



# East Dundee Fire Protection District



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## Pre-Fire Inspection Checklist

### 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. Or 2' below ceiling (unsprinklered)

#### 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

#### 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.

**This checklist is a helpful tool on how to prepare for you annual inspection. This checklist does not replace your annual inspections done by our fire inspectors.**