



To: Building Owners & Property Managers,

Re: **Fire Alarm Maintenance**

This letter is to clarify the Calgary Fire Department's (CFD) requirement for fire alarm service companies to report unrepaired deficiencies of fire alarm systems. The National Fire Code – 2023 Alberta Edition, Division C Sentence 2.2.7.2.(4) states:

If a person who carries out the maintenance of fire protection installations, including but not limited to portable fire extinguishers, fire extinguishing systems, fire alarm systems or fire alarm devices, discovers that a device or system is inoperative or defective and the owner or their authorized agent is unwilling or unable to correct the defect, the person carrying out the maintenance shall forthwith notify, in writing, the fire department and the owner or their authorized agent of that notification.

Fire alarm service reports often provide a list of deficiencies and a list of *recommendations*. Deficiencies are those problems that must be corrected according to the Provincial Fire Code. *Recommendations* are suggestions to improve fire protection for life and property, and are the professional opinions of service companies; however, *recommendations* are not mandatory. If *recommendations* are implemented, they must be done according to the appropriate code and may require a permit and professional verification. It is up to the building owner to decide on whether they will implement *recommendations* or not. Building owners should be aware that when a fire alarm system is improved, that those changes need to be maintained in subsequent annual inspections as well.

Consequently, fire alarm service companies are mandated to report fire alarm systems that have any type of deficiency, to the fire department. To allow for business processes, the Calgary Fire Department expects systems to be reported within 10 days of the initial inspection of the system.

Upon receipt of deficiency reports, a Fire Safety Codes Officer from the Fire Marshal's Office will contact the building owner to ensure that the appropriate repairs have or will be completed and confirm those repairs through documentation provided by the owner/operator. Thank you for your cooperation.

Thank you for your cooperation.

A handwritten signature in black ink, appearing to read "Glenn Baxter".

Glenn Baxter  
Fire Marshal  
**Calgary Fire Department**