



OSWEGO FIRE PROTECTION DISTRICT


Self-Inspection Pocket Guide

Before the Inspection:

Before beginning the inspection, become familiar with the checklist - not all items apply to every building/tenant. However, for completeness, every item shall be marked in some fashion so that its clear that the item has been addressed.

- N/A - its not applicable
- X - it's a violation
- ✓ - its been checked and is okay

Conducting the Inspection:

Checklist items marked with this symbol  pertain to items that constitute an automatic “failure” of the inspection if found during the inspection: A kitchen hood system that is not charged, a fire alarm system that is in “Trouble” status, a sprinkler system with the water turned off, or standpipes that are not in proper working order are failures requiring immediate resolution.

Violations may be described further (location, number, etc) in the “Comments” section, i.e. - *E-2 extinguishers in shop area need to be mounted*

Concluding the Inspection:

Upon completion, the conducting “Inspector” shall print their name and obtain the necessary contact information and signature from a representative of the inspected space. A copy of the inspection shall be kept on premises and the original mailed/faxed/mailed to the Oswego Fire Protection District at 3511 Woolley Rd. Oswego, IL 60543 (fax 630-383-0630 email FirePrevention@Oswegofire.com)

Self-Inspections with a variety of violations that were not documented as being corrected on-site at the time of inspection shall be considered *failed* and will require a follow-up inspection to ensure corrective actions have successfully taken place. If follow-up documentation is not received within 30 days of the original self-inspection, you should expect to be contacted by the Fire Prevention Bureau in order to assist in compliance assurance.

Explanation of Inspection Items

What follows is a breakdown of the various checklist items with item descriptions, providing some insight into what is being inspected. For example, **Address Not Visible** is a checklist item, but other than being absent, what constitutes being not visible? Or what makes for **Improper Flammable Liquids Storage**? By using the below information you can better determine when an item should or should not be considered a violation.



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A. OUTSIDE

A-1 General Clean Up – *combustible waste material creating a fire hazard shall not be allowed to accumulate upon premises, yards, parking lots, roofs, etc., etc.*

A-2 Combustibles Too Close to Building – *10' from property line; Reduced to 3' when storage height does not exceed 6'; No storage heights exceeding 20'*

A-3 Address Not Visible – *minimum 4" high letters/numerals and ½" stroke width mounted on contrasting background. Addresses must remain unobstructed and visible. Rural fire signs, even though not mounted on building, are acceptable alternatives.*

B. FIRE DEPARTMENT CONNECTION (FDC) ~ only applies to Buildings with a sprinkler/standpipe system

B-1 Obstructed/Not Easily Accessible – *FDC's shall be clearly unobstructed from view and access*

B-2 Caps Missing – *FDCs, whether Siamese or Storz, shall have the opening(s) protected*

B-3 Non-Swiveling Connections – *all FDC connections shall be in proper working order*

C. BUILDING ACCESS - KNOX BOX ~ only required on buildings with a fire alarm and/or sprinkler system

C-1 Lock Box Obstructed – *knox boxes shall be clearly unobstructed from both view and access*

C-2 Improper/No/Insufficient Keys – *A building with a fire alarm system and/or sprinkler system is REQUIRED to have a knox box. Installed boxes must be maintained with valid and tagged keys for access throughout occupancy and access to the FACP.*

***** Anytime you change your locks or are unsure if your most recent valid keys are secured in the building's Knox Box, you may contact us to assist in placing/checking keys**

D. EXITS & MEANS OF EGRESS

D-1 Blocked Exits – *blocked primary-use exits shall be corrected **immediately!** Other functional exits, like multiple man-doors in a warehouse with 3 or 4 people shall still be corrected. When a door is no longer required to act as an exit and is not being used as such, exit signage shall be "disabled" and the exterior of the door shall be labeled "This Door Blocked" in minimum 6" high letters*

D-2 Locked or Hard to Open Exits – *exits shall be readily openable from the egress side without undo effort or special knowledge*

D-3 Improper Door Swing – *doors shall swing in the direction of egress travel where serving an occupant load of 50 or more*

D-4 Obstructed Exit Access/Aisles – *fixtures and displays of goods shall be arranged so as to maintain free, immediate, and unobstructed access to exits. Combustible materials shall not be stored in exits or exit enclosures.*

D-5 Exit Markings Missing – *shall be readily visible from any direction of egress travel where exit path is not immediately visible to occupants*

D-6 Emergency Lighting Not Working – *Means of egress shall be illuminated when occupied. Testing battery-pack e-lights should activate lights. Exceptions to requirements for emergency lighting include: a) existing churches serving less than 300 people, b) one story business occupancies holding less than 300 people, d) existing hotels and residential board-and-care facilities with less than 25 rooms, e) lodging/rooming houses w/accommodations for less than 17 people and no separate cooking facilities, f) existing apartment buildings w/less than 13 units*

D-7 Signs Not Readily Visible – *Exit sign shall be internally or externally illuminated*



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E. EXTINGUISHERS

E-1 Expired Tags – Service Out of Date – shall have valid and current certification tag - 1 year after indicated Year and Month "punched" on current tag

E-2 Not Mounted – shall be mounted at least 4" above the floor with the top no more than 5' above the floor

E-3 Obstructed Access/Visibility – fire extinguishers shall not be blocked from access, nor obstructed or obscured from view. In rooms/areas where this cannot be completely avoided, a means shall be provided to indicate the location of the extinguishers.

E-4 Inadequate or Improper Number/Type – non-special situations call for maintaining 75' travel distance to a minimum 2-A rated extinguisher. Class K required with commercial cooking hoods and shall be within 30' of the cooking area. Battery-charging stations require a minimum of a 4-A:20-B:C extinguisher within 20'. Minimum 2-A:20-BC extinguishers shall be within 75' of fuel pumps, dispensers, and/or storage tank fill-pipe openings.

E-5 Under Charged – Extinguishers shall be maintained in proper working order

F. HOOD & DUCT SYSTEM ~commercial food cooking hood & suppression system

F-1 Six Month Service Tag Due – shall have valid and current certification tag/sticker. These are required to be re-certified every 6 months or sooner if system is activated. May find certification tag on manual pull station, or sticker on the hood.

F-2 Excessive Grease – Needs Cleaning – shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, detailed, and kept on site and available

F-3 System Not Charged – Systems with a tank having a pressure gauge reading indicating insufficient or no charge are not in-service and therefore the cooking surfaces are not being protected and shall also be considered out of service. **THIS IS A BLACK FLAG CONDITION AND SHALL RESULT IN A FAILED INSPECTION**

F-4 Pull Station Obstructed – the manual activation device shall be located at or near the means of egress from the cooking area at least 10' and not more than 30' from the exhaust system. It shall be at least 4' and not more than 5' above the floor and be unobstructed from both sight and access.

G. STAIRWELLS

G-1 Stairwells and Access Obstructed – access to and on stairwells shall not be obstructed

G-2 No Handrails – Handrails shall be adequate in strength and attachment, and shall be uniform in height above the tread/slope of at least 34" and not more than 38"

G-3 Stairwell Doors Blocked Open – doors normally required to be kept closed shall not be secured in the open position at any time

H. FLAMMABLE LIQUIDS

H-1 Stored Near Heat Source – clearance between ignition sources - such as heaters, light fixtures, and flame-producing devices – and combustible materials/flammable liquids shall be properly maintained

H-2 Improper Storage – display of highly combustible goods in main exit access aisles or within 5' of entrances to exits is prohibited. Liquids for maintenance and operation of equipment in excess of 10 gallons shall be stored in a Flammable Liquids Storage Cabinet. Quantities not exceeding 10 gallons are allowed to be stored outside of a cabinet when in approved containers located in private garages or other approved locations. Outside storage flammable liquids storage areas shall be protected from vehicles and be free from weeds, debris, and other combustible materials not necessary to the storage.



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I. ELECTRICAL

I-1 Receptacles /Switches Uncovered – open junction boxes are prohibited and approved covers shall be provided for all switch and electrical outlet boxes.

I-2 Extension Cords Used in Place of Permanent Wiring – Temporary wiring is allowed for a period of 90 days, and extension cords and flexible cords shall not be used as a substitute for permanent wiring. They shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings. They shall not be subject to physical or environmental impact or damage, and shall be used for portable appliances only.

I-3 Access to Electrical Panel Obstructed – a working space of not less than 30” wide by 36” deep by 78” high shall be provided in front of electrical service equipment.

I-4 GFI Outlets Needed Near Water Source – ground fault circuit interruption protection shall be provided for receptacle outlets within 6’ of a water source

I-5 Panel Breakers Not Labeled – Circuit Breaker switches shall be legibly labeled as to the device(s) they control

I-6 Exposed Wires/Junction Box Covers Missing – open junction boxes are prohibited and approved covers shall be provided for all switch and electrical outlet boxes.

J. FIRE ALARM SYSTEMS ~ in a multi-tenant building, this may be in another suite or in the landlord room

J-1 Access to Fire Alarm Panel Obstructed – annunciation means shall be accessible to responding personnel and located as per the AHJ

J-2 Fire Alarm Not in Normal Operation – equipment shall be continually maintained in a fully operational state. If the system is in a **trouble** or **supervisory** status and the condition is not known and/or not being actively remedied, the fire alarm is considered to not be in “Normal Operation”. **THIS IS A BLACK FLAG CONDITION AND SHALL RESULT IN A FAILED INSPECTION.**

J-3 Fire Alarm Zones/Descriptions Inadequately Labeled – older “zoned” systems with labels, or new addressable systems with English descriptions, shall be maintained such that they correctly identify/describe the condition in alarm

J-4 Fire Alarm Control Panel Not Secured – FACPs and FAAP shall be adequately protected from the general public’s ability to access the system controls. Panels in locked mechanical rooms or manager’s office, for example, are not required to have the panel secured and key removed

J-5 Pull Stations Obstructed – Manual pull stations shall be located within 5’ of the entrance to an exit, be red in color, and unobstructed from view and access. Protective covers are permitted when they are transparent, or red in color with a transparent face to permit visibility of the pull station inside, and shall include instructions for operation.

J-6 Smoke Detectors Covered – smoke detectors shall remain uncovered unless specific dust-producing activities are currently taking place. The activities shall be considered periodic in nature and NOT a normal operating activity for this space.

K. SPRINKLER & STANDPIPE SYSTEMS ~ in a multi-tenant building, this may be in another suite or in the landlord room

K-1 Sprinkler System Not in Normal Operation - equipment shall be continually maintained in a fully operational state. If the system is shut down (valves closed), has little or no pressure on it (water pressure gauges at 0 or something very low), and it is not known and/or not being actively remedied, the sprinkler system is considered to not be in “Normal Operation”. **THIS IS A BLACK FLAG CONDITION AND SHALL RESULT IN A FAILED INSPECTION.**

K-2 Standpipes Not in Normal Operation - equipment shall be continually maintained in a fully operational state. If the system is shut down (valves closed leading to standpipes) and it is not known and/or not being actively remedied, the standpipe system is considered to not be in “Normal Operation”. **THIS IS A BLACK FLAG CONDITION AND SHALL RESULT IN A FAILED INSPECTION.**

K-3 Access to Standpipes Obstructed – access to standpipes, valves, or other fire-fighting equipment shall not be blocked from use or obscured from view

K-4 Access to Risers and/or Valves Obstructed – access to standpipes, valves, or other fire-fighting equipment shall not be blocked from use or obscured from view

K-5 Risers & Valves Inadequately Labeled - all control, drain, and test connection valves shall be provided with permanently marked weatherproof metal or rigid plastic identification signs

K-6 Valves Not Secure/Supervised – valves controlling water supplies shall be supervised in the open position such that a change in the normal position of the valve will generate a supervisory signal within the fire alarm system



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K-7 Sprinkler Heads Painted/Covered – unless incompatible work is actively taking place and being used to protect the sprinkler head (tape because of painting for instance), all sprinkler heads shall remain free of paint and any other material that inhibits or limits the listed operating environment of the device

K-8 Less Than 18” Between Sprinkler Head and Storage Items – Storage shall be maintained 2’ or more below the ceiling in non-sprinklered areas of a building and a minimum of 18” below sprinkler heads deflectors in sprinklered areas

K-9 No/Inadequate # of Spare Sprinkler Heads (and Wrench) – a wrench and an a supply of at least 6 sprinkler heads shall be maintained on site as follows: total heads in system 0-300 = 6 heads; 301-1000 = 12 spares; 1000+ = 24 spare (spare head cabinet shall be found near the sprinkler system riser)

L. COMPRESSED GASES

L-1 Cylinders Inadequately Secured – Compressed gas containers, cylinders, tanks, and systems shall be secured against accidental dislodgement by one of the following methods: securing tanks to a fixed object with one or more restraints; secured on a cart or other mobile device; “nesting” of tanks/cylinders in areas inaccessible by the public such that if dislodged, do not obstruct means of egress; secured to or within a rack, framework or cabinet, or other similar assembly

L-2 LP Gas Containers Improperly Stored – LP gas resale cages shall be protected from vehicle damage, shall be at least 20’ from openings into buildings, 20’ from any motor vehicle fuel dispenser, and 10’ from any combustibile material

M. SPRAY BOOTHS AND/OR OTHER UNIQUE SITUATIONS

Any unique or out of the ordinary scenarios that may be present at this location, may be noted here

O. HOUSEKEEPING

O-1 General Housekeeping Needed – storage of combustibile materials shall be orderly and maintained 2’ or more below the ceiling in unsprinklered buildings and a minimum of 18” in sprinklered areas. Combustibile storage shall not be stored in exits, exit enclosures, boiler rooms, mechanical rooms, or electrical equipment rooms.

O-2 Combustibles Too Close to Heat-Producing Appliances – storage shall be separate from heaters, heat-producing devices, or ignition sources such as light fixtures and flame-producing devices by distance or shielding so that ignition cannot occur. Combustibile storage shall be kept a minimum of 3’ from powered industrial truck/equipment battery chargers, and battery charging shall not occur in areas accessible by the public. Open flames such as that from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located near decorative material or similar combustibile material.

O-3 Breaches in Walls and/or Ceilings – the required fire-resistance rating of fire-resistance-rated construction shall be maintained (including walls, fire-stops, shaft enclosures, partitions and floors). Such elements shall be properly repaired, restored, or replaced when damaged, altered, breached, or penetrated. Openings made for passing of pipe, electrical conduit, wires, etc., etc. and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire - this includes missing ceiling tiles in sprinkler and/or smoke detector protected buildings

O-4 Oil/Grease Rags Stored Improperly – Oily rags shall be stored in a listed disposal container and the contents removed and disposed of daily. When such container is combustibile, it cannot be within 10’ of other combustibles, or within 2’ of building openings. Separation can be reduced to 2’ if a non-combustibile container with lid is used and it is placed on a noncombustibile floor, ground surface, or stand.