.5 Voice paging capability, where applicable, to one zone confirmed on a rotational basis.

.3 Smoke alarms:

.1 Test one smoke alarm by operating test button.

.2 Where smoke alarms are interconnected, one smoke alarm shall be operated while on normal power to confirm audibility of all interconnected smoke alarm. Test shall be repeated on emergency power where provided.

.4 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

3.2 ANNUAL TESTING PROCEDURE

.1 Conduct all tests per ULC-S536 requirements. The fire department, central monitoring stations, and building occupants shall all be notified prior to conducting any tests. Building occupants shall be told that an alarm will sound.

.2 Control units and transponders:

.1 One conventional field device in each input circuit / one active field device in each zone shall be tested to confirm appropriate output circuit operation.

.2 One conventional field device in each input circuit monitored by a supporting field device shall be operated to activate applicable alarm signal devices.

.3 Each control unit and transponder shall be tested to confirm operability, and all functions as applicable. As a minimum, the following must be tested:

.1 Power 'On' visual indicator.

.2 Common visual trouble signal.

.3 Common audible trouble signal.

.4 Trouble signal silence switch.

.5 Main power supply failure trouble signal.

.6 Ground fault tested on positive and negative trouble signal.

.7 Alert signal operation.

.8 Alarm signal operation.

.9 Automatic transfer from alert signal to alarm signal.

.10 Manual transfer from alert signal to alarm signal.

.11 Automatic transfer from alert signal to alarm signal cancel acknowledgment feature operates on a two-stage system.

.12 Alarm signal silence inhibit.

.13 Alarm signal manual silence operation.

.14 Alarm signal silence visual indication.

.15 Alarm signal, when silenced, automatically reinitiate upon subsequent alarm.

.16 Alarm signal silence automatic cutout timer.

.17 Audible and visual alert signals and alarm signals programmed and operate per design and specification.

.18 Input circuit, alarm and supervisory operation including visual indicator.

.19 Input circuit supervision fault causes a trouble indication.

.20 Output circuit alarm operation.

.21 Output circuit supervision fault causes a trouble indication.

.22 Visual indicator test (lamp test).

.23 Coded signal sequences operate not less than the required number of times and the correct alarm signal operates thereafter.

.24 Coded signal sequences are not interrupted by subsequent alarm.

.25 Ancillary circuit by-pass will result in a trouble signal.

.26 Input circuit to output circuit operation, including ancillary device circuits, for correct matrix operation, as per design and specification.

.27 Reset operation.

.28 Main power supply to emergency power supply transfer.

.29 Status change confirmation (smoke detectors only) verified.

.30 Receipt of the alarm transmission to the fire signal receiving centre.

.31 Receipt of the supervisory transmission to the fire signal receiving centre.

.32 Receipt of the trouble transmission to the fire signal receiving centre.

.33 Record the name and telephone number of the fire signal receiving centre.

.34 Operation of the fire signal receiving centre disconnect mean results in a specific trouble indication at the control unit or transponder and transmits a trouble signal to the fire signal receiving centre.

.4 Each control unit and each transponder shall be tested to confirm operability and all functions as applicable for the voice communication system. As a minimum, the following must be tested:

.1 Power ‘On’ indicator.

.2 Common visual trouble signal.

.3 Common audible trouble signal.

.4 Trouble signal silence switch.

.5 All-call voice paging including visual indicator.

.6 Output circuits for selective voice paging, including visual indication.

.7 Output circuits for selective voice paging trouble operation, including visual indication.

.8 Microphone including press to talk switch.

.9 Operation of voice paging does not interfere with initial inhibit time of alert signal and alarm signal.

.10 All-call voice paging operates (on emergency power supply).

.11 Upon failure of one amplifier, system automatically transfers to back-up amplifier(s).

.12 Circuits for emergency telephone call-in operation, including audible and visual indication.

.13 Circuits for emergency telephones for operation including two-way voice communication.

.14 Circuits for emergency telephone trouble operation including visual indication.

.15 Emergency telephone verbal communication.

.16 Emergency telephone operable or in-use tone at handset.

.17 While in standby mode, voice communication busses used for paging, alert signal, alarm signal, and emergency telephone communication circuits, an open circuit fault, or short circuit fault, or operation of an overcurrent protective device provided for the purpose, shall result in a specific trouble indication specific to the faulty buss.

.5 Each control unit and transponder shall be inspected to confirm ratings/designations. As a minimum the following must be inspected:

.1 Input circuit designations, correctly ‘identified in relation to connected field -devices.

.2 Output circuit designations, correctly identified in relation to connected field devices.

.3 Designations for common control functions and indicators.

.4 Plug-in components and modules securely in place.

.5 Plug-in cables securely in place.

.6 Record the date, revision and version of firmware and software.

.7 Clean and free of dust or dirt.

.8 Fuses in accordance with manufacturer’s specification.

.9 Control unit lock functional.

.10 Termination points from wiring to field devices secure.

.3 Power supplies:

.1 Each control unit or transponder main power supply shall be inspected. As a minimum the following must be inspected:

.1 Fused in accordance with manufacturer’s marked rating of the system.

.2 Adequate to meet the requirements of the system.

.3 Where power isolation modules are installed in a power distribution riser serving field devices, wiring shall be shorted on the isolated side, annunciation of the fault confirmed, and then a device on the source side shall be operated, and activation confirmed at the control unit or transponder.

.2 Each battery shall be inspected and tested to confirm operability, including the following:

.1 Correct type as recommended by manufacturer.

.2 Correct rating as determined by battery calculations based in full system load.

.3 Voltage with main power supply “on”.

.4 Voltage and current with main power supply “off” and the fire alarm system in supervisory condition.

.5 Voltage and current with main power supply “off” and the fire alarm system in full load alarm condition.

.6 Charging current.

.7 Physical damage.

.8 Terminals cleaned and lubricated.

.9 Terminals clamped tightly.

.10 Correct electrolyte level.

.11 Specific gravity of electrolyte within manufacturer’s specifications.

.12 Electrolyte leakage.

.13 Adequate ventilation.

.14 Record the battery manufacturer’s date code or in-service date.

.15 Disconnection causes trouble signal.

.16 Perform battery tests demonstration specified battery operation as follows, after which the battery voltage should not be less than 85% of its rating after the test, otherwise replace batteries:

.1 Required supervisory load for 24 hours followed by the required full load operation, or

.2 A silent test by using the load resistor method may be used for the full duration test, or

.3 Silent accelerated test, or

.4 A battery capacity metre test, or

.5 In lieu of the above battery tests, replace the battery with a new set having a current date code, amp-hour capacity and type as recommended by the manufacturer.

.17 Record calculated battery capacity.

.18 Record battery terminal voltage after completion of tests.

.19 Battery voltage not less than 85% of its rating after the tests.

.20 Generator provides power to the AC circuit serving the fire alarm system, where applicable.

.21 Trouble condition at the emergency generator, where applicable, shall result in an audible common trouble signal and a visual indication at the required annunciator.

.3 Testing of the emergency power generator, if applicable, shall be witnessed to confirm:

.1 Generator provides power to the AC circuit serving the fire alarm system.

.2 Trouble condition at the emergency generator shall result in an audible common trouble signal and a visual indication at the required annunciator.

.4 Annunciators, remote trouble signal units, display and control centres.

.1 Each annunciator, including each sequential display, where used as an annunciator, shall be inspected and tested to confirm operability including the following functions, as applicable:

.1 Power on indicator.

.2 Individual alarm and supervisory zones are clearly indicated and separately designated.

.3 Individual alarm and supervisory zone designation labels are properly identified.

.4 Where active and supporting field devices are utilized, device labels shall be confirmed to correspond with actual field location.

.5 Common trouble signal.

.6 Visual indicator test (lamp test).

.7 Input wiring from control unit is supervised.

.8 Alarm signal silence visual indicator.

.9 Switches for ancillary functions operate as intended.

.10 Ancillary function visual indicators.

.11 Manual activation of alarm signal and indication.

.12 Displays are visible in installed locations.

.13 Operates on emergency power.

.14 Multi-line sequential display operates as intended where utilized.

.2 Where multiple annunciators are utilized within a building, each additional annunciator shall be inspected and test to confirm:

.1 Power “on indicator.

.2 Individual alarm and supervisory zone indication.

.3 Individual alarm and supervisory zone designation labels are properly identified.

.4 Where active and supporting field devices are utilized, device labels shall be confirmed to correspond with actual field location.

.5 Common trouble signal.

.6 Visual indicator test (lamp test).

.7 Input wiring from control unit or transponder is supervised.

.8 Alarm signal silence visual indicators.

.9 Switches for ancillary functions operate as per design and specification, or documentation.

.10 Ancillary function visual indicators.

.11 Manual activation of alarm signal and indication.

.12 Displays are visible in installed location.

.3 Each remote trouble signal unit shall be inspected and tested to confirm operability, including the following functions, as applicable:

.1 Input wiring from control unit is supervised.

.2 Visual trouble signal.

.3 Audible trouble signal.

.4 Audible trouble signal silence.

.5 Printers.

.1 Each printer shall be tested to establish the following:

.1 Operation as intended.

.2 Zone of each alarm initiating device is correctly printed.

.3 Rated voltage is present.

.6 Data Communication Links.

.1 A trouble signal is received at the control unit or transponder under an open loop fault.

.2 Where fault isolation modules are installed in data communication links serving field devices, wiring shall be shorted on the isolated side, annunciation of the fault confirmed and then a field device on the source side shall be operated and activation confirmed at the control unit or transponder.

.3 Where fault isolation in data communication links is provided between control units or transponders and between transponders, introduce a short circuit fault and confirm annunciation of the fault and operation outside the shorted section between each pair of:

.1 Control unit to control unit.

.2 Control unit to transponder.

.3 Transponder to transponder.

.7 Field devices.

.1 Inspect each field device for the following:

.1 Free of damage.

.2 Free of foreign substance that inhibits proper operation.

.3 Mechanically supported independent of wiring.

.4 Protective dust shields or covers removed.

.5 Correctly installed.

.2 Each enabled function/feature of the field device shall be tested and annunciation confirmed while connected to the control unit or transponder.

.3 All field devices shall be tested on an annual basis, except in the event that a device cannot reasonably be made accessible for safety considerations.

.4 Manual pull stations:

.1 Shall be tested by actuate the device as intended.

.2 Two-stage manual pull stations are to be tested by actuating the device as intended so that the first and second stage functions are confirmed.

.3 For manual stations with ancillary contacts, ancillary functions shall also be confirmed and recorded.

.5 Heat detectors:

.1 Each heat detectors shall be tested to confirm operability.

.2 Each restorable heat detector shall be tested by using a heat source reproducible in its intensity, as recommended by the manufacturer of the device, to initiate an alarm.

.3 Each non-restorable heat detector shall have the circuits test be simulating its electrical operation at the wiring connection.

.6 Smoke detectors.

.1 Smoke detectors shall be visually inspected for cleanliness. When required, cleaning shall be done by manufacturer's recommendations.

.2 Each smoke detector shall be tested for operation by introducing smoke or simulated smoke to the detecting chamber in accordance with the manufacturer's instructions.

.3 Smoke detectors shall be tested to confirm that it is within its rated operating range.

.1 A smoke detector whose sensitivity is not within the required operating range shall be cleaned in accordance with the manufacturer's instructions, retested and if still not within its rated sensitivity, replaced with a compatible smoke detector.

.4 Acceptable methods of determining sensitivities are:

.1 Manufacturer's recommended test instruments, equipment or method.

.2 Installed control units or transponders designed to test the sensitivity of individual smoke detectors.

.3 Test instruments that provide calibrated sensitivity measuring operation as described in CAN/ULC-S529, Standard for Smoke Detectors for Fire Alarm Systems, acceptable to the authority having jurisdiction.

.5 Each remote indicator unit providing visual indication from a smoke detector shall be inspected and tested to confirm that the visual indication is clearly visible from the direction of travel to the protected area.

.6 Where provided, status change confirmation shall be inspected and tested to make sure and record that only the smoke detectors are affected by the operation of the status change confirmation circuit.

.7 Air duct and beam type smoke detectors shall be tested as directed by the manufacturer's instructions for operability.

.8 Each beam type smoke detector shall be inspected and tested to confirm operability, including the following functions/features, as applicable:

.1 Activation by the use of a manufacturer's recommended testing method for the device (e.g. screens, filters, etc.).

.2 Sensitivity in accordance with the manufacturer's sensitivity limits. Record the sensitivity and device location.

.7 Flame detectors.

.1 Each flame detector shall be inspected and tested to confirm the operability as recommended by the manufacturer. All functions/features of the device shall be tested.

.8 Combination Type Detectors:

.1 Each combination type detector shall be tested to the requirements by the manufacturer.

.9 Automatic Detectors – Other Types:

.1 Alarm initiation using an alarm initiating source recommended by the manufacturer.

.2 Detector is oriented so as to detect the hazard.

.3 The sensitivity of such devices shall be tested according to the manufacturer's recommendation. Record the sensitivity and device location.

.10 Waterflow Detection Devices:

.1 Test each waterflow device by flowing water using the test connection.

.2 Time delay setting shall be recorded in the individual device record.

.11 Supervisory Switches:

.1 Make sure that all shutoff valves produce an audible (different than the alarm or alert signals) and visual (at the required panel) trouble indication when they are moved more than 20% from a normally opened position. All valves are to be tested.

.2 Each low-pressure supervisory switches are inspected and tested to confirm operability of the following functions:

.1 A decrease of pressure past the set limits will produce an audible (different than the alarm or alert signals) and visual (at the required panel) trouble indication.

.2 The low pressure setting at which the device initiates a trouble signal and the upper pressure setting where the device is no longer activated shall be recorded.

.3 Either lowering the water level or initiating the device electronically at the wiring points will test a low water level supervisory device. This should result in an audible and visual trouble indication.

.4 All low temperature supervisory devices shall be initiated electrically at the wiring points. The simulation shall be used to record the temperature setting of such devices.

.5 The power loss supervisory devices shall be tested by disconnecting the main power supply connected to the equipment to ensure a visual and audible trouble condition is initiated.

.12 Other fixed type extinguishing systems.

.1 If connected to the fire alarm panel, confirm the correct operation of the output contacts and confirm correct operation of the visual and audible trouble signals.

.2 Where a required fire alarm system is performing fixed type extinguishing system functions, those functions and associated devices shall be tested as per this section.

.13 Other supervisory devices.

.1 Ensure device is installed correctly.

.2 Tested in accordance with the manufacturer's requirements or an appropriate test means, to ensure that the correct operation will result in an audible trouble signal and a visual indication.

.14 Signal devices:

.1 Each audible signal device and visible signal device shall be inspected and tested for operability, including the following functions, as applicable:

.1 Proper installation and tightness of shell or housing and evidence of tampering, such as physical obstruction of moving mechanical parts.

.2 The intelligibility of voice messages shall function as intended throughout the area served by the device.

.3 The audibility of the alert signal and/or alarm signal and of voice messages shall function as intended throughout the area served by the device.

.4 The visible signal device shall function as intended and shall be clearly visible from all points within the visual alarm area.

.5 Devices using a combination of signalling principles shall be tested to the requirements appropriate to each principle of operation.

.2 Each audible signal device for use in suites of residential occupancy shall be inspected and tested for the following, as applicable:

.1 Proper installation and tightness of shell or housing and evidence of tampering or physical obstruction.

.2 The intelligibility of voice messages shall function as intended throughout the area served by the device.

.3 The audibility of the alert signal and/or alarm signal and of voice messages throughout the area served by the device.

.4 Silencing means provided for in-suite devices is accessible and clearly identified.

.5 Operation of the switch silences in-suite signal(s).

.6 Where signal circuit suite isolator devices are used in suites of residential occupancies they shall be inspected and tested to confirm operability. Where a signal circuit serves more than one residential suite, a wire-to-wire short circuit fault shall be imposed within each suite in normal (supervisory non-alarm) and alarm conditions. In all cases the wire-to-wire short circuit fault shall not interfere with the ability of devices in other dwelling units, public corridors, or suites to sound an alarm.

.15 Emergency telephones:

.1 Each emergency telephone shall be inspected and tested for the following:

.1 Clear two-way voice communication.

.2 Correct audible and visual indication at the control unit or transponder when the handset is lifted or activated.

.3 Operating instructions are clearly visible.

.4 Lockable release mechanism is intact (e.g. break glass, solenoid release, etc.).

.5 The ‘system operable’ or ‘system in use’ tone is received on all remote handsets.

.16 Circuit End-of-Line Device

.1 Each input circuit end-of-line device shall be tested for open circuit fault, short circuit fault and ground fault conditions. The results shall be recorded in the Individual Inspection.

.2 Each output circuit end-of-line device shall be tested for open circuit fault, short circuit fault and ground fault conditions. The results shall be recorded.

.8 Smoke alarms:

.1 Exterior of smoke alarms shall be vacuumed.

.2 Verify battery operated smoke alarms to ensure that battery is securely in place, terminals are not corroded and that the proper type of battery is in place. Rechargeable batteries shall not be used specifically permitted by manufacturer.

.3 Verify that wires of AC powered smoke alarms are properly secured.

.4 Test one smoke alarm by operating test button.

.5 Where smoke alarms are interconnected, one smoke alarm shall be operated while on normal power to confirm audibility of all interconnected smoke alarm. Test shall be repeated on emergency power where provided.

.9 Provide the owner or the owner’s representative with test records showing all test results including date of test, name of technician.

END OF SECTION

Part 1 General

1.1 BUILDING SYSTEMS

.1 Refer to Section 50 01 02 for buildings with a Very Early Smoke Detection Apparatus (VESDA) system to be tested.

.2 Perform in conjunction with the fire alarm testing.

1.2 REFERENCES

.1 Per manufacturers specified recommendations.

1.3 AFFECTED BUILDING SYSTEMS

.1 Contractor is responsible for all shutdowns and bypasses required to properly perform testing required.

.2 Contractor to ensure that all interested parties (fire department, monitoring companies, National Capital Commission, etc.) are contacted prior to and immediately following the system testing.

1.4 TEST REPORTS

.1 Following the testing of the VESDA system, the contractor is to provide the owner or the owner's representative with a test report indicating date of test, name of technician, all tested components of system and any deficiencies identified on the system during test.

.2 Test records to be provided no later than 5 business days after testing is completed.

Part 2 Products

2.1 MATERIALS

.1 All material used during testing to be in proper operating condition.

.2 All testing, measuring, and monitoring equipment must be listed for the application and recently calibrated (within six months of test).

.3 Contractor is responsible for supplying all required equipment to properly perform the required testing. This equipment may include but is not limited to:

.1 All required tools and materials.

Part 3 Execution

3.1 SEMI-ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the specified manufacturer recommendations.

.2 Visually inspection the piping network, filter and raw air flow.

.3 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

3.2 ANNUAL TESTING PROCEDURE

.1 Inspection and testing shall be performed per the specified manufacturer recommendations.

.2 All semi-annual testing requirements are to also be performed as part of the annual testing requirements.

.3 Perform a pipe integrity smoke test and check the pipe flow.

.4 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

3.3 2-YEAR TESTING PROCEDURE

.1 Inspection and testing shall be performed per the specified manufacturer recommendations.

.2 All semi-annual and annual testing requirements are to also be performed as part of the two year testing requirements.

.3 Perform a cleaning of all sampling points and flush the piping entire piping network.

.4 Provide the owner or the owner's representative with test records showing all test results including date of test, name of technician.

END OF SECTION

INSTRUCTIONS TO TENDERERS

1. Address

The tender envelope shall be addressed to Procurement Services, National Capital Commission, 40 Elgin Street, Security Office on the 2nd floor, Ottawa, Ontario K1P 1C7.

The name and address of the tenderer and the due time and date of the tender shall be clearly shown on the envelope.

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to mail or deliver tenders in good time as tenders received after the specified time and date will not be accepted or considered and will be returned unopened.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless otherwise stated.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by fax, or letter provided it is received before the tender closing date and time.

Faxes, letters or telegrams must clearly indicate required changes.

5. Security Requirements

1. Security with Tender - In the event that security is required as indicated under section 2 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

2. Acceptable Security

i) A bid bond from a company acceptable to the National Capital Commission and in terms satisfactory to the National Capital Commission.

OR

ii) A certified cheque drawn on a bank to which the Bank Act or the Quebec Savings Bank Act applies, and made payable to the order of the National Capital Commission.

OR

iii) Bonds of the Government of Canada payable to bearer.

OR

iv) Cash

3. Upon notification of acceptance of tender :

1. If the tender is valued at less than $30,000.00 including taxes, the successful tenderer may be called upon by the Finance and Procurement Services to provide the security deposit as described in Clause 2 of the Tender/Contract.

2. If the tender is valued in excess of $30,000.00 including taxes, the successful tenderer shall be called upon by Procurement Services to provide the security as described in Clause 2 of the Tender/Contract.

6. Acceptance of Offer

The lowest or any tender not necessarily accepted.

7. Completion of Tender/Contract Form

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender in Clause 3.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

The tenderer should retain a copy of the tender for his record.

8. Insurance

The Contractor shall maintain such insurance or pay such assessments as will protect him and the National Capital Commission from claims under the Worker's Compensation Acts and from any other claims for damages for personal injury including death, and from claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with the National Capital Commission for protection. Such insurance certificates shall be maintained until the National Capital Commission certifies that the work is complete.

Liability insurance naming the National Capital Commission as co-insured shall be maintained by the Contractor for Public Liability and Property Damage in an amount of not less than $5,000,000.00. Insurance is to cover damage resulting from accident as well as negligence. A copy of the policy must be given to the National Capital Commission prior to commencing work.

NOTE: These Instructions need NOT be submitted with your tender.

9. Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

Occupational Health and Safety Requirements

1. General

1.1 In this Contract "OHS" means "occupational health and safety".

1.2 With respect to the work to be performed under the Contract, the Contractor covenants and agrees to perform at, and to enforce conformity with, a standard equivalent to or greater than the best practices prevailing in the construction industry at that time.

1.3 The Contractor acknowledges that, to the extent that the following matters may be affected by conduct of the work, it is responsible for the:

1.3.1 health and safety of persons on site;

1.3.2 safety of property on site;

1.3.3 protection of persons adjacent to the site; and,

1.3.4 protection of the environment.

1.4 Without limiting the generality of section 1.3, the Contractor acknowledges that it is required to, and covenants and agrees to, comply and to enforce compliance with all laws or regulations that may be applicable to the conduct of the work including, without limitation:

(a) the provisions of the *Occupational Health and Safety Act* of Ontario and all regulations, policies or directives issued thereunder for work performed in Ontario;

(b) La *Loi sur la santé et la sécurité du travail* of Québec and all regulations, policies or directives issued thereunder for work performed in Québec;

(c) Applicable provisions of the *Canada Labour Code, Part II;*

(d) Employment standards legislation in the province(s) in which any part of the work is performed; and

(e) Any policies or directives issued by the NCC in respect of the subject matter of the contract.

The NCC will present any such policies or directives referred to in paragraph (e) to the Contractor in written form by not later than the pre-construction meeting. The Contractor is obliged to ensure that the relevant policies and directives have been communicated to and acknowledged by all its employees and that they will be complied with. The NCC reserves the right to require the Contractor to produce evidence satisfactory to the NCC acting reasonably that the Contractor has discharged the foregoing obligations.

1.5 By entering into the Contract with the NCC, the Contractor represents and warrants to the NCC that it has informed itself of and is knowledgeable about the obligations imposed by the legislation referred to in 1.4. above.

1.6 For purposes of the relevant provincial OHS legislative regime the Contractor acknowledges and agrees that it is the "Constructor" and covenants to discharge and accept all liability for the performance of the obligations of the "Constructor" in respect of the work provided for in the Contract. Notwithstanding a determination by the relevant authority having jurisdiction that the NCC is the "Constructor" in the event of a dispute between the Contractor and the NCC, the

Contractor acknowledges and agrees that the Contractor shall be financially responsible for the implementation of protective measures necessary to fulfill the obligations of the "Constructor".

1.7 As between the NCC and the Contractor, the NCC's decision as to whether the Contractor is discharging its obligations in respect of OHS issues shall be definitive. Without limiting the generality of the foregoing, in the event of any dispute with respect to instructions given by the NCC's designated representative, the Contractor may note such dispute, but must nevertheless forthwith comply with any such instructions.

1.8 The Contractor hereby indemnifies and agrees to hold harmless the NCC, its agents and employees, from and against any and all claims, demands, losses, costs (including legal fees on a full indemnity basis), damages, actions, suits or proceedings (hereinafter collectively referred to as "claims") by third parties that arise out of or are attributable to the Contractor's errors or omissions in the performance of the Contract. Without limiting the generality of the foregoing, this indemnification extends to any claims related to any violation of any statute or regulation relating to OHS matters.

1.9 The NCC shall provide the contractor:

1.9.1 a written description of every known and foreseeable health and safety hazard to which persons employed in the performance of the work may be exposed because of the nature of the site;

1.9.2 a list of any prescribed materials, equipment, devices and clothing necessary because of the nature of the site;

1.9.3 with written information indicating the prescribed circumstances and manner to use all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and,

1.9.4 with a copy of any NCC policies and procedures that may be applicable in relation to the work site.

1.10 Without limiting the generality of 1.9, prior to the commencement of the work by the contractor, the contractor shall, at the contractor's expense:

1.10.1 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are informed of any health and safety hazard described pursuant to 1.9.1;

1.10.2 provide all persons employed in the performance of the work or granted access to the work or its site with prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2;

1.10.3 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with the prescribed circumstances and manner all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and

1.10.4 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with policies and procedures referred to in 1.9.4.

2. Qualifications of Personnel

2.1 By entering into this agreement the contractor represents and warrants the it has the requisite experience, training, formal certification and equipment to enable it to discharge the obligations enumerated in sections 1.3. 1.4, 1.5 and 1.6 above.

2.2 The Contractor represents and warrants that supervisory personnel employed by the Contractor in respect of performance of any part of the work have the requisite experience, authority, training, formal certification and equipment to ensure that the obligations enumerated in sections 1.3 1.4, 1.5 and 1.6 above are discharged and agrees to deliver such evidence as may be required by the NCC from time to time to verify same.

3. Certification

3.1 After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver a Worker's Compensation Clearance Certificate. Where the duration of the project is greater than sixty days, the Contractor covenants and agrees to deliver up-dated certificates at least every 60 days. In the event of a failure by the Contractor to deliver up-dated certificates, the NCC shall be entitled to immediately terminate the contract without notice and without incurring any liability to the Contractor.

3.2 After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver historical information on its injury experience including any pertinent Worker's Compensation Experience Reports. Such historical information shall report data for the previous three years.

4. Plans Policies and Procedures

4.1 After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver for the review and approval of the NCC:

(a) A copy of the contractor's OHS policy;

(b) A safety program and plan specific to the work to be performed pursuant to the Contract which plan shall include a risk assessment and analysis, a description of safe working methods, injury and incident reporting protocols, regular periodic reporting on compliance with OHS obligations including any policies, practices and procedures otherwise provided for herein, and a site-specific contingency and emergency response plan; and

(c) Health and safety training records of personnel and alternates responsible for OHS issues on site.

The Contractor covenants and agrees to deliver the necessary material safety data sheets for the review and approval of the NCC prior to entering the site to perform work related to the relevant material.

Approval by the NCC does not amend the provisions of the Contract with respect to the allocation of liability for discharging or failing to discharge OHS obligations. Such liability remains with the Contractor notwithstanding the granting of such approval.

4.2 The Contractor acknowledges and agrees that prior to commencement of work it must attend a pre-construction briefing at which any special or additional practices and procedures to be followed in completing the work are to be established. Without limiting the provisions of section 1.4(e) above, the representatives of the Contractor attending the briefing will be required to deliver

a signed acknowledgement that the practices and procedures set out in the pre-construction briefing have been understood and will be complied with.

4.3 At any time and from time to time during the performance of the work, the NCC shall have the right to audit the manner in which the Contractor is discharging its OHS obligations and to determine whether the project specification and/or OHS policies, practices and procedures are being complied with. In the event that the audit discloses any failure by the Contractor to discharge such OHS obligations , the NCC shall be entitled to forthwith rectify at the Contractor's expense any such deficiency and the NCC shall have the further right to immediately terminate the contract without notice and without incurring any liability to the Contractor.

4.4 The Contractor covenants and agrees to conform with all requirements of the Workplace Hazardous Materials Information System.

4.5 The Contractor acknowledges and agrees that where required by any law or regulation applicable to the performance of the work it must establish and maintain a project health and safety committee. The contractor further acknowledges and agrees that it must enable staff to attend all relevant safety meetings, and that the cost of same, including costs attributable to standing down equipment is included in its bid price and is not independently recoverable.

4.6 Where required by the relevant provincial regulatory regime, the Contractor acknowledges and agrees that it is responsible for delivery of notice of the project to the relevant regulatory authority, and for the performance of any other administrative activity required to meet the obligations imposed in the pertinent provincial regulatory regime.

4.7 **(Optional depending on hazard or scope of project)**. The contractor covenants and agrees that it shall employ and assign to the work, a competent OHS professional as Health and Safety Coordinator that must:

(a) have a minimum two (2) years' site-related working experience specific to activities associated with.(identify specific subject matter)

(b) have basic working knowledge of specified occupational safety and health regulations,

(c) be responsible for completing health and safety training session and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work,

(d) be responsible for implementing, enforcing daily and monitoring the site-specific Health and Safety Plan, and

(e) be on site during execution of the Work.

The parties acknowledge that in lieu of employing an OHS professional, the Contractor may provide same by sub-contracting for such services.

4.8 Upon completion of the work the Contractor covenants and agrees to participate with the NCC in a post performance interview to evaluate the performance of the Contractor in respect of the OHS obligations under the contract. Without limiting the generality of the foregoing, the interview will identify areas of compliance and non-compliance in terms of:

(a) actual performance of the work;

(b) reporting or procedural requirements;

(c) resolution of deficiencies.

The contractor acknowledges and agrees that the results of the post-completion interview may be relied upon by the NCC in evaluating bids subsequently submitted by the Contractor on other NCC projects.

SECURITY REQUIREMENTS

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor's personnel core employees have obtained the required level of security screening as identified by the NCC's Corporate Security. In this case the level of security required will be **Reliability***

For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.

Additional information

As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC's Corporate Security in order to complete the screening.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

Company Security Representative

The contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees).

Selection criteria for the CSR and the alternate are the following:

- They must be employees of the contractor's firm;

- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

Responsibilities of the Company Security Representative

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the contractor's personnel who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a Security status (**Reliability-Site Access-Secret**), sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

References

Security of Information Act

Access to Information Act

Privacy Act

Policy on Government Security

GENERAL CONDITIONS

1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chief Executive Officer and/or Executive Director upon the award of this contract.
2. “work” includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the National Capital Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

3. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor’s activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

4. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

5. Permits and By-Laws

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

6. Canadian Labour and Materials

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

7. Publicity

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.

2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

8. Materials, Equipment, etc. to become Property of the National Capital Commission

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

9. Contractor's Superintendent and Workers

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

10. Co-operation with other Contractors

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

11. Claims Against and Obligations of the Contractor or Subcontractor

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.

2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

12. Project Manager/Officer's Rights and Obligations

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this sub-section has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

13. Delay, Non-compliance, or Default by the Contractor

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the National Capital Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

14. Changes in soil conditions, National Capital Commission delays

1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:

    i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;

    ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.

2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

15. Protesting Project Manager/Officer's Decision

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

16. Suspension or Termination of the Contract

1. The National Capital Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.

2. If the National Capital Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the National Capital Commission suspends the work for a period in excess of 30 days the Contractor may request the National Capital Commission to terminate the work under sub-section 4 hereof.

3. If the National Capital Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.

4. If the National Capital Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

17. Security Deposit

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

18. No Additional Payment

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or

Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

19. Determination of Costs

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

20. Records to be Kept by Contractor

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the National Capital Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them with any information which they may require from time to time in connection with such records.

2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the National Capital Commission may direct.

3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

21. Extension of Time

The National Capital Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the National Capital Commission such delay was due to causes beyond the control of the Contractor.

22. Cleaning of Work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

23. Project Manager/Officer's Certificates

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

24. Payment

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.

2. In the case of a unit price contract:

   i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.

   ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.

3. If the amount of the Contract is in excess of $5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.

4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.

5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.

6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.

7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.

8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

25. Correction of defects

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

26. Liability Insurance

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the National Capital Commission as co-insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the National Capital Commission to a limit of not less than five million ($5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the National Capital Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The National Capital Commission reserves the right to cancel the contract if the National Capital Commission does not receive the said certificate in which event the contract shall be null and void.

27. Workers Compensation

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

NCC CCN Canada

PROTECTED "B" when completed
PROTÉGÉ « B » lorsque rempli

☐ New supplier / Nouveau fournisseur ☐ Update / Mise à jour

Supplier No. / N° du fournisseur

For NCC use only / À l'usage de la CCN seulement

SUPPLIER–DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM
FOURNISSEUR–FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)

Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP	☐ **Yes / Oui**	☐ **No / Non**
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, où les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.	☐ **Yes / Oui**	☐ **No / Non**

Address / Adresse	Telephone No. / N° de téléphone :	Fax No. / N° de télécopieur :
_____ _____ _____ Postal code / Code postal	( )	( )

PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR
IMPORTANT : CHOOSE ONLY ONE OF THE FOLLOWING/CHOISIR SEULEMENT UNE DES OPTIONS SUIVANTES:

(1) Sole proprietor / Propriétaire unique ☐ — If sole proprietor, provide: / Si propriétaire unique, indiquez : Last Name / Nom de famille _____ First name / Prénom _____ Initial / Initiale _____

(2) Partnership / Société de personnes ☐ (3) Corporation /Société ☐

Business No. (BN) / N° de l'entreprise (NE) –	**OR / OU**	SIN / NAS –

GST/HST / TPS et TVH	QST / TVQ (Québec)
Number / Numéro : _____ Not registered / non inscrit ☐	Number / Numéro : _____ Not registered / non inscrit ☐

Type of contract / Genre de contrat

Contract for services only / Contrat de services seulement ☐ — Contract for mixed goods & services / Contrat de biens et services ☐ — Contract for goods only /Contrat de biens seulement ☐

Type of goods and/or services offered / Genre de biens et / ou services rendus :

PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE

Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire

Branch Number / N° de la succursale _____ Institution No. / N° de l'institution : _____ Account No. / N° de compte : _____

Institution name / Nom de l'institution : _____ Address / Adresse : _____

Postal Code / Code postal : _____

PART 'D' – DIRECT DEPOSIT PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT PAR DÉPÔT DIRECT

E-mail address / Adresse courriel :

PART 'E' – EMAIL ADDRESS TO SEND CONTRACTS / PARTIE 'E' – ADRESSE COURRIEL POUR ENVOYER LES CONTRATS

E-mail address / Adresse courriel :

PART 'F' – CERTIFICATION / PARTIE 'F' – CERTIFICATION

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.

Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.

Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.

Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente, il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.

Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date

Telephone number of contact person / Numéro de téléphone de la personne ressource : ( )

IMPORTANT

Please fill in and return to the National Capital Commission with one of <u>your business cheque unsigned and marked « VOID</u> » (for verification purposes).

Mail or fax to: Procurement Services
National Capital Commission
202-40 Elgin Street
Ottawa, ON K1P 1C7 Fax: (613) 239-5007

Veuillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec <u>un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ »</u> (à des fins de vérification).

Poster ou télécopier à : Services de l'approvisionnement
Commission de la capitale nationale
40, rue Elgin, pièce 202
Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007

SUPPLIER – DIRECT DEPOSIT PAYMENT AND TAX INFORMATION FORM

FOURNISSEUR – FORMULAIRE DE PAIEMENT PAR DÉPÔT DIRECT ET RENSEIGNEMENTS AUX FINS DE L'IMPÔT

Supplier Tax Information

Pursuant to paragraph 221(1) (d) of the *Income Tax Act*, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the *Income Tax Act* and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions: Sylvie Monette, Accounts Payable Supervisor
(613) 239-5678 ext. 5156 or sylvie.monette@ncc-ccn.ca

Direct deposit payment information

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment to the address identified in part D.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

The advantages of direct deposit payment

Direct deposit payment is a convenient, dependable, safe and timesaving way to receive your invoice payment. Direct deposit payment is completely confidential.

There are fewer risks of direct deposit payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct deposit payment will be available in your bank account on the same day that we would have mailed your cheque.

Renseignements sur les fournisseurs aux fins de l'impôt

En vertu de l'alinéa 221(1) (d) de la *Loi de l'impôt sur le revenu*, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la *Loi de l'impôt sur le revenu* et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Sylvie Monette, Superviseure aux comptes payable
(613) 239-5678 poste 5156 ou sylvie.monette@ncc-ccn.ca

Renseignements sur le paiement par dépôt direct

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement par dépôt direct vous sera envoyé par courriel à l'adresse courriel identifiée à la partie D.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

Avantages du paiement par dépôt direct

Le paiement par dépôt direct est une méthode pratique, fiable et sécuritaire, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement par dépôt direct est entièrement confidentiel.

Avec les paiements par dépôt direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement par dépôt direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.

Revised November 2016 / Révisé novembre 2016