

RISK REDUCTION CHECKLIST

Fox River Grove Fire Protection District

The following list, while not exhaustive, includes those fire safety/life safety codes which most often result in violations during a fire inspection. This list can help you in eliminating potential fire hazards in your business and staying in compliance with the fire code.

1. **Addressing.** Numbers shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be a minimum of 4" high, with a contrasting background.
2. **Combustibles Too Close to the Ceiling.** In buildings with sprinklers, combustibles are to be at least 18' from the ceiling. In buildings without sprinklers, the minimum distance to the ceiling is 24" Also, do not store combustible under unprotected stairways.
3. **Combustibles Too Close to Heat Producing Devices.** Keep combustibles a minimum of 30" from a propane or natural gas appliance and 18" from an electrical appliance. Keep combustibles at least 6" from baseboard heaters. Appliances include furnaces, water heaters, and portable heaters.
4. **Cooking Hood and Duct Cleaning.** Hoods, grease-removal devices, fans, ducts, and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded and records shall state the extent, time, and date of cleaning. Records shall be kept on the premises.
5. **Cooking Hood and Duct Extinguishing System.** Dry chemical extinguishing systems shall be inspected and tested for proper operation at 6 month intervals. Clean agent systems shall be inspected and tested at 12 month intervals.
6. **Dumpsters.** Dumpsters are located at least 5 feet from any building opening, combustible wall or overhang.
7. **Egress Means.** Combustible materials shall not be stored in exits or exit enclosures.
8. **Electrical Panels.** A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment. The working space shall not be less than the width of the panel. Electrical panels and circuits are labeled. Cover holes in electrical panels with black plastic covers. Do not place tape over circuit breakers. Electrical rooms shall be identified.
9. **Emergency Lights.** The bulb or bulbs must be lit when the test button is pushed. If the light(s) do not work, the battery may need to be replaced.
10. **Exit signs.** All bulbs in exit signs need to function. Many exit signs are equipped with a battery back-up in case of loss of power. Push the test button on the side or bottom of the exit sign to check if the battery and D/C lights are operating. If not, it is probably the battery that needs replacing and not the bulbs.
11. **Extension Cords.** Extension cords are for temporary use only and are not to be used in lieu of permanent wiring. They may be used for up to 90 days or unplugged when not in use. Extension cords cannot pass through doorways, walls, floors, or ceilings, nor under floor coverings unless protected in conduit. Extension cords shall be used only with portable appliances. They must be properly grounded. Extension cords shall show no signs of damage and may not be plugged into each other.
12. **Extinguishers.** Service must be performed annually by a licensed fire extinguisher contractor. Most business need a minimum 2A size/type extinguisher for every 3,000 square feet. Occupants need to be within 75 feet of an extinguisher. Extinguishers need to be mounted 3 to 5 feet off the floor in a highly visible and accessible location. A K-class extinguisher is mounted within 30 feet of cooking equipment.
13. **Fire Alarm Systems.** A local (unmonitored) system needs to be serviced quarterly. A monitored system needs to be serviced annually.

14. **Fire Department Connections.** Fire Department Connections for standpipes or sprinkler systems must be visible, unobstructed, and signed.
15. **Fire-rated Doors.** These self-closing doors shall not be blocked open, obstructed, or made inoperable.
16. **Fire Sprinkler Systems.** These systems need annual servicing. A maintenance tag is required to be placed on the sprinkler system. Keep clear access to the riser and do not store items within three feet of riser system. A sprinkler head cabinet needs to be mounted near the riser, containing a sprinkler head wrench and a minimum of six spare heads. Sprinkler heads shall not be painted.
17. **Flammables/Combustible Liquids.** Flammables (liquids or gasses)/combustible liquids are stored in proper locations and containers.
18. **Gas Meters.** Above ground gas meters, regulators, and piping subject to damage shall be protected by a barrier.
19. **Key Box.** If there is a key box (also known as a Knox Box) for your business, provide a working key.
20. **Obstructed Exits.** Exit aisles for the public shall not be less than 36" in width.
21. **Open Junction Boxes.** Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
22. **Piggy-backed Surge Protectors.** Surge protectors (power taps) shall not be plugged into each other. They shall be equipped with over-current protection and must be plugged into an outlet.
23. **Pressurized Cylinders.** Cylinders or tanks, whether empty or full, need to be chained/secured in such a way so they cannot tip over.
24. **Required Reports.** Where applicable, the following testing and/or service reports should be available on the premise: sprinkler system, fire pump, fire alarm, hood and duct cleaning, hood and duct suppression system, rolling/sliding door, and MSDS.
25. **Signage.** On doors to sprinkler riser room or to the fire alarm panel, place "Riser Room" or "FACF (Fire Alarm Control Panel) sign on door, using minimum of two inch red letters.
26. **Sprinkler Heads.** There needs to be a minimum of 18" clearance around sprinkler heads.
27. **Storage in Equipment/Electrical Rooms.** Combustible material shall not be stored in boiler rooms, mechanical rooms, elevator rooms, or electrical equipment rooms.
28. **Thumb-Turn Deadbolts.** This type of deadbolt is against the Americans with Disabilities Act (ADA) for exit doors in public places. No surface bolts or hasp locks are on any door within the path of egress. Exit doors are to remain unlocked during business hours.
29. **Unprotected Ceilings.** Keep ceiling tiles in place or replace when damaged. Fire Spreads rapidly through holes or openings in ceilings. Ceiling tiles are a part of your fire resistance-rated ceiling. Seal all holes in ceilings and walls and keep attic-access lids in place.
30. **Waste Accumulation.** Combustible waste material, creating a fire hazard, shall not be allowed to accumulate in buildings or structures or upon premises.

The men and women of the Fox River Grove Fire Protection District want to work hand-in-hand with the FRG business community to protect lives and property and make our village a good place to live and do business. Should you have any questions about this information or related issues, please do not hesitate to contact us (847-639-9232).

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