

# Simplified Landlord Checklist

## Fire Safety

### Doors and exits

- Ensure exits are kept unobstructed and that lighting meant for illuminating 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, operational and 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 access exits** that lock, latch or otherwise fasten can be readily opened from the inside with no more than one releasing operation 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
- Fire evacuation and safety plans should be reviewed every 12 months
- And should include a fire escape plan for your building posted in a common space where all tenants can see it

### Inside units

- Keep your properties in a state of good repair, and conduct yearly inspection of units. This can help you to 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 preparing on a budget, [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.
- Consider installing water sprinkler systems in your buildings.

### 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

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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 additional information on emergency preparedness and safety, [please click here](#).