

Kingsville Fire Department's



Recycling and Waste Management Guideline

(Town of Kingsville Schools)

Revised February 21, 2008

1.0 Introduction

- 1.1 This instructional guideline is intended to assist school boards, elementary and secondary schools to properly manage the accumulation of waste and recycling items within the Town of Kingsville schools in order to achieve compliance with Ontario Fire Code Division B, 2.4.1.1.(1). "Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard". Large quantities of recyclable materials (paper & plastic) and refuse pose a serious fire hazard especially in assembly occupancies where young children are present. This guideline is intended for guidance only and is not to be considered a statement of law in this area. However, this guideline has become "accepted practice" within the Town Of Kingsville and therefore the Kingsville Fire Department will utilize this document when assessing accumulation of combustible materials under the Ontario Fire Code.

2.0 Ontario Fire Code

- 2.1 It is highly recommended that a current copy of the Ontario Fire Code be kept on site and periodically reviewed to ensure that compliance is being achieved.
- 2.2 The Ontario Fire Code can be viewed at www.ofm.gov.on.ca/english/Legislation/firecode/FireCode-2007.asp on the e-Laws website.

3.0 Safe Collection of Recyclable Items

- 3.1 Containers such as blue and red boxes required for the normal operation of the recycling program may be placed within individual classrooms, offices and other similar rooms.
- 3.2 Regular collection of materials from the recycling boxes must be carried out directly from the classrooms. Recycling boxes must not be placed in the corridors on collection day as this creates a fire safety hazard in terms of egress and combustible loading.
- 3.3 Where quantities of combustible recyclable materials are expected to exceed the capacity of a single recycling box (such as in

cafeterias), containers that satisfy the following requirements of Division B, 2.4.1.3.(3) of the Ontario Fire Code shall be used:

- (a) be constructed of noncombustible materials,
- (b) have a close-fitting, self-closing metal cover,
- (c) if the flooring material upon which it is placed is combustible, have a flanged bottom or legs not less than 50 mm high, and
- (d) not be placed closer than 1 m to combustible materials, except as permitted in Clause (c).

- 3.4 Exits, exit stairs and corridors must not be used as holding areas for recyclable materials regardless of what type of containers are being used or clearances that are available, unless approved by the Chief Fire Official.
- 3.5 Regular pick-up of recyclable materials must be arranged for all indoor containers to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard.
- 3.6 Indoor bulk storage of recyclable materials must be arranged in a room having a minimum 1-hour fire separation from the remainder of the building and equipped with automatic sprinkler protection as required by Articles 3.5.2.6. of the 1986 Ontario Building Code and Division B, 2.1.2.2. of the Ontario Fire Code. Fire alarm detection shall also be provided so that the fire alarm will activate in the event of a fire.
- 3.7 Outdoor bulk storage of recyclable materials shall be arranged a safe distance from any building as required by Division B, 2.4.1.1.(6) of the Ontario Fire Code. A separation of 40 feet (12 m) is highly recommended.
- 3.8 Where the recycling program necessitates the construction of a new indoor storage room or results in other material alterations to the school, drawings must be forwarded for review and approval by the Office of the Fire Marshal.

4.0 Safe Use of Waste Receptacles

Limited waste receptacles will be permitted in the corridors as long as the following provisions are strictly adhered to.

- 4.1 Waste receptacles shall not be located in any exit or within close proximity to an exit.

- 4.2 Waste receptacles shall be emptied on a regular basis (at least once per day is recommended) to prevent the accumulation of combustible materials.
- 4.3 A waste receptacle shall be emptied immediately once $\frac{3}{4}$ of the receptacle has been filled regardless of when the next routine pick-up is scheduled. This is necessary to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard.
- 4.4 Waste receptacles in corridors shall be made of a non combustible material. Regular waste receptacles are permitted in classrooms, offices and other similar rooms.

5.0 Garbage Dumpster Storage Locations

- 5.1 Garbage dumpsters must be located a safe distance from any building as required by Division B, Article 2.4.1.1.(6) of the Ontario Fire Code. A separation of at least 40 feet (12 m) shall be adhered to. Please contact the Kingsville Fire Department when distances of 40 feet (12 m) cannot be achieved. Any distances of less than 40 feet (12 m) must be approved by the Chief Fire Official.
- 5.2 Garbage dumpsters should be on a regular scheduled pick up time so that dumpsters do not over flow with garbage.
- 5.3 Garbage dumpsters should be secured to deter persons from performing acts of arson.