



Dear Building Owner, Business Owner, and/or Occupant,

The following page serves as a self-inspection checklist that we recommend you complete at least once per month. While this self-inspection checklist is optional, performing a monthly check only takes a few minutes and is a best practice for ensuring the safety of your building and its occupants.

This checklist is not all-encompassing and is not intended to replace any of your existing safety inspections or procedures. Rather, it is a guide to the most commonly found issues during an annual life safety inspection. It is provided for your convenience, to supplement your existing practices.

Your annual life safety inspection from the fire department is never intended to be a stressful event. Our goal is to work with you to ensure your building and occupants are safe. However, completing this checklist at least monthly should also result in a quicker and even more pleasant experience during the inspection as these are the most common issues found.

Please feel free to call our Fire Station I at 847-362-5664 for any questions regarding this self-inspection checklist or all other fire prevention matters.

Sincerely,

A handwritten signature in black ink, appearing to read "Milgweaver".

Lt. Michael J. Weaver
Director of Fire Prevention
Libertyville Fire Department
847-362-5664
mweaver@libertyville.com

Fire Department

1551 N Milwaukee Avenue Libertyville, Illinois 60048 (847) 362-5664 (847) 362-8829 fax
www.libertyville.com



Fire Self-Inspection Checklist

Completed by: _____ Date: _____

Fire Department Access

- _____ Key/lock changes - KnoxBox
- _____ Fire lanes / Hydrants clear
- _____ Utilities clear - Gas & Electric
- _____ Address visible from Road
- _____ FDC unobstructed (Fire Dept. Connection)
- _____ Doors Marked on outside:
 - _____ Roof Access
 - _____ Fire Alarm Control Panel (FACP)
 - _____ Sprinkler / Riser room

Fire Alarm - Detection & Sprinkler systems

- _____ Annual Testing Completed within last 12 months
- _____ Areas clear around pull stations
- _____ Areas clear around fire sprinkler controls

Fire Extinguishers

- _____ Annual Inspection within last 12 months
- _____ Mounted and clear access
- _____ Min. 10 Pound size

Exits & Emergency Lighting

- _____ Visible - light bulb good
- _____ Testing of battery

Kitchen Hood Systems - If Applicable

- _____ Hood professionally cleaned within last 6 months
- _____ Hood Suppression inspected within last 6 months

Exit Doors and Egress (pathway)

- _____ Clear and Unobstructed
- _____ Auto Closures working
- _____ Fire Doors not blocked open
- _____ Exit Doors are functional

Electrical (Panels & Disconnects)

- _____ 36" required clearance around panels
- _____ No Open wiring (Covers in place)
- _____ No Extension cords for permanent wiring
- _____ All circuits labeled

Hazardous Materials

- _____ Proper Storage
- _____ Proper Labels used
- _____ Compressed Gas cylinders chained
- _____ MSDS sheets provided

Storage

- _____ Proper ceiling clearance, 18"
- _____ Clear aisles 44"
- _____ Below max storage height (rack/pile storage)
- _____ Proper clearance from heat sources

Primary / Emergency Contact(s) are Current If Changes, Please Contact FD 847-362-5664

- _____ Full Name, Cell Number, Email
- 1 _____
- 2 _____

Comments for Findings in need of attention:

This checklist is not a complete list of fire code requirements and it does not replace the occupant's responsibility to adhere to the adopted codes and ordinances. This is a list of the most common issues identified during an annual fire and life safety inspection. It is provided for the convenience of the occupant to supplement their existing life safety practices.



Notes

Additional safety checks/measures may be required based on the nature of your business. Always follow your policies and procedures.

Not every item on this list may be applicable to your business.

The following inspections must be completed by a licensed contractor and reported to us (by the contractor) via the Brycer Compliance Engine.

- Annual Fire Alarm

- Annual Fire Sprinkler

- 5-Year Internal Fire Sprinkler

Fire Extinguishers are good for one year from the date stamped on the tag.

Open every door marked as an emergency exit. They can rust shut if not used regularly. Also, you may find an obstruction on the other side.

Keeping your contact information current ensures we can reach you if there's an emergency after hours on your site. It also ensures the correct person gets notified of inspection results.

You can test your emergency lights and exit signs by pressing and holding the test button on the unit. You can also test them by turning off their circuit at the electrical panel (if it's properly labeled). Both methods turn off the power to the units and activate the battery backups.

Call our headquarters at 847-362-5664 if you change your locks so we can put an updated key in the Knox Box. Note that if you do not have a fire sprinkler or fire alarm system, you may not have a Knox Box. They are only required in the presence of those systems. If you don't have a fire alarm or fire sprinkler system but would still like to provide the fire department emergency access to your business after hours, call the number above and we'll discuss options.

Feel free to call us if you have any questions about any other items on this list.