

Simplified Landlord Checklist

Fire Safety

Doors and exits

Ensure exits are kept unobstructed and that lighting meant for illumination in exits and access to exits, including hallways and corridors, are maintained. (Lighting can be motion-sensor controlled)

Check that exterior passageways, stairways and fire escapes are in good repair, are operational and are free of snow and ice accumulation

Ensure doors are installed so that they swing open in the direction of exit travel and can be opened with a force of no more than 90N

Ensure that **exit doors** and doors **that are accesses to exits** that lock, latch or otherwise fasten can be readily opened from the inside with no more than one releasing operation and without requiring keys, special devices or specialized knowledge.

Make sure locks on windows and doors can be opened quickly by tenants

Evacuation plans

Emergency planning is required for buildings with more than 10 occupants

Any supervisory staff should be instructed in the emergency plan

Have a fire evacuation and safety plan posted in a common area and review it every 12 months

Have a fire escape plan for your building and post it in a common space where all tenants can see it

Inside units

Keeping your properties in a state of good repair, and conducting yearly inspection of units can help you ensure that fire hazards are kept to a minimum

More fires begin in the kitchen than any other room in a residence. When doing your yearly inspection, examine the stove oven and microwave (if you provide one). Ask your tenants to regularly check their toasters, coffee makers, and other cooking devices for signs of cracking, fraying or wear on cords and plugs.

Consider having fire extinguishers in your units – for more info on how to operate extinguishers, [please click here](#). Give this information to your tenants.

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If any of your properties are high-rises, Toronto Fire Services recommends that each tenant has a high-rise survival kit. For items that can be purchased by for under \$50 and that may improve tenants' chances of surviving a fire, or for more information on high-rise fire safety, [please click here](#).

Arrange for all chimneys, flues and flue pipes to be inspected every 12 months, after adding any appliance and after any chimney fire.

Other measures

You must install and test smoke alarms and carbon monoxide detectors in accordance with the Ontario Fire Code. Please see [landlordconnect resource] for detailed information.

Consider installing water sprinkler systems in your buildings. For more information, [please click here](#).

RentSafeTO

If you have properties with 10 or more units or 3 or more stories, you must also keep logs in regards to fire safety as per the new RentSafeTO program and bylaws.

These should include:

Your approved fire safety plan

Annual fire alarm and voice communication system test records

Annual sprinkler test records if applicable

Emergency power supply test records

Annual fire pump flow test records for elevators

The penalties for Fire Code violations run up to \$50,000 and/or a year in jail for individuals and up to \$100,000 for a corporation.

If you have questions regarding these fire safety elements, contact Toronto Fire Services.

You can [click here](#) for the complete Ontario Fire Code.

To read the Fire Protection and Prevention Act, [please click here](#).

For complete information on what you should include in logs, [please click here](#).

For additional information on fire prevention and safety, [please click here](#).