

February 3, 2014

Donald Bruce, Dean of College of Arts  
Julia Christensen-Hughes, Dean College of Management and Economics

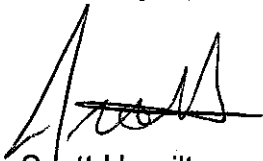
**Subject: MacKinnon Building & MacKinnon Extension #068 & #154  
Fire Safety Plan**

Please find enclosed a copy of the Fire Safety Plan for the MacKinnon Building #068, and the MacKinnon Extension #154.

Please read over this copy to ensure that all the information stated here is correct. If any errors or omissions are found please notify the Fire Division. This copy of the Fire Safety Plan is for your records and can be kept on file in your office. Occupants within this building should be made aware of this document, and a copy should be forwarded to the appropriate people within this building. If any changes are made by the Fire Division to this document a revised copy will be sent to your attention

Fire Wardens Required

Sincerely,



Scott Hamilton  
Fire Prevention Officer

# ***FIRE SAFETY PLAN***



**BUILDING NAME:** MacKinnon Building/Mackinnon Extension

**BUILDING NUMBER:** 068 and 154

**DATE:** 03-Feb-14 FPO #2

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## **INTRODUCTION**

The Ontario Fire Code (O. Reg. 388/97) Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy, and for every building required by the Ontario Building Code (O. Reg. 403/97) to have a fire alarm system.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

Persons found in contravention may be subject to charges under the Fire Marshall's Act. and/or action as described in the Student's Rights and Responsibilities Contract.

### **INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES**

The Fire Code (Ontario Regulation 388/97) is a provincial regulation made under the Fire Protection and Prevention Act 1997. This code requires the owner to be responsible for carrying out the provisions of this code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner of University of Guelph buildings is the University of Guelph.

# **FIRE SAFETY PLAN**

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Copies of this official document are to be readily available at the locations indicated below:

1. University of Guelph, Fire Prevention Office.
2. Building Management: Dean, Director, Chair, Department Head, Unit Head,
3. University of Guelph, Campus Community Police Main Office.
4. Guelph Fire Department

# FORWARD

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## **CENTRAL MONITORING FIRE ALARM SYSTEMS:**

The fire alarm system for this building is monitored by the University of Guelph Campus Community Police Dispatch Centre located in the Trent Building. The central monitoring control system is supervised by the Police Dispatch staff on a continuous basis.

Signals are transmitted via a supervised communication circuit to a computer terminal located at the Campus Community Police Dispatch Centre.

The recording device (computer) is designed and arranged to automatically provide a permanent record of the incoming signal, including the date and time of receipt.

The Campus Community Police Dispatch Centre is equipped with a direct fire telephone line to the City of Guelph Fire Department, and radio contact with the University of Guelph Fire and Campus Community Police Division.

## **EMERGENCY POWER SUPPLY:**

This building is connected to the Campus Essential Power Distribution System, which is backed up by a 1100 kW diesel generator located in the Generator Building. The diesel generator will automatically start and transfer on line within twenty (20) seconds upon interruption of the normal Hydro supply.

## **WATER SUPPLY:**

The campus grid system consists of 4 - 6 & 8 inch mains, supplied by the City of Guelph via one 12 inch water main. There are two standby 8 inch supply lines connected to the city water supply.

## **ACCESS KEYS:**

The University of Guelph Campus Community Police and/or Fire Division will respond to the building and supply appropriate keys for the building and fire alarm panel(s), along with communication back to the Control Centre by portable radio. The City of Guelph Fire Department has a set of keys which will allow them access to all University of Guelph buildings.

# AUDIT OF BUILDING DATA

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**BUILDING NAME:** MacKinnon Building & MacKinnon Extension

**BUILDING NUMBER:** 068 & 154

**MUNICIPAL ADDRESS:** 87 Trent Lane

**OWNER/OCCUPANT:** University of Guelph

**TYPE OF OCCUPANCY:** Assembly/Classroom and offices

**TYPE OF CONSTRUCTION:** Masonry

**YEAR OF CONSTRUCTION:** 1967 (addition 2006)

**HEIGHT OF BUILDING:** 140 feet South section; 40 feet east section; 30 feet north section.

**AREA OF BUILDING:** Approx. 250,759 sq. ft.

**APPROXIMATE NUMBER OF OCCUPANTS:** 1200-1300 MAX

**ANNUNCIATOR PANEL:** There are three 1) located outside the porters desk on the ground floor in the south/west corner of the building 2) located in the south/east corner of the building in the stairwell. 3) Located at the south entrance in the extension.

**FIRE ALARM CONTROL PANEL:** The fire alarm panel is in the basement hallway outside of room 011, this is the main panel for both portions of the building.

**PULL STATIONS:** Located throughout the building

**AUDIBLE DEVICES:** Horns/Strobes

**THERMAL HEAT DETECTORS:** Sporadically throughout the building

**SMOKE DETECTION:** Stairwells, and some duct smokes. In hallways of Mackinnon Extension

**AUTOMATIC SPRINKLER SYSTEMS:** In Mackinnon Extension

## **AUDIT OF BUILDING DATA contd.**

**STANDPIPE AND HOSE CABINETS:** Located throughout the building, both the old and new sections

**FIRE PUMP:** Located in the basement/tunnel section in the south/east corner

**PUMPER CONNECTION(S):** south/east corner of the building to the south of the loading dock on the wall, off of Trent Lane.

**HYDRANT LOCATION:** 1) Located approx. 50 feet to the east of the loading dock on Trent Lane. 2) located approx. 30 feet east of the building's north/east corner on Trent Lane, by the cross walk 3) located approx. 50 feet west of the building's north/west corner on Winegard walk 4) located approx. 70 feet north/west of the building's south/west corner on Winegard walk.

**ELEVATORS:** There are two elevators which serve "C" block (office wing) 10 floors, and there is one elevator which serves "B" block (classroom wing) 4 floors, there is also one elevator which serves the addition 4 floors.

**TRANSFORMER VAULT:** None

**NATURAL GAS MAIN SHUT-OFF LOCATION:** None



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## **FIRE FIGHTING EQUIPMENT**

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**FIRE HOSE AND STANDPIPE SYSTEM:** Throughout the building

**AUTOMATIC SPRINKLER SYSTEM:** In Mackinnon Extension

**FIRE PUMP AND CONTROL VALVES:** Located in the basement/tunnel section in the south/east corner

**PORTABLE FIRE EXTINGUISHERS:** Throughout the building

**AUTOMATIC FIRE SUPPRESSION SYSTEMS:** None

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## **AUDIT OF HUMAN RESOURCES**

**DEAN OF College of Arts:**

Donald Bruce, Office: 005 MacKinnon Extension, Extension: 53301

**DEAN, College of Management and Economics:**

Julia Christensen-Hughes, Office:900B MacKinnon, Extension 53171

**“ON CALL” MANAGER(S):**

The University Police maintains a list of 24 hour “on call” personnel for each campus building.

**FIRE WARDEN:**

**REQUIRED**

**MAINTENANCE DEPARTMENT WORK REQUESTS:**

Extension **53854** 08:00 to 16:30 hrs. Monday - Friday.

**EMERGENCY SUPERVISORY PERSONNEL:**

University of Guelph **824-4120**

**24-hours - Emergency Ext: 52000**

Police ext. **52245**

Fire ext. **52071**

# AUDIT OF BUILDING RESOURCES

**BUILDING CONSISTS OF:** The older, original part of MacKinnon is a "C" shaped building which is distinguished by Block's A, B and C. (see map in appendix B for location). **Block A** is the north wing of the building, and is only two storeys above and two storeys below grade. **Block B** is the east wing and has three storeys above and two

storeys below grade. Blocks A & B are mostly classroom space with a few offices. **Block C** is the south wing and consists of 11 storeys above and one below grade. The 10<sup>th</sup> and 11<sup>th</sup> floors are mechanical areas. The 8<sup>th</sup> and 9<sup>th</sup> floors are office areas which are significantly smaller than the floors below.

**The Extension** portion of the building, is attached to the older portion on the south end off of Trent Lane. The extension is a square shaped four storey addition, which houses offices, and service space only.

**PRIMARY ACCESS:** Primary access is gained through the loading dock doors. There is an annunciator panel located just inside these doors in the stairwell to the south.

**SECONDARY ACCESS:** Secondary access can be gained through the extension, at the south end of the building.

**STAIRWELLS:** See floor plans for the location of the stairwells.

**DIAGRAMS AND FLOOR PLANS:** Posted throughout the building and at the fire alarm panels.

**DESIGNATED ALTERNATIVE SHELTER:** For short term, the library and the UC are in close proximity to the building and occupants could take refuge from the weather in these buildings.

**MEETING AREA FOR CHIEF FIRE WARDEN & FIRE WARDENS:** The east doors by the loading dock, on Trent Lane.

## **ALTERNATIVE MEASURES FOR OCCUPANT SAFETY**

*Ontario Regulation 388/97,(Ontario Fire Code) Section 6.3.1.4. states that Fire Alarm systems must be maintained in operating condition.*

### **NO ONE MAY SHUT DOWN OR ARRANGE TO SHUT DOWN A FIRE ALARM SYSTEM ON CAMPUS WITHOUT PRIOR CONSULTATION WITH UNIVERSITY OF GUELPH FIRE DIVISION**

**SITE NAME:** MacKinnon

**ADDRESS:** University of Guelph

**CITY:** Guelph, ON

#### **A) FIRE ALARM PRE-PLANNED SHUTDOWN:**

In the event of the need to shut down the fire protection equipment/system or part thereof, Campus Community Police Dispatch must be informed at EXT. 52245. Campus Community Police Dispatch will notify the Guelph Fire Department. The occupants of the building will be notified by posting notices on each floor and in the common areas in the building, 48 hours prior to a scheduled shutdown of any fire protection equipment/systems. Signage explaining the shutdown will be provided and installed by University Fire Prevention, Campus Community Police, Physical Resources or contractors, depending on the situation.

#### **B) FIRE ALARM FAILURE:**

In the event of a failure of the fire protection equipment/system or part thereof, the Guelph Fire Department will be notified immediately by University Police Dispatch. The occupants of the building will be notified by the immediate posting of notices on each floor and in the common areas of the building. Signage explaining the failure will be provided and installed by University Fire Prevention, Campus Community Police or Physical Resources or contractors, depending on the situation. If a fire watch is needed the Campus Community Police and Fire Prevention officers will initiate the watch as needed.

#### **In addition, in both the foregoing situations:**

1. In advance of any shutdown of the fire protection equipment/system or part thereof Physical Resources will notify the Campus Community Police Dispatch and the effected departments.
2. The Guelph Fire Department will be notified by Campus Community Police Dispatch or Fire Prevention of the shutdown/failure date and the estimated length of time of the shutdown. Upon completion of the repairs, the Fire Department will be notified when the system is in working order. Periodic updates may be requested.

## **METHOD & FREQUENCY OF CONDUCTING FIRE DRILLS**

The University Fire Division will ensure fire drills are conducted as required. MacKinnon building requires an annual fire drill. The purpose of the fire drill is to ensure that staff is familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Building management will not be advised of fire drill date or times, unless the University Fire Division deems it necessary.

All designated supervisory personnel will be provided access to a copy of the Fire Safety Plan prior to being assigned any fire related duties/responsibilities, by the Chief Fire Warden. Each Unit Head will have a copy of this Fire Safety Plan.

Campus Community Police Dispatcher will notify the City Fire Department that we are conducting the drills, and the City will be invited to participate.

The fire drill should include, but not necessarily be restricted to:

- a) a check of the annunciator panel identifying the alarm source/location.
- b) check to ensure elevator(s) operate as designed during a fire alarm.
- c) review of the fire alarm systems, silence and re-set procedures.
- d) ensuring proper evacuation of persons during the alarm
- d) practice of emergency evacuation plan with Fire Wardens.

Following each drill, all persons with delegated responsibility shall attend a debriefing session to report on the actions and the reactions of the participants. The University Fire Division shall keep a record of the date the drill was conducted as well as any problems or complaints that arose during the drill.

# EMERGENCY SUPERVISORY PERSONNEL

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## **DISPATCH:**

All Dispatch Personnel, upon receipt of a computer, radio or telephone message indicating that the building fire alarm has been activated or that smoke or fire has been discovered, shall immediately:

1. Telephone the Guelph Fire Department using the direct fire line. Identify yourself, advise the Fire Department of the location of the alarm.
2. Contact the University of Guelph Fire Prevention officer and/or Police Officer and advise them of the alarm and that the Guelph Fire Department has been notified and are on the way.
3. Contact other persons/agencies or Departments as requested/required.

## **POLICE AND FIRE OFFICERS:**

Upon receiving the fire alarm notification from dispatch, respond to the building and prepare for the arrival of the Guelph Fire Department.

1. Obtain from the annunciator panel, the location of the alarm.
2. Obtain information from Building Manager, Safety Officer or Chief Fire Warden, on the cause of the alarm and if any occupants are known to be unaccounted for.
3. Assist the Guelph Fire Department with necessary information and provide a copy of the Fire Safety Plan on their arrival.
4. The fire alarm panel shall not be silenced or reset until approved by the Guelph Fire Department.
5. Confirm reset with Control and/or initiate corrective measures.

# SUPERVISORY PERSONNEL

## DEAN, DIRECTOR, CHAIR, or UNIT HEAD:

- Is responsible in general for the safety of all persons in this building.
- Be in charge of implementing the approved Building Fire Safety Plan and the specific responsibilities of the personnel.

## MANAGER or CHIEF FIRE WARDEN:

### In an Emergency:

- Notify Police Dispatch of the emergency condition by calling extension **52000** to ensure Police Dispatch has received the alarm.
- Ensure alarm is sounding and supervise the evacuation of the occupants.
- Meet fire wardens at predetermined location.
- Upon arrival of City/Campus Emergency Services, inform the Responders of conditions in the building and assist where directed.
- Take steps to ensure evacuees do not return to the building until "all clear" has been given by Emergency Responders.
- Direct evacuees to temporary shelter.
- Liaison with City/Campus Emergency Services and assist when needed.

### As required:

- Maintenance of building facilities - provide for safety of occupants.
- Implement procedures to be followed during emergencies.
  - Follow up on request to Physical Resources for the repair of building safety features.
- Arrange training for staff in the implementation & maintenance of the Fire Safety Plan and fire equipment.
- Ensuring there are alternate Chief Fire Warden & Fire Wardens available if needed.
- Control of fire hazards in the building.
- Maintain records of fire safety checks and inspections.

## UNIVERSITY FIRE DIVISION:

- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained.
- Provide training seminars which are open to the University Community. Building specific seminars are also available to be set up through your department. University of Guelph Fire Prevention Officers are available for assistance in any area of Fire Safety. Please contact our office to set up training for your building, or to learn about upcoming training events X52071.

## PHYSICAL RESOURCES:

- Assist the Building Manager in his/her responsibilities.
- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained including any repairs and said records forwarded to the Building Manager and Fire Division.

## **THOSE IN NEED OF ASSISTANCE DURING AN EVACUATION**

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*. This building houses many different classrooms, and there is always the possibility that someone with a disability could be in the building. As of the date of this document there are no identified Staff or Faculty members with a disability which would make self rescue impossible.*



## **CHECKS, TESTS AND INSPECTIONS LISTING**

**Items bolded will be the responsibility of building fire safety personnel/occupants. If any deficiencies are found please report them to the Fire Division at 52071.**

**CHECK** - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

**INSPECT** - Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**TEST** - Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

The University of Guelph will be responsible for the implementation of the following schedule of checks, tests & inspections, whether by on-site personnel or contractors.

<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
<b><u>DAILY</u></b>		
2.7.3.1.		
2.7.3.2.	<b>Check</b>	To ensure that all exit lights are not damaged, are illuminated and clearly legible.
6.3.2.3	Check	Fire alarm system for indication of trouble in the system.
6.6.3.2	Check	Fire pump room temperature during freezing weather.
2.2.3.5.(1)	<b>Check</b>	That all fire separation doors are kept closed.
<b><u>WEEKLY</u></b>		
6.5.3.1		
6.6.1.2	Check	That unsupervised fire protection water supply system control valves are always fully open.
6.5.3.3	Check	That air pressure on dry pipe sprinkler system is being maintained.
6.6.3.1	Check	Water level in fire pump reservoirs.
6.6.3.3. (1) (2)	Inspect	Operate fire pump. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water and general operating conditions

shall be inspected during the weekly operation of the fire pump.

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<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
2.6.1.3.(1)	Check	Hoods, filters and ducts subject to combustible deposits and clean as necessary.
 <b><u>MONTHLY</u></b>		
6.2.7.2.	<b>Inspect</b>	All portable fire extinguishers.
6.3.2.3.	Check	All fire alarm components, including standby power batteries.
6.3.2.1.	Test	Fire alarm system.
6.3.2.4.	Test	Voice communication to and from floor areas to the central alarm control facility.
6.4.2.1.	<b>Inspect</b>	Hose cabinets to ensure hose position and that equipment is in place. Report deficiencies to Fire Department.
2.2.3.4.	<b>Check</b>	All doors in fire separations.
6.5.5.2.	Test	Sprinkler alarms using alarm test connection (mechanical signal only).
6.7.1.1.	Test	All components of the emergency power systems, operate the emergency power generator set under at least 30% of rated load for 60 minutes.
6.7.1.1.	Check	Clean crankcase breathers, governors and linkages on emergency generators.
 <b><u>EVERY TWO MONTHS</u></b>		
6.5.5.7.	Test	Electrical sprinkler transmitters and water flow devices.
 <b><u>EVERY THREE MONTHS</u></b>		
7.2.2.1.(2)	Test	Elevator key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the first floor by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.

<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
7.2.2.1.(3)	Test	<p>Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will:</p> <p>(A) Enable the elevator to operate independently of other elevators.</p> <p>(B) Allow operation of the elevator without interference from floor call buttons.</p> <p>(C) Render door protective devices inoperative.</p> <p>(D) Control the opening of power-operated doors only by continuous pressure on the door opening buttons or switches to ensure that if the "open" button or switch is released while the door is opening, the door will automatically close.</p>

**ANNUALLY**

6.2.7.1.	Service	All portable fire extinguishers.
6.3.2.2.	Test	Fire alarm system in accordance with CAN/ULC-S536- "Inspection and Testing of Fire Alarm Systems".
6.3.2.4.	Test	Fire alarm system voice communication in accordance with CAN/ULC S536 "Inspection and Testing of Fire Alarm Systems".
6.4.2.4.	Inspect	Hose valves to ensure tightness and to ensure no water leakage.
6.4.2.5.(1)	Inspect	Remove and re-rack hoses and replace worn gaskets.
6.4.1.3. (1) & (2)	Inspect	Remove plugs or caps on fire department standpipe and hose system connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.
6.5.3.2.	Check	Exposed sprinkler system pipe hangers.
6.5.3.5.	Check	All sprinkler heads.
6.5.4.4.		

(1) & (2)	Inspect	Remove plugs or caps on fire department sprinkler connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.
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<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
6.5.5.3.	Test	Water flow on wet sprinkler system using most remote test connection.

6.5.5.4. (1)(2)(3)(4)(5)	Test	Trip-test dry pipe trip system.
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6.5.5.5.	Test	Flow of water supply using main drain valve.
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6.6.3.5.	Test	Fire pump at full rated capacity.
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6.7.1.1.	Test	All components of the emergency Power generating system in accordance with CSA-C282 "Emergency Electrical Power Supply for Buildings".
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2.2.3.7.	Inspect	All fire dampers and flue pipes and clean as necessary.
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2.6.1.5.	Inspect	Chimneys, flues and flue pipes and clean as necessary.
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2.6.1.8.	Inspect	Disconnect switch for mechanical air conditioning and ventilation.
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7.2.3.1.(4)	Inspect	Controls for air handling system used for venting in the event of a fire conform to Ontario Building Code 3.2.6.2.(2)(3)(4).
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**EVERY FIVE YEARS**

6.2.7.1.	Test	Carbon dioxide and water type extinguishers hydrostatically (NFPA 10).
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6.4.3.6.	Test	Standpipe system piping which normally remains dry hydrostatically.
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**EVERY SIX YEARS**

6.2.7.1.	Check	Empty stored pressure type extinguishers and subject to maintenance. ( NFPA 10).
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**EVERY TWELVE YEARS**

6.2.7.1. Test Hydrostatically test dry chemical and vaporizing liquid type extinguishers. (NFPA 10).

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**REF. NO. REQ'd ITEM**  
**EVERY FIFTEEN YEARS**

6.5.4.2. Inspect Dry pipe sprinkler system and flush if necessary.

**AS REQUIRED**

6.2.7.6. Recharge Extinguishers after use or as indicated by an inspection or when performing maintenance.

6.4.3.2. Test Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding one year.

6.5.3.4. Check Dry sprinkler pipe valve rooms or enclosures during freezing weather.

6.5.4.1. Inspect Auxiliary sprinkler drains to prevent freezing.

2.5.1.2.(2) Check To ensure that the fire department sprinkler and standpipe connections are clearly identified and maintained free of obstructions for use at all times.

2.5.1.2.(1)

2.5.1.3. Check To ensure that fire access routes and access panels or windows provided to facilitate access for fire fighting operations are not obstructed at all times by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

2.7.1.7.(1) Check Maintain corridors free of obstructions.

2.4.1.7. Check Clean lint traps in laundry equipment

# APPENDIX A

**EMERGENCY EVACUATION PROCEDURES**  
**(when a fire alarm rings)**

**All Alarms must be taken seriously, and treated as real.**

**Scope:**

- The following instructions are provided to ensure safe evacuation from any University building in the event of an emergency and apply to all employees, students and visitors.
- All persons should familiarize themselves with the floor plan of the building and in particular the stairwells and exits from buildings.
- University Policy #851.03.01 states that everyone shall evacuate when the fire alarm rings

**When alarm bells sound:**

- Leave the building as quickly and safely as possible using the stairs.
- **Do not use the elevator.**
- Walk do not run.
- Advise the fire wardens at the building entrance of any individuals having difficulties evacuating or if you notice any signs of a fire.
- Do not enter the building until the bells have stopped ringing. Once the bells stop ringing wait approximately 2 minutes and then you are allowed to enter the building, unless specifically told not to by a uniformed officer.

**EMERGENCY EVACUATION PROCEDURES FOR PERSONS WITH  
DISABILITIES**  
**(when a fire alarm rings)**

**All Alarms must be taken seriously, and treated as real.**

**Scope:**

- The following instructions are provided to ensure safe evacuation for individuals with disabilities from any University building in the event of an emergency and apply to all employees, students and visitors.
- All persons with disabilities and their support staff should familiarize themselves with the floor plan of the building and in particular the location of the stairwells and exits from the building.
- An evacuation plan should be established for individuals with disabilities before an actual emergency arises.

**Procedures:**

- Leave the building as quickly and safely as possible if able to do so safely.
- **Do not use the elevator.**
- The volunteer or support staff member should not endanger themselves but have a duty to ensure occupants with disabilities are aware of the emergency and to assist them to a location inside the stairwell.
- If time permits the volunteer or support staff member should phone extension 52000 and report the location and any other relevant information to Campus Community Police Dispatch.
- No one should attempt to carry a disabled person down the stairs but rather proceed down the stairs and report the location of the disabled person to the Fire Warden or responding emergency personnel.
- Guelph Fire Department will locate the individuals and if needed evacuate them.

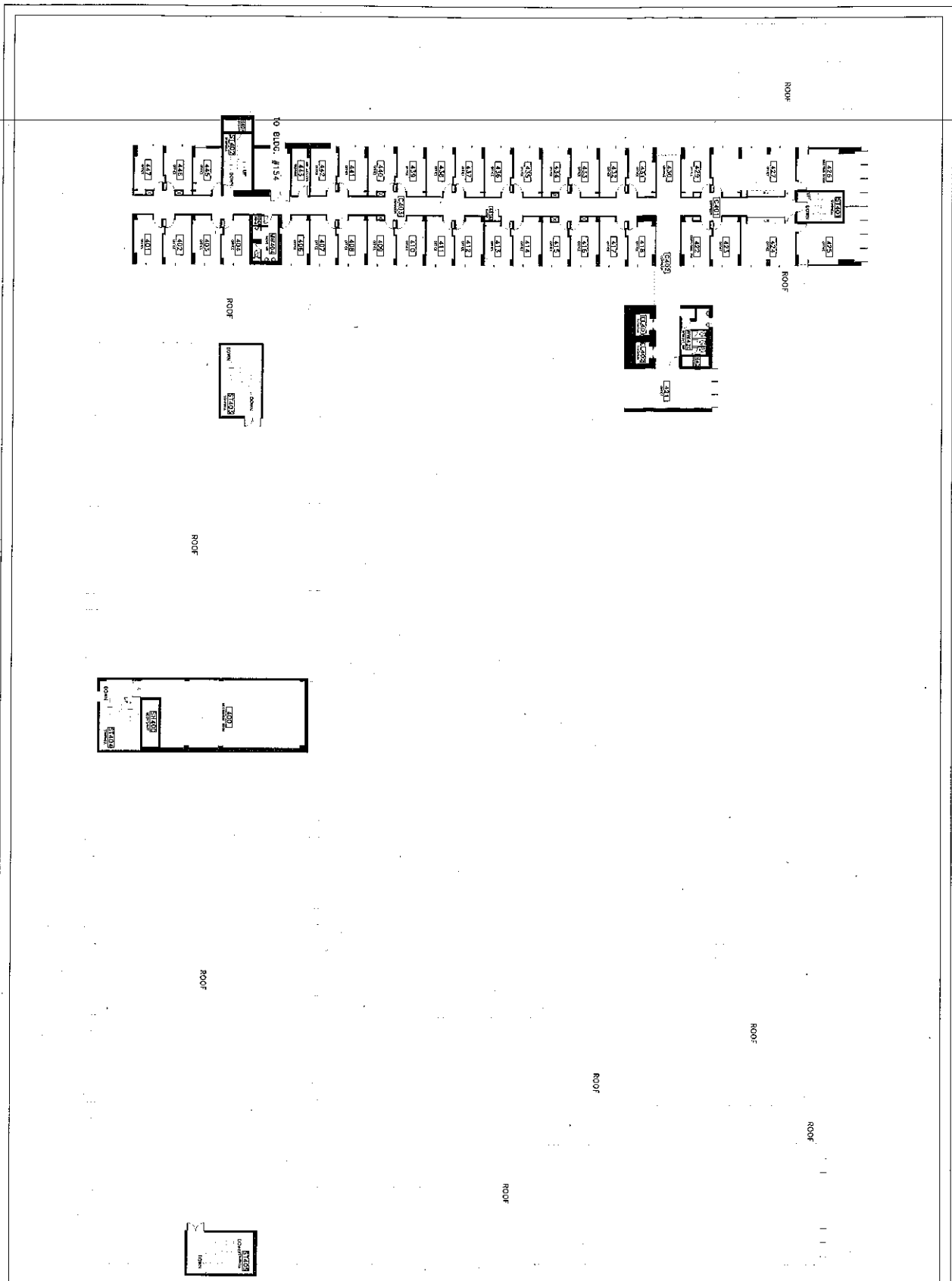


# APPENDIX B









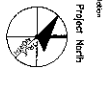
**NOTES**

Contractor must check the work at the location. Verify the work is done in accordance with the approved drawings. If discrepancies are noted, the contractor must advise the architect immediately. The architect is not responsible for the work if the contractor does not follow the approved drawings. The contractor is responsible for the work if the contractor does not follow the approved drawings.

Approved: \_\_\_\_\_

A = Detail number  
 B = Sheet number where detail is located

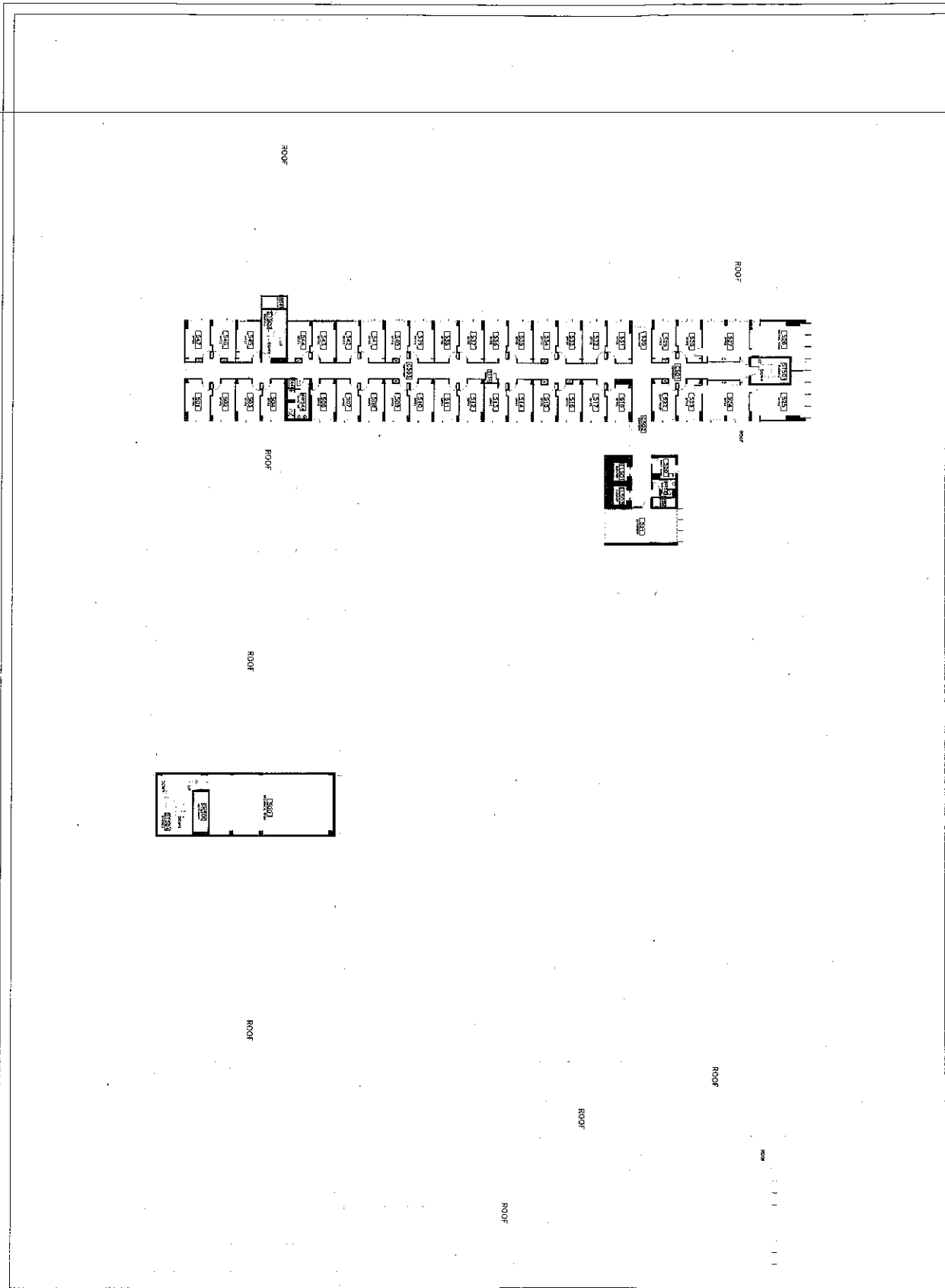
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2			
3			
4			
5			



**UNIVERSITY of CUELPH**  
 Planning, Engineering & Construction  
 Guelph, Ontario, N1C 3W1

Project: **BASE PLAN**  
 Drawing: **FOURTH LEVEL**

Client:	University of Guelph
Project Name:	Mackinnon - Bldg/058
Scale:	1/4" = 1'-0"
Drawn By:	RAJ Dhillon
Checked By:	Scott Coulter
Approved By:	Scott Coulter
Date:	February 2009
Sheet No.:	B-4



02-001 SCALE: 1/8"=1'-0"

Contractor shall check and verify all site conditions, 15 days before the start of construction. The contractor shall be responsible for any discrepancies in material between the drawings and field conditions. If discrepancies are noted prior to 15 days of work, the contractor shall be responsible for any necessary changes.

REVISIONS:

Revisions at each working condition or disturbance of any condition mentioned in a previous revision shall be indicated by a circled letter and a circled number. The contractor shall be responsible for any discrepancies in material between the drawings and field conditions. If discrepancies are noted prior to 15 days of work, the contractor shall be responsible for any necessary changes.

Owner's Representative has approved these revisions.

Revisions:

No.	DATE	BY	DESCRIPTION
1			
2			
3			
4			
5			

Legend:

- A = Detail number
- B = Sheet number sheet deleted

Project Name: UNIVERSITY OF QUELPH

Planning, Engineering & Construction

Campin, Ontario, M1G 2M1

Project North

Project No. \_\_\_\_\_

Revision: \_\_\_\_\_

Drawing Title: FIFTH LEVEL

BASE PLAN

University of Queph

Mockinnon - Bldg#068

Scale: 1/8" = 1'-0"

Date: February 2009

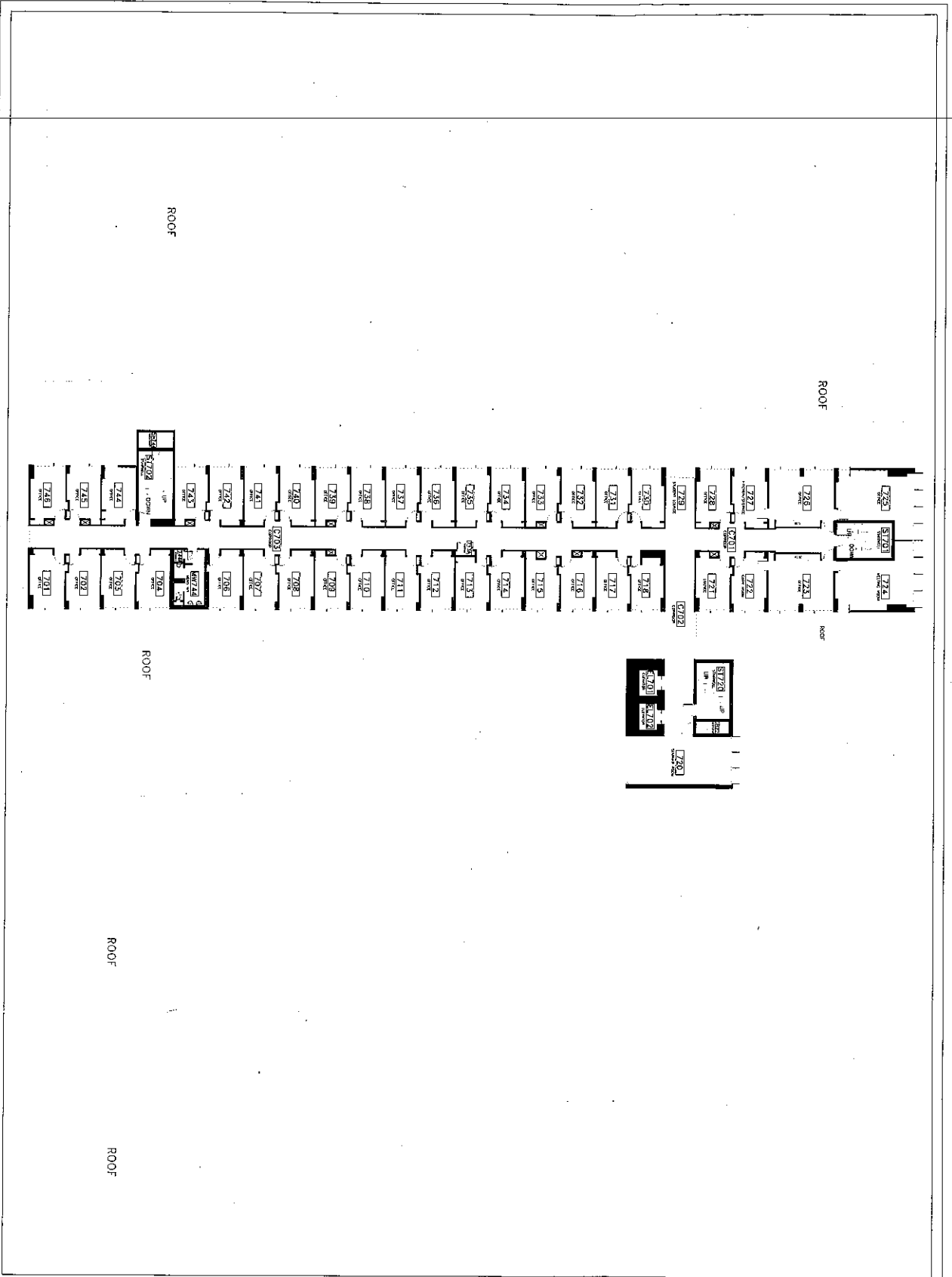
Drawn by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Sheet No. B-5 of 1





**DO NOT SCALE DRAWINGS**  
 Contractor must check, and verify, all dimensions. While the scale of dimensions are noted, the contractor shall be responsible for determining the accuracy of dimensions and making any necessary adjustments.

**REVISIONS:**  
 Revision of any existing contract or addition of any contract provision, is subject to approval by the University of Guelph. The Contractor shall be held responsible for reviewing the contract and any additions or changes to the University of Guelph's Contract Documents. The Contractor shall be held responsible for any errors or omissions in the contract documents. The Contractor shall be held responsible for any errors or omissions in the contract documents. The Contractor shall be held responsible for any errors or omissions in the contract documents.

Reference: **AS** = Serial number  
**B** = Sheet number where detailed

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**UNIVERSITY OF GUELPH**  
 Planning, Engineering & Construction  
 Guelph, Ontario, N1G 2W1

Project Name: \_\_\_\_\_  
 Drawing Title: \_\_\_\_\_  
 Sheet No.: \_\_\_\_\_

UNIVERSITY OF GUELPH  
 Mackinnon - Bldg#068

Scale: 1/16" = 1'-0"  
 Date: February 2009

Drawn by: \_\_\_\_\_  
 Checked by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

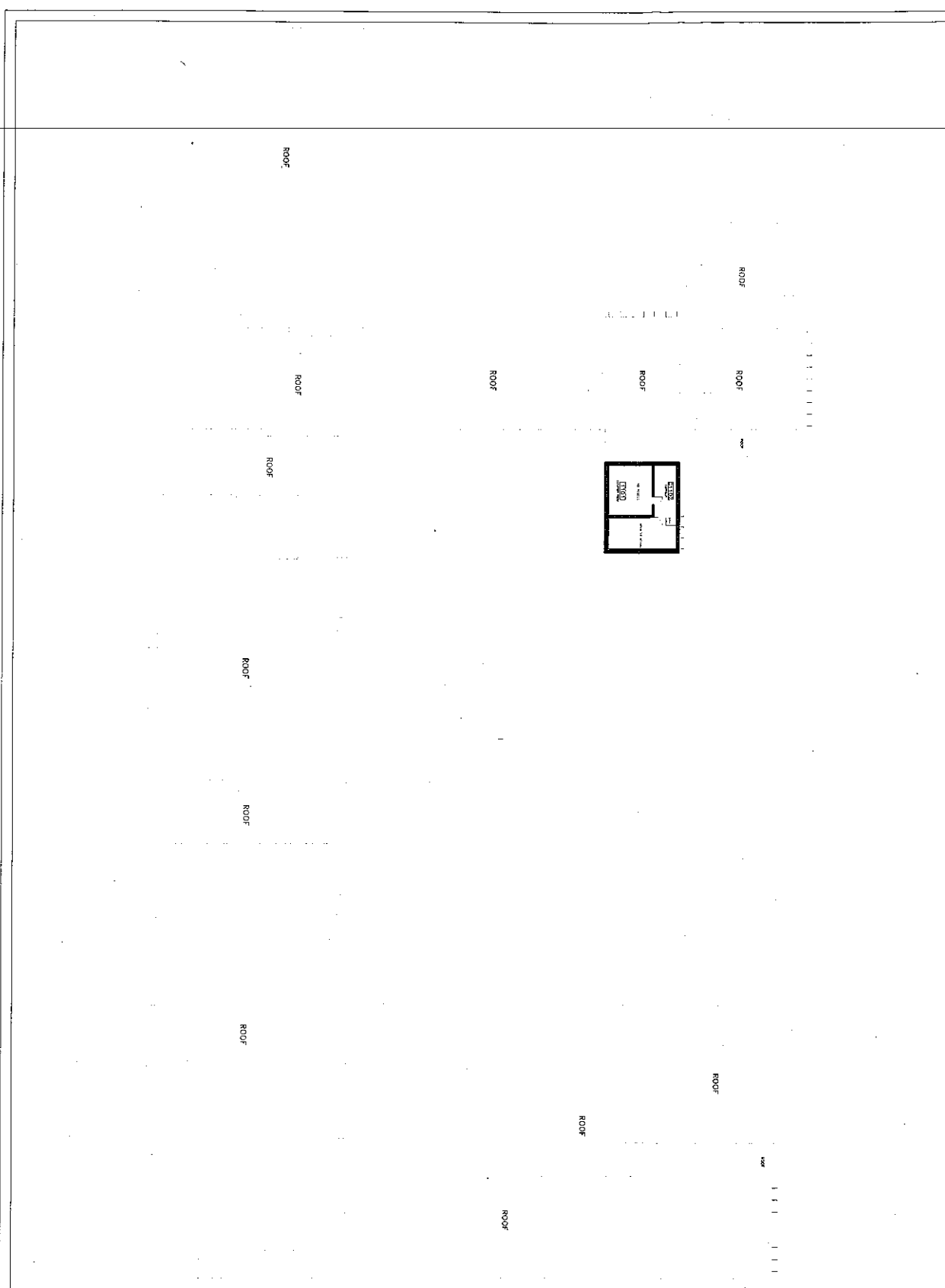
B-7  
 of 1











02-961 SCALE 0/25/85/85

Customer: Paul Gaudin, 1000 St. Lawrence St. Montreal, Quebec H2Z 1S6  
 The user is responsible for the accuracy of the information provided in the drawing.  
 The user is responsible for the accuracy of the information provided in the drawing.  
 The user is responsible for the accuracy of the information provided in the drawing.

Project Name: [Redacted]

Project Number: [Redacted]

Project Date: [Redacted]

Project Location: [Redacted]

NO.	DESCRIPTION	DATE
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**UNIVERSITY of GUELPH**

Planning, Engineering & Construction  
 Guelph, Ontario, N1S 2W1

Project Name: [Redacted]

Project Number: [Redacted]

Project Date: [Redacted]

Project Location: [Redacted]

Project Name: [Redacted]

Project Number: [Redacted]

Project Date: [Redacted]

Project Location: [Redacted]

Drawn by: [Redacted]

Checked by: [Redacted]

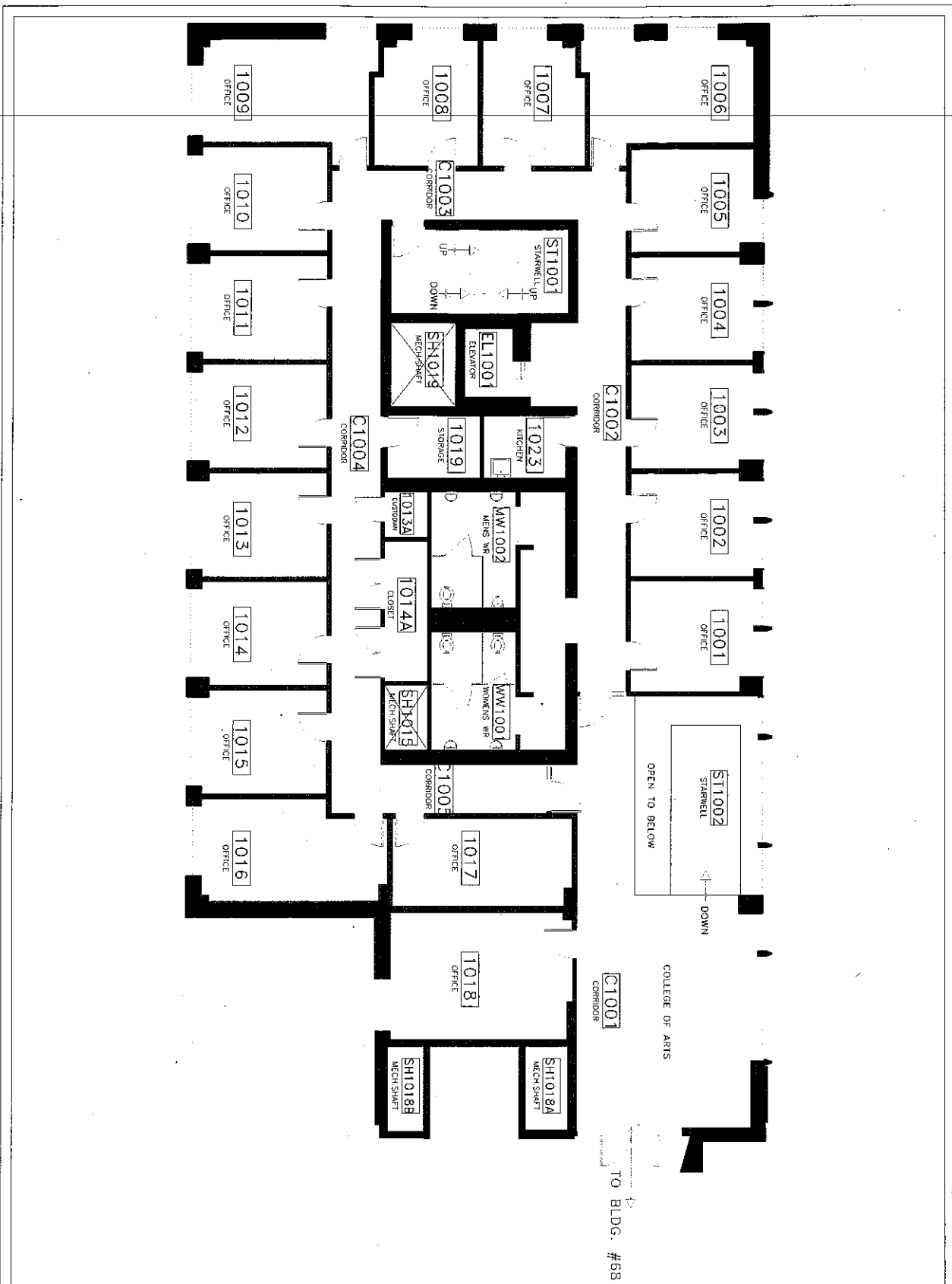
Approved by: [Redacted]

Date: [Redacted]





Building 154



100-001 SHEET ISSUES

Revised floor plan and title block in the upper right corner of this sheet. The sheet is to be used for the design of the building. The sheet is to be used for the design of the building. The sheet is to be used for the design of the building.

Reference Numbers

1	2	3	4	5	6	7	8	9	10

Project Name: UNIVERSITY OF GUELPH

Project Location: Guelph, Ontario, N1G 2W1

Project No: BASE PLAN

Sheet No: B-1

Scale: 1/8" = 1'-0"

Date: February 2009

Drawn by: [Name]

Checked by: [Name]

Approved by: [Name]

UNIVERSITY OF GUELPH

PLANNING, ENGINEERING & CONSTRUCTION

Guelph, Ontario, N1G 2W1

BASE PLAN

FIRST LEVEL

Project No: [Number]

Sheet No: B-1

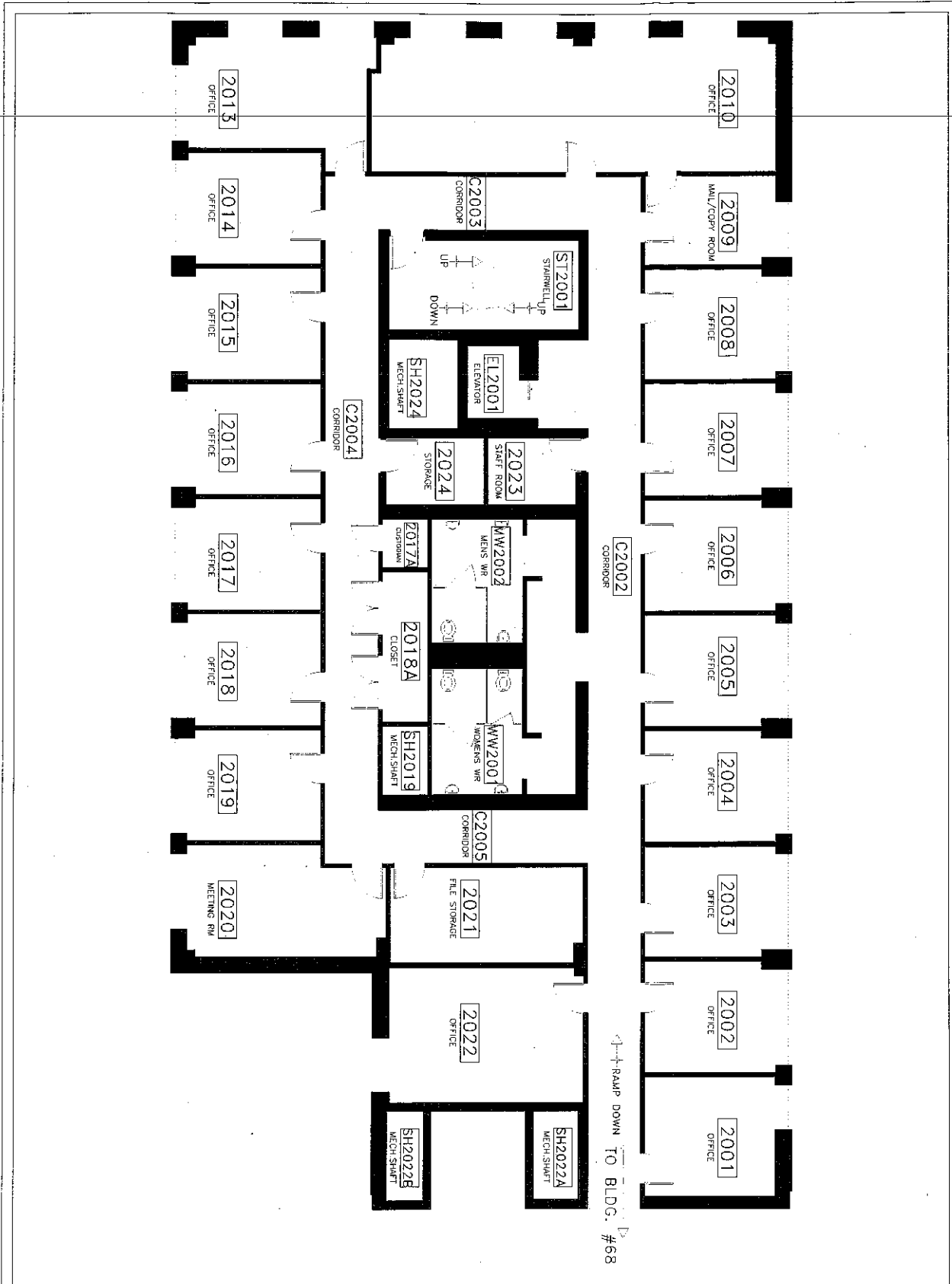
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Date: February 2009

Drawn by: [Name]

Checked by: [Name]

Approved by: [Name]



DO NOT SCALE DRAWING

Consultation and approval of this drawing, including the University's Supervision in writing before proceeding with any work on the drawing, is required for the drawing to be used for construction. No liability is accepted for any damage or delay if drawings are not used in strict accordance with the drawing.

Revision of work including changes or additions of any nature, including any work, shall be indicated by a revision number and date. All work shall be done in accordance with the drawing and any amendments thereto. The drawing shall be used in accordance with the drawing and any amendments thereto. The drawing shall be used in accordance with the drawing and any amendments thereto.

Reference documents:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

(A) A = Detail number  
(B) B = Sheet number where detailed

NO.	ISSUED	BY	DATE
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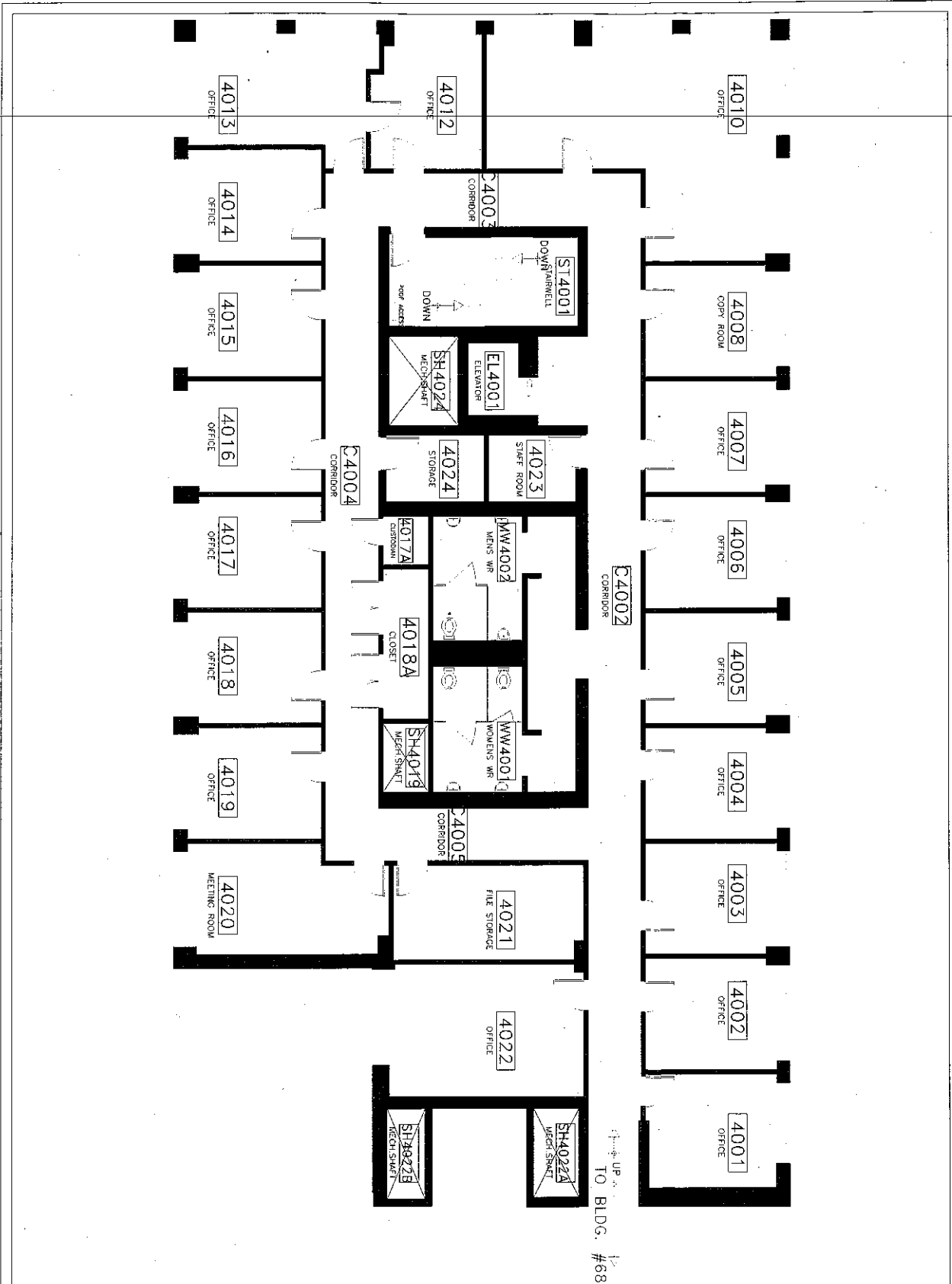
**UNIVERSITY of GUELPH**  
 Planning, Engineering & Construction  
 Planning, Physical Resources  
 Guelph, Ontario, N1G 2W1

Project: BASE PLAN  
 Sheet: 12  
 SECOND LEVEL

Issued to:	University of Guelph Mockkinnon Extension-Bldg#154
Drawn by:	NTS
Checked by:	NTS
Date:	February 2009
Scale:	1:1
Approved by:	NTS
Sheet No.:	B-2
Sheet Count:	1







UP TO BLDG. #68

DO NOT SCALE DRAWINGS  
 Dimensions and notes vary with all drawings. Only the Owner's Representative is writing below according with the drawings. No other office is the owner or the architect's responsibility. The drawings are the property of the architect and are not to be used for any other purpose without the architect's written consent.

Revision of work, including contract or amendments of any kind, shall be made by the architect. The architect is not responsible for the accuracy of the drawings or the construction of the work. The architect is not responsible for the construction of the work. The architect is not responsible for the construction of the work. The architect is not responsible for the construction of the work.

Reference Symbols:

- (A) A = Room number
- (B) B = Sheet number where added

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**UNIVERSITY OF GUELPH**  
 Planning, Engineering & Construction  
 Planning, Physical Resources  
 Guelph, Ontario, N1C 2W1

Project: BASE PLAN  
 Date: 12/14/2009  
 Fourth Level

Under:  
 University of Guelph  
 Mockkimon Extension-Bldg#154

Scale: N.T.S. Date: February 2009

Drawn by: BAW/Conrado  
 Checked by: Curt's Approval  
 Approved by: Scott Gaultier

Sheet No. B-4 of 1





# APPENDIX C

MASTER LIST OF FIRE EXTINGUISHERS

*Buildings 68*

SERIAL #	BUILDING NAME	LOCATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ann
100014	Mackinnon Building	10th Floor Mechanical Room													
100040	Mackinnon Building	10th Floor Elevator Room													
100008	Mackinnon Building	9th Floor H/C across from elevator													
100018	Mackinnon Building	8th Floor H/C across from elevator													
100048	Mackinnon Building	7th Floor Mech. Rm. (stairs by 744)													
100041	Mackinnon Building	7th Floor H/C by room 718													
100057	Mackinnon Building	7th Floor H/C by room 743													
100052	Mackinnon Building	7th Floor Penthouse H/C#24													
100033	Mackinnon Building	6th Floor H/C by room 518													
100063	Mackinnon Building	6th Floor H/C #30 by room 644													
100061	Mackinnon Building	5th Floor H/C by room 544													
107321	Mackinnon Building	5th Floor H/C#28 by room 518													
100011	Mackinnon Building	4th Floor H/C#26 by room 444													
100027	Mackinnon Building	4th Floor H/C# 27 by room 418													
100059	Mackinnon Building	3rd Floor H/C by room 365													
100045	Mackinnon Building	3rd Floor H/C#24 by room 339													
100042	Mackinnon Building	2nd Floor H/C# 23 by room 259													
100065	Mackinnon Building	2nd Floor H/C#22 by room 294													
100017	Mackinnon Building	1st Floor "C" H/C#8 by stairs to desk													
100028	Mackinnon Building	1st Floor "C" H/C#9 up from elev.													
100038	Mackinnon Building	1st Floor "C" H/C #10 by snacks													
100067	Mackinnon Building	Grnd. Floor "C" H/C #7 in lobby													
100044	Mackinnon Building	Grnd. Floor "C" H/C #6 beside rm 49													
100034	Mackinnon Building	Grnd. Floor "C" H/C #5 beside rm 48													
100039	Mackinnon Building	Grnd. Fl. "B" H/C#4 by elevator													
852845	Mackinnon Building	Grnd. Fl. "B" Rm. 030A													
100058	Mackinnon Building	Grnd. Fl. "B" H/C#3 stairwell													
100035	Mackinnon Building	Grnd. Fl. "B" Rm. 020													
100063	Mackinnon Building	Grnd. Fl. "B" Rm. 019A													
100075	Mackinnon Building	Grnd. Fl. "A" H/C#2 by Rm. 016													
100031	Mackinnon Building	Grnd. Fl. "A" Elec. Room 011													
100073	Mackinnon Building	Grnd. Fl. "A" Mech. Room 010													
218325	Mackinnon Building	Grnd. Fl. "A" Mech. Room 010													
903883	Mackinnon Building	Grnd. Fl. "A" Rm. 009-A													
46009	Mackinnon Building	Grnd. Fl. "A" Rm. 009-B													
46073	Mackinnon Building	Grnd. Fl. "A" Rm. 009													
43461	Mackinnon Building	Grnd. Fl. "A" H/C#1 NW corner													
132326	Mackinnon Building	Grnd. Fl. "A" Rm. 007													
46002	Mackinnon Building	1st Fl. "B" H/C#11 by elevator													
708136	Mackinnon Building	1st Fl. "B" Room 118-A													
107191	Mackinnon Building	1st Fl. "B" H/C#3 by women's W-RM													
46010	Mackinnon Building	1st Fl. "A" H/C#4 by Rm. 104													
132345	Mackinnon Building	1st Fl. "A" Room 105													
48864	Mackinnon Building	2nd Fl. "B" H/C#18 by elevator													
76830	Mackinnon Building	2nd Fl. "B" H/C#17 middle stairwell													
867991	Mackinnon Building	2nd Fl. "B" H/C#16 by 219													
43460	Mackinnon Building	2nd Fl. "A" H/C#15 by top of Rm. 107													
220082	Mackinnon Building	2nd Fl. "A" outside room 205													
100024	Mackinnon Building	3rd Fl. "B" H/C#19 across from elev.													
132342	Mackinnon Building	3rd Fl. "B" H/C by room 303													
15857	Mackinnon Building	4th "B" middle stairwell Pent.													
100016	Mackinnon Building	5th "B" middle stairwell Pent.													
572746	Mackinnon Building	Sub-Basement @ cross roads													
107485	Mackinnon Building	Sub-Basement @ centre													
394051	Mackinnon Building	Sub-Basement @ Fire Pump													
43462	Mackinnon Building	Sub-Basement in elevator room													
43423	Mackinnon Building	Sub-Basement SWV H/C in stairwell													
43425	Mackinnon Building	Sub-Basement @ elevator Shaft													
219496	Mackinnon Building	1st Fl. "B" H/C#12 in stairwell													

CODES

G = Good  
D = Discharged  
A = Ass. Req.

MASTER LIST OF FIRE EXTINGUISHERS

*Building 154*

SERIAL #	BUILDING NAME	LOCATION	MONTHS														
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ann		
100018	Mackinnon Extension	H/C @ Rm 4023															
100059	Mackinnon Extension	H/C @ Rm 4001															
100056	Mackinnon Extension	H/C @ Rm 3024															
100050	Mackinnon Extension	H/C @ Rm 3001															
100013	Mackinnon Extension	H/C @ Rm 2024															
10005	Mackinnon Extension	H/C @ Rm 2001															
10003	Mackinnon Extension	H/C @ Rm 1024															
100012	Mackinnon Extension	H/C @ Rm 1018															
874895	Mackinnon Extension	H/C @ Rm 0016															
874917	Mackinnon Extension	H/C near Rm 0019															
100029	Mackinnon Extension	H/C @ B003/B004															

CODES

G = Good  
 D = Discharged  
 A = Ass. Req.