



**East Dundee Fire Protection District**  
**Fire Prevention Bureau**  
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## **Fire Safety Guideline**

*\*Occupants will have at a minimum One Fire Inspection completed each calendar year by the Fire Prevention Bureau\**

### ***Access and Premises***

- Building address should be clearly visible from street.
- Exterior access should be clear.
- Fire department connection should be clearly visible and accessible.
- Knox box should be accessible and have proper keys for the complete building.
- Fire hydrants should be visible and accessible.

### ***Means of Egress***

- All exit doors should be visible, accessible, and fully functional.
- All exit doors should readily open from the inside without the use of a key or special knowledge or effort.
- All required fire doors must be self-closing and latch in the closed position.

### ***Electrical***

- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all panels.
- Fire Alarm circuit is locked out.
- There should be 36 inches of clear access in front of all electric panels.
- Extension cords should not be used, except for temporary power.
- All extension cords should be heavy duty, in good condition, and used for small appliances only.
- All extension cords should be grounded.

### ***Egress Lighting***

- All means of egress should be properly illuminated when the building is occupied.
- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push test button to check).
- All exit signs should be properly illuminated, and battery back-up should operate (if required- push button to check).

### ***Occupant Load Signs***

- All occupant load signs should be posted and visible.

### ***Fire Extinguishers***

- All extinguishers should have a tag proving it has been inspected by an approved agency within the past 12 months.
- Generally, fire extinguishers should be installed with 75 feet of all areas of the building.
- All extinguishers should be visible and readily accessible.
- All extinguishers should meet the minimum required rating, or should be installed

for special hazards.

- All extinguishers should be installed at the proper height above the floor.

### ***Fire-Alarm System***

- An annual fire-alarm system functional performance test needs to be performed and the results submitted via [thecomplianceengine.com](http://thecomplianceengine.com) by the certified alarm company to the East Dundee Fire Bureau
- All single- or multiple-station smoke alarms (detectors) should be operating properly (batteries should be replaced annually).

### ***Fire-Sprinkler System***

- An annual fire-sprinkler-system (including standpipes or fire pump) inspection, testing, and maintenance needs to be performed and the results submitted via [thecomplianceengine.com](http://thecomplianceengine.com) by a certified sprinkler company to the East Dundee Fire Bureau
- All system components must have proper signage.
- All control valves must be accessible
- All valves must be supervised and/or chained in the open position.
- Spare sprinkler box must be provided with spare sprinkler heads and wrench.
- Nothing may be attached to any part of the sprinkler system.
- All sprinkler heads must have a clearance of 18 inches from any decoration, display, or Storage.
  - If not sprinklered then storage must be 2' from ceiling

### ***Special Suppression Systems (Kitchen Wet Chemical, Clean Agent, Etc.)***

- Annual or semi-annual special fire-suppression system inspection, testing, and Maintenance needs to be performed and the results submitted via [Thecomplianceengine.com](http://thecomplianceengine.com) to the East Dundee Fire Bureau
- Suppression nozzles provide proper designed coverage.
- Hand pull must be located properly on the way out of the hood area.
- All cooking equipment and components (hoods, ducts, filters, etc.) must be free of grease.
- Hood & Duct Clean and Current Tag
- Kitchens utilizing deep fat or oil fryers must have a "K" model, wet chemical Extinguisher specifically for the fryers
- Hood and Duct system must be cleaned, inspected, and tagged by a licensed company

### ***Storage and Maintenance of Building Areas***

- All trash and waste should be removed from the building daily.
- All oily rags or similar materials should be stored in approved metal containers.
- All combustible materials should be stored in an orderly manner.
- No combustibles should be stored in any portion of the means of egress.
- All interior finishes should meet the code requirements for the type of occupancy.

### ***Combustible or Flammable liquids***

- All combustible or flammable liquids should be properly stored in approved containers or cabinets.
- All compressed gas containers (tanks) should be secured to prevent from falling or being knocked over. We encourage the use of chain(s) for this purpose. Rope and bungee cords have a stretch component and are subject to degradation by fire. The containers (tanks) can also be nested together or in rack storage.
- Combustible or flammable liquids not in retail size containers are prohibited from being in a public assembly building unless properly stored in an approved flammable storage cabinet. This includes fuels contained in weed trimmers, lawn mowers, snow throwers etc.

### ***Elevators***

- All elevators must be currently certified including inspection, testing and maintenance

### ***Fire Restrictive Construction***

- All ceiling, floors, walls, and pipe chases should be sealed to prevent fire from spreading.

### ***Permits***

- The East Dundee Fire District utilizes a Permit Program. Applications must be submitted and approved to install, alter, or operate including but not limited to:

- Fire Alarms
- Sprinkler Systems
- Suppression Systems
- Kitchen Suppression Systems
- Spray Booths
- High Rack/High Piled Combustible Storage
- Solar Panels
- Open Burns
- Energy Storage Systems
- Mobiles Food Trucks
- Temp Amusement rides and Inflatables
- Above and Underground Storage Tanks
- Fireworks/ Pyrotechnics
- Tents/ Temporary Structures

**If you have any questions, please feel free to reach out to the Fire Prevention Bureau or you can visit us at our website**

**[www.EDFire.com](http://www.EDFire.com)**

*Disclaimer: This guideline is not an official inspection form and cannot be turned in, in placement of an official inspection by the Fire Prevention Bureau*