

# East Dundee and Countryside Fire Protection District

## Fire Safety Guideline

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**Occupants will have at a minimum 1 (one) Fire Inspection completed each calendar year by the Fire Prevention Bureau.**

### Access and Premises

- ☐ The building address should be clearly visible from the street.
- ☐ Exterior access should be clear.
- ☐ The fire department connection should be clearly visible and accessible.
- ☐ The Knox box should be accessible and have proper keys for the entire 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, 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 labeled appropriately on all panels.
- ☐ Fire Alarm circuit is locked out.
- ☐ There should be 36 inches of clear access around 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 illuminated appropriately 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 Fire Extinguishers should have a tag proving a state-certified company has inspected them within the past 12 months.
- ☐ Fire extinguishers should be installed within a travel distance of 75 feet or less.
- ☐ All fire extinguishers should be visible and readily accessible.
- ☐ All fire extinguishers should meet the minimum required rating or be installed for special hazards.
- ☐ All fire extinguishers should be installed at the proper height above the floor.

## Fire Alarm Systems

- ☐ 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 Systems

- ☐ 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.
- ☐ A spare sprinkler box must be provided with spare sprinkler heads and a 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 the ceiling

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

- ☐ Special fire-suppression system inspection, testing, and Maintenance need to be performed annually or semi-annually, and the results submitted via [Thecomplianceengine.com](http://Thecomplianceengine.com) to the East Dundee Fire Bureau.
- ☐ Suppression nozzles provide properly designed coverage.
- ☐ Pull Station must be appropriately located on the way out of the hood area.
- ☐ All cooking equipment and components (hoods, ducts, filters, etc.) must be grease-free.
- ☐ 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.
- ☐ The 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 stored in approved containers or cabinets.
- ☐ All compressed gas containers (tanks) should be secured to prevent them from falling or being knocked over. Only chains will be allowed 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 stored in racks.
- ☐ Combustible or flammable liquids not in retail-size containers are prohibited from 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 certified, including inspection, testing, and maintenance.

## Fire Restrictive Construction

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

## Permits

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

- |   |   |
|---|---|
| <input type="checkbox"/> Fire Alarms                              | <input type="checkbox"/> Energy Storage Systems               |
| <input type="checkbox"/> Sprinkler Systems                        | <input type="checkbox"/> Mobile Food Trucks                   |
| <input type="checkbox"/> Suppression Systems                      | <input type="checkbox"/> Temp Amusement Rides and Inflatables |
| <input type="checkbox"/> Kitchen Suppression Systems              | <input type="checkbox"/> Above and Underground Storage Tanks  |
| <input type="checkbox"/> Spray Booths                             | <input type="checkbox"/> Fireworks/ Pyrotechnics              |
| <input type="checkbox"/> High Rack/High Piled Combustible Storage | <input type="checkbox"/> Tents/ Temporary Structures          |
| <input type="checkbox"/> Solar Panels                             |   |
| <input type="checkbox"/> Open Burns                               |   |

**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 submitted in place of an official inspection by the Fire Prevention Bureau.***