



**OWNER – TENANT SMOKE AND CARBON MONOXIDE  
ALARM MAINTENANCE AGREEMENT**

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**SMOKE ALARM MAINTENANCE FOR TENANTS AND OCCUPANTS IN RENTAL UNITS**

The Ontario Fire Code requires that every place of residence have smoke alarms installed and kept in working condition. Smoke alarms are very important for the safety of you and your neighbours by giving early warning of fire. Your landlord is responsible for installing smoke alarms and keeping them in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

**Your residence has been provided with a smoke alarm(s) that is:**

- Battery operated       Hard-wired

For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance.

**Here are some steps that you can take:**

- ✓ Test the smoke alarm monthly by holding in the test button for at least 5 seconds.
- ✓ If the smoke alarm activates accidentally due to the oven or toaster, press the HUSH button to silence the alarm (do not disable or remove the battery).
- ✓ Notify the landlord when the low battery signal is activated (on battery operated smoke alarms only) and make arrangements for replacement of the battery.
- ✓ Notify the landlord if the "power on" indicator goes out (on electrically wired smoke alarms only) and arrange for appropriate repairs.
- ✓ Notify the landlord if the smoke alarm is damaged and make arrangements for the repair or replacement of the unit.
- ✓ When you have been absent for seven or more days (such as vacation), arrange for the smoke alarms to be tested by the landlord to ensure that the smoke alarms are operable (on battery operated smoke alarms only).
- ✓ Notify the landlord of any electrical problems that may affect the operability of electrically wired smoke alarms.

**Disabling a Smoke Alarm or a CO alarm, and failing to notify the landlord of any problem with the Smoke Alarm or CO Alarm is a Provincial Offence and is subject to a fine and/or legal proceedings.**



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**CARBON MONOXIDE MAINTENANCE FOR TENANTS AND OCCUPANTS OF RENTAL  
UNITS**

The Ontario Fire Code requires that every place of residence with a fuel-fired appliance, shall have a Carbon Monoxide alarm installed and kept in working condition. Carbon Monoxide (CO) alarms are very important for the safety of you and your neighbours by giving early warning of CO. Your landlord is responsible for installing CO alarms and keeping them in working condition, including testing, repairs and replacement as necessary. Your landlord must also act to correct any problem or concern you report about the operation of your CO alarm.

**Your residence has been provided with a Carbon Monoxide Alarm that is:**

- Battery operated       Hard-wired

For your protection, you are encouraged to take part in ensuring that the CO alarm is operational and to cooperate with the landlord in carrying out the necessary testing maintenance.

**Here are some steps that you can take:**

- ✓ If your suite has a Carbon Monoxide CO Alarm, test it monthly by pressing and holding the test button for at least 5 seconds. If the CO alarm chirps intermittently – this is not an emergency - this is indicating a fault or low battery with the CO alarm unit.
- ✓ Notify the landlord when the low battery signal is activated (on battery operated CO alarms only) and make arrangements for replacement of the battery.
- ✓ Notify the landlord if the “power on” indicator goes out (on electrically wired CO alarms only) and arrange for appropriate repairs.
- ✓ Notify the landlord if the Carbon Monoxide alarm is damaged and make arrangements for the repair or replacement of the unit.
- ✓ When you have been absent for seven or more days (such as vacation), arrange for the CO alarm to be tested by the landlord to ensure that it is operable. (on battery operated CO alarms only).
- ✓ Notify the landlord of any electrical problems that may affect the operability of the plug-in CO alarms.

**Your unit has been provided with a working Carbon Monoxide alarm. If for any reason your CO alarm is missing or physically damaged you will be responsible for the cost of replacement. A tenant or any other person who disables a CO alarm is guilty of an offence and may be subject to a fine.**



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**SMOKE ALARM MAINTENANCE CHECKLIST**

**Address/Suite #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Battery Operated	
Hard-Wired	

**Smoke Alarm(s) has been tested as a result of:**

Annual test and maintenance	
Change of tenancy	
Extended absence of occupants	
Complaint	
Battery replacement	

**Inspection of Smoke Alarm(s)**

Smoke alarm(s) is securely fastened to the wall or ceiling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke alarm(s) positioned adjacent to sleeping areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke alarm(s) clean, not painted, vent holes clear	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke alarm(s) audible signal is clear when test button is operated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke alarm(s) within manufacturer's expiry date	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I, (tenant's name) \_\_\_\_\_ verify that the smoke alarm(s) is installed as described above and operates when tested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner or Agent of Owner (name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**CARBON MONOXIDE MAINTENANCE CHECKLIST** (if applicable)

**Address/Suite #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Battery Operated	
Hard-Wired	

**Carbon Monoxide Alarm(s) has been tested as a result of:**

Annual test and maintenance	
Change of tenancy	
Extended absence of occupants	
Complaint	
Battery replacement	

**Inspection of Smoke Alarm(s)**

CO alarm(s) is securely fastened to the wall or ceiling	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CO alarm(s) positioned adjacent to sleeping areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CO alarm(s) clean, not painted, vent holes clear	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CO alarm(s) audible signal is clear when test button is operated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CO alarm(s) within manufacturer's expiry date	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I, (tenant's name) \_\_\_\_\_ verify that the carbon monoxide alarm(s) is installed as described above and operates when tested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner or Agent of Owner (name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_