





BUSINESS FIRE INSPECTION GUIDE

Thank you for choosing to operate your business in West Chicago. The West Chicago Fire Protection District wants to be a partner in protecting your business from fire and other hazards. We want to create an environment that is safe for occupants and allows our personnel to quickly manage an emergency incident thus minimizing the impact on your business. The following guidelines, based upon the 2021 International Fire Code (not all inclusive), will provide you with information on creating a safe environment. We encourage you to pro-actively address all applicable items prior to an inspection. If you have any questions, please contact the Fire Marshal at (630) 231-2123 or email info@wegofpd.org.

EMERGENCY RESPONSE		FIRE PROTECTION	
<input type="checkbox"/>	Address markings (Arabic numbers not less than 4 inches in height – ½ inch stroke width) are visible from the street and posted on all rear doors for multi-tenant buildings or with access via an alley. Large buildings with more than 4 exterior access doors should be labeled with numbers (inside and out) starting with “1” at the main entrance and proceeding clockwise.	<input type="checkbox"/>	All fire alarm and fire suppression systems to be serviced/tested annually with documentation uploaded to Inspection Reports On Line (IROL) by the licensed service contractor. Additional testing/service requirements may be required depending upon system age/type.
<input type="checkbox"/>	Doors leading to fire protection, electrical, roof access, elevator, and mechanical equipment areas need to be labeled. Example: 	<input type="checkbox"/>	All fire extinguishers to be serviced annually with documentation uploaded to IROL by the licensed service contractor. No more than 75 feet of travel distance between extinguishers; extinguishers to be mounted no more than 5ft above the floor; and they shall be readily identifiable without obstructions. Additional extinguishers may be required based upon hazards.
<input type="checkbox"/>	All fire access roadways/lanes, fire hydrants, and fire sprinkler/standpipe connections are clearly identified and accessible at all times. Fire Department Connection signs may be required to be mounted above the fire sprinkler connection. Example: 	<input type="checkbox"/>	Cooking appliance fire suppression equipment (if applicable) to be serviced every six months with documentation uploaded to IROL by the licensed service contractor. Hood/duct systems shall be free of grease accumulations and undergo full cleaning on an annual basis. Fire extinguishers for cooking areas to be compatible with cooking oils in use.
<input type="checkbox"/>	Fire Department key box is installed (if fire alarm system is present) in an accessible location approved by the Fire Marshal and contains current access/controls keys for the building. Boxes can be ordered at: (www.knoxbox.com - click on BUY in the upper right corner, select ILLINOIS, and type in WEST CHICAGO FPD in the ‘department name’ box – follow instructions from there.)	<input type="checkbox"/>	All fire protection equipment shall be clear of obstructions at all times and readily accessible to fire department personnel. In addition, a fire alarm zone map shall be mounted adjacent to the fire alarm control panel(s). Fire alarm operating instructions may need to be posted for fire department personnel.
<input type="checkbox"/>	If applicable, emergency responder radio coverage shall comply with the International Fire Code.	<input type="checkbox"/>	Smoke control systems (if applicable) shall be clearly marked and operational instructions mounted adjacent to the main fire alarm panel.
<input type="checkbox"/>	All gas and electrical shut off equipment is accessible and if serving a multi-tenant building, clearly marked for the areas served.	<input type="checkbox"/>	If applicable, fire pump and generator to be tested on annual basis with documentation uploaded to IROL by the licensed service contractor.
<input type="checkbox"/>	Emergency plans are established and employees undergo annual training. Current emergency contact info is provided to the Fire Department. Safety Data Sheet practices for reportable chemicals shall comply with the Federal Right to Know rules.	<input type="checkbox"/>	If conducting warehouse operations, provide documentation that a fire sprinkler design v. commodity analysis has been completed. The documentation shall be stamped and signed by an Illinois LPE. Noted deficiencies to be corrected.

EXITS/MEANS OF EGRESS		STORAGE & HOUSEKEEPING	
<input type="checkbox"/>	All exit signage and emergency lighting systems to be serviced/tested annually with documentation uploaded to Inspection Reports On Line (IROL) by the licensed service contractor.	<input type="checkbox"/>	Storage shall be neat, orderly, and obsolete items shall be discarded. Storage is not allowed within or under a means of egress. Storage of combustible/flammable materials is prohibited in rooms containing gas fired appliances. Trash receptacles shall be emptied on a regular basis.
<input type="checkbox"/>	All exit components shall be unobstructed at all times; readily useable in the direction of egress; and operate without locking mechanisms that require special knowledge.	<input type="checkbox"/>	Storage shall not be within 2 feet of a ceiling in a non-fire sprinklered area and/or shall not be within 18 inches of fire sprinkler heads.
<input type="checkbox"/>	In Assembly Occupancies (e.g. churches, restaurants), occupant loads calculated by an architect shall be posted and evacuation maps to be posted in visible locations for occupant use.	<input type="checkbox"/>	Storage of flammable materials (e.g. aerosols, cleaners, fuel, et cetera) shall be in a listed flammable liquid cabinet. All compressed gas cylinders shall be properly secured to prevent accidental knock over.
ELECTRICAL		<input type="checkbox"/>	Propane storage shall be limited to quantities allowed by code and stored in a secure cage to protect from impact. Depending upon quantity, outdoor storage may be required.
<input type="checkbox"/>	Extension cords shall not be used as permanent wiring. Extension cords for temporary use shall be heavy duty and UL listed.	<input type="checkbox"/>	The height, area, and quantity of High Piled Storage (storage greater than 12 feet in height) is limited by commodity type – contact the Fire Marshal for limits. 3 rd Party analysis may be required.
<input type="checkbox"/>	All exposed wiring shall be properly covered and all electrical equipment shall be installed according to code.	<input type="checkbox"/>	Idle pallet storage shall be no greater than 8 feet in height and limited in area – contact the Fire Marshal for limits.
<input type="checkbox"/>	All electrical panel circuits shall be properly labeled and without open slots. Multiple panels shall be labeled for the areas served.	<input type="checkbox"/>	Tire storage on tread cannot exceed 50 feet in length. For outdoor tire storage requirements contact the Fire Marshal.
<input type="checkbox"/>	No combustibles/flammables can be stored in an electrical room. Non-combustible storage shall be a minimum of 36 inches from electrical panels.	<input type="checkbox"/>	Hazardous materials storage is limited by product type – contact the Fire Marshal for limits. 3 rd Party analysis may be required.
GENERAL PRECAUTIONS AGAINST FIRE			
<input type="checkbox"/>	Devices with open flames shall be used with extreme caution when in operation. Permit may be required – contact the Fire Marshal for more info.	<input type="checkbox"/>	Smoking practices to be compliant with state laws. Appropriate receptacles to be provided for discarded smoking materials. Outdoor open burning must comply with applicable ordinance.
<input type="checkbox"/>	All fire rated doors shall be maintained in proper working condition and kept in the closed position – no propping open. Rolling fire doors to be drop tested with documentation uploaded to Inspection Reports On Line (IROL) by the licensed service contractor.	<input type="checkbox"/>	All ceiling tiles shall be in their proper positions with no openings. All ceiling tile fire sprinkler trim rings (escutcheon rings) shall be properly installed. Any wall, floor, and/or ceiling openings/penetrations to be properly fire stopped.
<input type="checkbox"/>	Gas fired mechanical equipment (water heaters, boilers, furnace) shall be serviced on annual basis. Use of space heaters/alt heating sources is prohibited.	<input type="checkbox"/>	Areas shall be free of rubbish and discarded materials. Mechanical equipment/areas shall be free of lint or dust accumulations. Clothes dryer duct work to be professionally cleaned annually.