



OSWEGO FIRE PROTECTION DISTRICT

Safety Self-Inspection Form

You have been selected to participate in the fire department's "Self Inspection" Program. Businesses within the Oswego Fire Protection District are scheduled for an annual Fire/Safety Inspection, and you have been chosen to "self-inspect" this year.

When filling out the address information, please make sure to indicate the entire address of the location, including Suite and/or Unit identifiers as well.

Every Item in the checklist shall be marked in some fashion so that it is clear that the item has been addressed

- N/A* - it is not applicable in this case
- X* - this item is a violation
- this item has been checked and is okay

In addition to the checklist...

FAQs

- **What is a Fire Department Connection (FDC)?**
 - *This will only be found on buildings protected with a sprinkler system and is the large connection on the outside of the building where the fire department can connect and push additional water into the sprinkler system*
- **What is the "lockbox" for Building Access?**
 - *For Oswego Fire this is a black Knox box, normally located on the exterior of the building near a door that leads to a Fire Alarm panel. The Fire Dept. is the only one with access to this box, which contains keys to gain secure & clean access to your facility when it is not occupied. If you believe the door locks of your facility have changed recently and need to make sure copies of those keys are available in the Knox box, please contact the fire dept. If your building does not have a sprinkler and/or fire alarm system, you're not required to have a knox box and likely do not*
- **What is a Hood & Duct System?**
 - *This is normally found in restaurants or businesses that have a commercial cooking system*
- **What is a GFI Outlet?**
 - *Because electricity and water is not a safe mix, outlets near water sources are required to provide a means of electrocution protection for the occupant - this is in the form of a ground fault interrupter (GFI/GFCI) receptacle - the receptacle with little black and red buttons on it, one stamped "test" and the other "reset"*
- **What is a sprinkler system standpipe?**
 - *Larger buildings (either horizontally or vertically) may have standpipes on columns in the warehouse or in the stairwells, these are locations where the fire department can connect their hose and receive water from the sprinkler system in order to fight a fire that is remote from the building's entrance doors*
- **What are Fire Alarm Zones?**
 - *In older fire alarm systems that do not have an LED readout in common language, but only small lights or cryptic letters/numbers to indicate status of the system, the "zones" should be labeled on or within the fire alarm panel and translate the "zone" that is in alarm into common language. Ex: Z1 = Manual Pull Stations, Z2 = Water Flow, Z3 = warehouse smoke detectors*
- **What is a breach in a wall/ceiling?**
 - *Uncovered holes or openings, whether from damage or installation of new products*



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Business Name: _____ Phone: _____

Address: _____ City: _____, IL Zip: _____

(X) Indicates a Violation

Date ___/___/___

- A. OUTSIDE
A-1 General Clean Up
A-2 Combustibles Close to Building
A-3 Address Not Visible
B. FIRE DEPT CONNECTION
B-1 Obstructed / Not Easily Accessible
B-2 Caps Missing
B-3 Non-Swiveling Connections
C. BUILDING ACCESS (Only Req'd with Fire Alarm/Sprinkler)
C-1 Lock Box Obstructed
C-2 Improper/No/Insufficient Keys
D. EXITS & MEANS OF EGRESS
D-1 Blocked Exits
D-2 Locked or Hard to Open Exits
D-3 Improper Door Swing
D-4 Obstructed Exit Accesses/Aisles
D-5 Exit Markings Missing
D-6 Emergency Lighting Not Working
D-7 Signs Not Readily Visible
E. EXTINGUISHERS
E-1 Expired Tags - Service Out of Date
E-2 Not Mounted
E-3 Obstructed Access/Visibility
E-4 Inadequate/ Improper Number/Type
E-5 Under Charged
F. HOOD & DUCT SYSTEM
F-1 Six Month Service Tag Due
F-2 Excessive Grease
F-3 System Not Charged
F-4 Pull Station Obstructed
G. STAIRWELLS
G-1 Stairwells and Access Obstructed
G-2 No Handrails
G-3 Stairwell Doors Blocked Open
H. FLAMMABLE LIQUIDS
H-1 Stored Near Heat Source
H-2 Improper Storage

- I. ELECTRICAL
I-1 Receptacles/Switches Uncovered
I-2 Extension Cords Used in Place of Permanent Wiring
I-3 Access to Electric Panel Obstructed
I-4 GFI Outlets Needed Near Water Source
I-5 Panel Breakers Not Labeled
I-6 Exposed Wires / Junction Box Covers Missing
J. FIRE ALARM SYSTEMS
J-1 Access to Alarm Panel Obstructed
J-2 Fire Alarm Not in Normal Operation
J-3 Fire Alarm Zones Inadequately Labeled
J-4 Fire Alarm Control Panel Not Secured
J-5 Pull Stations Obstructed
J-6 Smoke Detectors Covered
K. SPRINKLER & STANDPIPES SYSTEMS
K-1 Sprinkler System Not in Normal Operation
K-2 Standpipes Not in Normal Operation
K-3 Access to Standpipes Obstructed
K-4 Access to Risers and/or Valves Obstructed
K-5 Risers & Valves Inadequately Labeled
K-6 Valves not Secure/Supervised
K-7 Sprinkler Heads Painted/Covered
K-8 Less than 18" Between Sprinkler Head and Storage Items
K-9 No/ Inadequate # of Spare Sprinkler Heads
L. COMPRESSED GASES
L-1 Cylinders Inadequately Secured
L-2 LP Gas Containers Improperly Stored
M. SPRAY BOOTHS AND/OR OTHER UNIQUE SITUATIONS
M-1
M-2
O. HOUSEKEEPING
O-1 General Housekeeping Needed
O-2 Combustibles Too Close to Heat Producing Appliances
O-3 Breaches in Walls and/or Ceilings
O-4 Oil/Grease Rags Stored Improperly

Any black flags marked = Automatic Fail
COMMENTS
*** Corrective Action Shall Be Taken On All Violations ***

Pass Inspection Y / N Inspector Name (printed) _____

Business/Rep Name _____ Business/Rep Signature _____