

TO: Business Owner
FROM: Warrenville Fire Protection District

The members of the Warrenville Fire Protection District will once again start visiting the businesses in our district and perform fire prevention inspections. It is our goal to keep the businesses in our district free from any possible fire hazards and it is our duty to work with business owners to reach that goal.

During past years, we have found that some businesses have had difficulty with their fire inspections due to some violations that, with a little effort, could have been prevented. Listed below you will find some of the more commonly found violations while inspecting businesses. You may be able to rectify the problem before we arrive to inspect your business.

The more common violations include:

1. Compressed Gas Cylinder Tanks Not Secured.

All tanks must be secured from falling or being knocked over.

2. Excessive Use of Extension Cords.

Extension cords may not be longer than six feet in length and must have, at the minimum, the same gauge cord as what is plugged into them. Also, if there are numerous items plugged into one extension cord, there must be a surge suppressor on the extension cord. Power strips must be mounted to the wall to avoid damage due to kicking, cleaning, etc. NEC 370-22 C and 353-2 (a) & (b).

3. Electric Panels Blocked.

There can be nothing blocking any electrical panel at anytime and labeled for use.

4. Emergency Lights Requiring Service.

Test your emergency lights periodically to make sure that they will work in case you lose power. Also, make sure that the lights are properly positioned and are not blocked.

5. Exit Signs Not Illuminated.

This is the most common violation we have found. Please make sure that your exit signs are lit.

6. Fire Extinguishers need servicing.

All fire extinguishers must be serviced by an authorized fire extinguisher service annually. After the servicer inspects and passes each extinguisher they will attach an inspection tag to the extinguisher with the month and year of the inspection stamped on it.

7. Storage

No storage within 18 inches of the ceiling.

Dangerous accumulation of combustibles, especially near heat producing appliances.

8. KNOX BOX / BUILDING ADDRESSES

Current keys in KNOX BOX.

Alarm keys in box – (panel, pull-stations, duct detector keys)

Elevator access key

Numbers in front of building at least 4 inches tall in contrasting color to building.

Also on back doors to indicate suite or unit number.

9. Elevators

Keys in box for Fire Department override.

Elevator drop key in box.

Phone in elevator works.

10. Alarm Systems

Current alarm certificate of inspection.

Flow and tamper switches operative and adjusted.

11. Sprinkler Systems

Current certificates (System and backflow)

12. Evacuation and Fire Drill

Evacuation plan and witnessed fire drill (yearly)

Spare sprinkler heads and wrench in box

It is our hope that the above list will assist you while you check to make sure that your business is fire safe. If you have any questions please write them down and when our personnel stop by for the inspection, they will be happy to answer them for you. If you need an immediate answer to a question, feel free to contact the Fire Station at 393- 2175.

Enclosed, find a new Occupancy Information Form. Please fill it out to the best of your ability so the district can update the files for your business. Please make sure that you include the FAX, cellular, pager and telephone numbers where possible as we pass these numbers on to DU-COM to facilitate reaching the keyholders in the event of any emergency.

Sincerely,

Lt. Tom Hackert
Inspector

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