



# OSWEGO FIRE PROTECTION DISTRICT

## Tips for Maintaining a SAFE Business

- ❖ **Remember to keep keys in Knox box up to date...** change locks? Ensure extra keys are made and contact Oswego Fire to come out and replace the keys. And always make sure the keys are clearly labeled as to what they are for... front door, manager's office, etc.



- ❖ **Call your Alarm Monitoring Company annually to update your Contact List.** There should be two lists... one with names and phone numbers of people to call when the fire alarm system has a supervisory or trouble alarm (the fire department/dispatch should *not* be on this list), and a second one when the fire alarm has a FULL FIRE signal (the fire department/dispatch must be on the TOP of this list). Check all names and phone numbers for changes or updates required.



- ❖ **During extreme weather, make sure a minimum of 40 degrees is maintained.** This will help minimize opportunities for frozen pipes – both your domestic pipes and sprinkler system pipes.



- ❖ **Maintain exits free from obstructions, merchandise, and stock**



- ❖ **Fire extinguishers *must* be “tagged” on an annual basis...** this ensures that they remain in proper working order and have not been damaged or otherwise made inoperable.



- ❖ **Kitchen hood suppression systems *must* be tagged every 6 months and upon activation**

- ❖ **Check batteries in your exit and emergency lighting on a regular basis**



- ❖ **Maintain all fire protection systems in service and proper operating condition.** This calls for annual sprinkler and fire alarm inspections, as well as continually supervising the fire alarm control panel and taking proper action when it is in a state other than “normal”



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