



Belvidere Fire Department Inspections Bureau

123 S. State St.
Belvidere, IL 61008

Phone: (815) 218-7565

Fax: (815) 544-8739

(COMMERCIAL) SELF-FIRE INSPECTION CHECKLIST

Property Address: _____

Exits/Mean of Egress

Pass Fail

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Exit doors unlocked/unblocked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit access is unobstructed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior of exit doors are clear. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit doors are operable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Enclosed exit stairways clear and free of storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit lights are operable. |
| <input type="checkbox"/> | <input type="checkbox"/> | No added surface bolts/latches/locks on exit doors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit doors readily distinguishable as such, with no mirrors or other coverings over doors. |

Fire Protection Systems

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

Fire Protection Assemblies

Pass Fail

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire doors are operable by self-closing and latching. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire doors are not wedged or propped open. |
| <input type="checkbox"/> | <input type="checkbox"/> | Roll down fire doors drop tested by outside testing agency each year. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire rated walls, floor, and ceiling construction not Breached. |

Hazardous Materials

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | No open containers of flammable or combustible liquids. |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety Data Sheets (SDS) are on site (hard copy or electronic version must be available). |
| <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders secured upright. |

Electrical

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

Housekeeping

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

Miscellaneous

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Street address numbers posted and clearly visible. |
| <input type="checkbox"/> | <input type="checkbox"/> | No combustible decorative material in exit corridors or assembly occupancies. |
| <input type="checkbox"/> | <input type="checkbox"/> | Privately-owned fire hydrants accessible. |
| <input type="checkbox"/> | <input type="checkbox"/> | LPG gas tanks subjected to vehicle traffic protected from damage. |
| <input type="checkbox"/> | <input type="checkbox"/> | Access road unobstructed. |
| <input type="checkbox"/> | <input type="checkbox"/> | If required, Approved Kidde Supra Key Box installed, and keys updated. |

This list is meant to provide property owners the opportunity to pre-inspect his or her property prior to City Inspectors conducting an onsite visit. This list is not all-inclusive to what inspectors will be checking.