



BEDFORD PARK FIRE DEPARTMENT

www.bedfordparkfd.org
(708) 563-4510



Fire Safety Checklist for Business Owners

This checklist is designed to help property owners proactively assess their property's fire safety before an official inspection by local authorities. Please note, this list is not exhaustive and may differ from the full scope of the inspection conducted by our fire safety inspectors.

Exits/Mean of Egress

Pass Fail

- Exit doors unlocked/unblocked.
- Exit access is unobstructed.
- Exterior of exit doors are clear.
- Exit doors are operable.
- Enclosed exit stairways are clear and free of storage. Exit lights are operable.
- No added surface locks on exit doors.
- Exit doors are readily distinguishable as such, with no mirrors or other coverings over doors.

Fire Protection Systems

- Fire alarm, fire sprinkler and suppression systems are inspected and tested annually.
- Sprinkler connection (FDC) is unobstructed and accessible. Minimum 36" clearance and unobstructed access at all times.
- FDC caps are in place and FDC couplings freely spin.
- Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
- Sprinkler heads are free of paint, corrosion, or other debris.
- Sprinkler valve rooms are accessible and free of storage, and their location identified.
- Fire alarm devices (pull stations, control panels, etc.) are accessible. 36" clearance must be maintained
- Fire alarm monitored by UL approved monitoring agency.
- Fire Alarm Control Panel (FACP) accessible and location identified. 3" letters in height.
- Fire alarm system horns and strobes are not obstructed.
- Kitchen hood suppression system inspected at 6-month intervals.
- Kitchen hood vent system inspected and cleaned at required intervals.
- Kitchen hood suppression system remote pull is accessible.
- Fire extinguishers inspected annually.
- Fire extinguishers are accessible and mounted. 36" clearance must be maintained
- Travel distance from all portions of the building less than 75' to a fire extinguisher

Fire Protection Assemblies

Pass Fail

- Fire doors are operable by self-closing and latching.
- Fire doors are not wedged or propped open.
- Roll down fire doors drop tested by outside testing agency each year. No paint on chain or fusible link of the fire door.
- Fire rated walls, floor, and ceiling construction not Breached.

Hazardous Materials

- No open containers of flammable or combustible liquids.
- Safety Data Sheets (SDS) are on site (hard copy or electronic version must be available).
- Compressed gas cylinders secured upright.

Electrical

- Emergency lights tested each year.
- Emergency generator is fully tested annually.
- Extension cords not used in place of permanent wiring.
- Outlet/switch/electrical covers in place.
- Covers for junction boxes, panels, etc. are in place.
- Electrical rooms are identified as such.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, and boiler rooms are accessible and free of storage.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- Street address numbers posted and clearly visible. 6" in height visible from the street.
- No combustible decorative material in exit corridors or assembly occupancies.
- Privately-owned fire hydrants are accessible.
- Privately-owned fire hydrants painted per Village of Bedford Park regulations.
- LPG gas tanks subjected to vehicle traffic protected from damage stored in a protective cage.
- Access road unobstructed.
- Knox box has a tamper switch tied into the fire alarm panel. Knox Box is accessible and master key(s) are current / updated.