



LOMBARD FIRE DEPARTMENT

FIRE PREVENTION BUREAU

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PRE-FIRE INSPECTION CHECKLIST

“OUR COMMUNITY CONFIDENT IN SAFETY.”

Fire Inspectors look at many items in your business. As a public service, Lombard Fire Prevention Bureau is providing you a self-checklist to assist you and your business in assessing your surroundings before and after the official inspection.

The checklist will give you a better understanding of what Inspectors look for and will assist you in obtaining a complete/passing inspection during the first visit. *The checklist is NOT all inclusive as some businesses will require other items above and beyond what is on the list.* Your inspector looks forward to discussing these additional items during the visit if requested.

This is NOT the only code enforced by the Fire Prevention Bureau. Other referenced codes may be used based on circumstances presented to the bureau inspector.

Should you require further information, please feel free to contact the Fire Prevention Bureau at the above number. An inspector will contact you within a reasonable amount of time to answer your questions.

ACCESS AND PREMISES	YES	NO	N/A
ADDRESS NUMBERS FOR THE BUILDING ARE CLEARLY VISIBLE FROM THE STREET			
EXTERIOR FIRE DEPARTMENT ACCESS IS UNOBSTRUCTED			
STORAGE SHALL BE NEAT AND ORDERLY			
FIRE DEPARTMENT KNOX BOX IN PLACE WHEN REQUIRED AND KEYS FOR COMMON AREAS, FIRE PROTECTION EQUIPMENT AND ROOF ACCESS ARE CURRENT			

EGRESS (EXITING)	YES	NO	N/A
EXIT WAYS AND DOORS ARE EASILY RECOGNIZABLE, UNOBSTRUCTED, AND MAINTAINED			
EXIT DOORS ARE UNLOCKED AND OPERABLE FROM INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT			
IF EXIT SIGNS ARE REQUIRED, ARE THEY MAINTAINED ILLUMINATED OR SELF-LUMINOUS			
DOES THE BACKUP BATTERY WORK? (PRESS THE TEST BUTTON, THE EXIT SIGN SHOULD STAY ILLUMINATED UNDER BATTERY POWER)			
IF EMERGENCY LIGHTING IS PROVIDED, IS IT MAINTAINED IN OPERABLE CONDITION			
FIRE RATED, SELF-CLOSING DOORS CLOSE COMPLETELY AND LATCH			

MANUAL / PORTABLE FIRE EXTINGUISHER	YES	NO	N/A
SHALL BE VISIBLE, UNOBSTRUCTED, AND ACCESSIBLE			
SHALL BE INSPECTED AND TESTED ANNUALLY			
SHALL BE MOUNTED OR IN EXTINGUISHER CABINETS			
REQUIRED FIRE EXTINGUISHER MINIMUM SIZE 2:A-10:BC MOUNTED WITHIN 75 FEET OF TRAVEL FROM ANYWHERE ON THE SAME FLOOR			

ELECTRICAL	YES	NO	N/A
ALL ELECTRICAL OUTLETS, SWITCHES, AND JUNCTION BOXES ARE PROPERLY COVERED WITH COVER PLATES			
CIRCUIT BRAKERS/FUSES ARE LABELED SO AS TO IDENTIFY THE AREA PROTECTED			
36" CLEARANCE IS MAINTAINED IN FRONT OF AND AROUND THE ELECTRICAL PANEL			
EXTENSION CORDS SHALL NOT BE USED AS PERMANENT WIRIING			
IF MULTIPLE ITEMS NEED TO BE PLUGGED IN, IS A POWER TAP UTILIZED WITH A BUILT-IN CIRCUIT BREAKER AND IS THE POWER TAP PLUGGED DIRECTLY INTO A PERMANENTLY INSTALLED RECEPTACLE?			
MULTIPLE ADAPTORS, SUCH AS CUBE ADAPTORS, INFUSED PLUG STRIP OR ANY DEVICE NOT COMPLYING WITH NFPA 70 SHALL BE PROHIBITED			
ARE ALL ELECTRICAL PANELS PROVIDED WITH NECESSARY LATCHING COVERS			

FLAMMABLE / COMBUSTIBLE LIQUIDS AND GASES	YES	NO	N/A
PROPER STORAGE AND CONTAINERS SHALL BE UTILIZED			
CONTAINERS SHALL HAVE APPROPRIATE WARNING(S)			
STORAGE PROTECTED FROM SOURCES OF IGNITION			
STORAGE OF CHEMICALS AND FLAMMABLE COMBUSTIBLE LIQUIDS IN COMPLIANCE WITH FIRE			
COMPRESSED CYLINDERS SHALL BE PROPERTLY STORED AND SECURED			

COOKING OPERATIONS	YES	NO	N/A
HOOD SUPPRESSION SYSTEM MAINTAINED AND OPERABLE			
HOODS, DUCTS, AND FILTERS SHALL BE FREE OF GREASE AND DUST			
HOOD SUPPRESSION SYSTEMS SHALL BE INSPECTED EVERY 6 MONTHS			
REQUIRED CLASS K EXTINGUISHER(S) SHALL BE WITHIN 30 FT. OF THE COOKING MEDIUM			

SPRINKLER / STANDPIPE EQUIPMENT	YES	NO	N/A
COMBUSTIBLE STORAGE MAITAINED AT LEAST 2 FEET BELOW THE CEILING OR 18 INCHES BELOW SPRINKLER HEAD			
STANDPIPE VALVES SHALL BE ACCESSBLE AND FREE OF DEFECTS			
FD CONNECTION SHALL BE UNOBSTRUCTED AND FREE OF DEFECTS			
FIRE PUMPS SHALL BE MAINTAINED AND OPERABLE			
LABEL SPRINKLER AND ALARM EQUIPMENT DOORS/ROOM			
WHERE SPRINKLERS ARE PRESENT THE REQUIRED FIRE-RESISTANCE-RATED CONSTRUCTION SHALL BE MAINTAINED (FIRE DOORS, FIRE WALLS, BARRIERS, ETC.)			
PERIODIC TESTING SHALL BE DOCUMENTED AND CURRENT			

ALARM EQUIPMENT	YES	NO	N/A
SYSTEM SHALL BE ON AND OPERABLE			
DETECTORS AND SIGNALING DEVICES SHALL BE FREE OF DEFECTS			
PERIODIC TESTING SHALL BE DOCUMENTED AND CURRENT			