

Dear Community Member,

As a business that not only has a statistically lower risk of fire, but also a history of favorable past annual fire/safety inspections, you *may be offered* a unique opportunity to partner with the Oswego Fire Protection District. The District has created a self-inspection program in the hopes of assisting businesses to be their **own advocates for fire and life safety**. The program allows you, the owner or manager of the property, to conduct the same inspection that the fire department does, but within a timeframe more convenient to you. We hope that by allowing you to self-identify and eliminate common fire and life safety hazards in your occupancies, it will also encourage you to maintain and sustain a fire-safe environment for your business, your patrons, your employees, and therefore your community as a whole.

How does the program work? Just follow these easy steps:

- ◆ Use the brochures from the Self-Inspection section of our website as a guide to walk through your business
- ◆ Start by taking a walk around the exterior and then the interior of your building - try to "see it" as if you are seeing the business for the first time
- ◆ Look carefully for items which might pose a fire hazard – they may not be easily visible, such as underneath of or behind furniture
- ◆ Make note of any issues found and correct them immediately if possible
- ◆ Complete and return the required forms to the Oswego Fire Protection District in the timeframe requested

There are a few items which require a special inspection and/or testing, cleaning, and maintenance performed by *qualified personnel*:

- ◆ Fire Extinguishers (Annual)
- ◆ Fire Sprinkler Systems (Annual)
- ◆ Fire Alarm Systems (Annual)
- ◆ Commercial Kitchen Hoods & Ducts (Every 6 months)
  - These must be cleaned at intervals necessary to prevent the accumulation of grease – this interval may vary depending on the type and quantity of cooking being performed

If you have any questions or are unsure if an item is a hazard violation or not, the accompanying information on the **Self-Inspection Program** section of our website will very likely address it and provide the needed insight. If not, please feel free to contact the Fire Prevention Bureau at (630) 906-6373 or [FirePrevention@Oswegofire.com](mailto:FirePrevention@Oswegofire.com). We would be glad to assist you with any questions or concerns.

If you/your business would like to be considered for participation in this program, please contact us via email at [FirePrevention@Oswegofire.com](mailto:FirePrevention@Oswegofire.com) with a quick note indicating your business name, location address, and reasons for wanting to participate.

Thank you in advance for being a partner in fire prevention.

Regards,

  
Captain Alec J. Keenum  
Fire Marshal



## Fire & Life Safety Self- Inspection Program

Oswego Fire  
Protection  
District  
Central Station  
3511 Woolley Road  
Oswego, IL 60543

Phone - 630 906-6373 or  
[FirePrevention@OswegoFire.com](mailto:FirePrevention@OswegoFire.com)