



# Manteno Community Fire Protection District

## FIRE PREVENTION SELF-INSPECTION PROGRAM

The Manteno Community Fire Protection District has implemented a self-inspection program for businesses within the fire district. This program provides an opportunity Fire District and the Manteno business community to form a partnership in fire and life safety.

**Goals:** The primary focus of this program is to provide annual fire and life safety inspections to low hazard businesses within the Village and District, while keeping business disruptions and costs to a minimum.

**History:** The Fire District does not have the staff to provide annual inspections to the majority of businesses. It is recommended that annual inspections are completed for the benefit of the owners, customers and village residents.

**Objectives:** Although the targeted businesses are classified as low-hazard occupancies, the Manteno Community Fire Protection District feels it is important to provide these businesses with appropriate information regarding the International Fire Code, National Fire Protection Association (NFPA) Standards and various applicable safety issues. In addition, the Manteno Community Fire Protection District feels that these businesses need to meet a reasonable level of fire and life safety standards for the benefit of the entire community. The self-inspection program will educate the business owner/manager of fire safety deficiencies and develop a proactive attitude towards fire safety.

**The Program:** The self-inspection program is a fairly simple concept. A packet is provided to businesses consisting of a cover letter explaining the program and a self-inspection checklist. The completed checklist can be returned to the Fire District office.

Businesses will be requested to respond within 30 days. After 30 days have passed, a reminder letter or phone call will occur. Those businesses that do not respond will be placed on the on-site inspection list, tagged for actual physical inspections by the Fire District. The self-inspection program is not mandatory. All designated businesses will also be given the opportunity to request an on-site inspection if they choose not to participate.

**Targets:** The self-inspection program will target businesses that are statistically at a lower risk for fire. Those include occupancy types M, B, and S (examples include small offices, mercantile, hair salons, law offices, florist shops, etc.) In addition to periodic on-site inspections, the Fire District and the Manteno business community can maintain a reasonable level of fire and life safety.

**Rotation:** Our goal is to provide the opportunity for businesses to participate in the self-inspection program. Upon request, we will arrange to have an on-site inspection completed. This pre-planning visit will provide the Fire District with the opportunity to become familiar with the interior, possible hazards and the actual operation of each business.



## Manteno Community Fire Protection District

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

## Self Inspection Form

IFC/NFPA		Y/N/NA	EXPLAIN
	<b>Exits</b>		
1008.1.8.3	Exit Door Hardware Properly Operate & in good condition		
1011.1&5.1	Exit Signs Operable & Letters at least 6" high on a contrasting background		
1028.2	Public Exit Doors unlocked during business hours		
315.2.2 1028.3	Exits, exit enclosures & beneath unprotected interior stairways are free from obstructions, combustibile materials or flammable liquids		
315.2.2 1028.3 1014	Aisles clear & provide proper width , with no obstructions that could minimize egress		
1006.1 1003.2.11	Emergency Lighting operable & appropriately located in exits, aisles, corridors & stairways		
	<b>Fire Extinguishers</b>		
906.9 NFPA 10	Fire Extinguishers located properly & in good condition (max. mounting height – 5' & every 75' of travel)		
906.2 NFPA 10	Fire Extinguisher yearly inspection (tag) current		
906.3	Fire Extinguishers are suitable for the hazard(s)		

IFC/NFPA	Y/N/NA	EXPLAIN
<b>Fire Doors</b>		
703	Fire Doors/closing devices operating properly	
703.2	Improper holding (open) devices used or obstructions	
107.1, 703.1 NFPA80	Any unapproved or inappropriate sealing or openings in fire resistance rated construction	
<b>Fire Protection Systems</b>		
107.1, 508.5.4, 508.5.5	Fire Hydrants clear and in good condition	
502	Fire lanes clearly accessible, no obstructions	
107.1 508.5.4, 508.5.5	Access to standpipes, sprinkler valves, fire department connections and other fire protection equipment	
107.1 508.5.4 508.5.5 912.3.1 907.2.6.3.3	Fire Protection equipment in good working order-protective covers on fire department connections	
102.8 107.1 NFPA 72	Smoke detectors are in good operating condition	
913 NFPA 20 & 25	Fire Pump Annual Inspection	
Chapter 9 NFPA 13	Annual Sprinkler Certification	
	Spare heads and wrench in cabinet	
Ordinance 912.5	Annual backflow test provided	
907.4.1	Pull Stations accessible, placed appropriately	
901.4	Alarm Panel must be accurately labeled	
901.7	Alarm system in good working order	
<b>Other</b>		
506	Knox Box present & in good condition and keys current & functional	
1004.3	Occupancy Load sign posted	
*****	Emergency contact sheet provided	
*****	Preplan forms/file available/completed	
505.1 Ordinance	Address present & visible from roadway (at least 4" in height)	
603.9	Gas Meter and piping protected from damage	
2703.4	MDSD Sheets on file	

IFC/NFPA		Y/N/NA	EXPLAIN
	<b>Storage</b>		
315.2.1	Height of stored items at least 18" below sprinkler heads		
315.2.1	Stored items at least 24" below ceiling		
315.2.3	Combustibles not stored near heat		
304.3.1	Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container		
3404.3.4.4	Flammable safe storage cabinet present, needed? (yes/no)		
3404.3.4.4	Storage of the less than 10 gal. shall be in approved containers		
3404.3.4.4	Storage in excess of 10 gal. shall be in a approved liquid storage cabinet		
3003.5.3	Compressed gas cylinders chained & upright, protective caps in place		
310	No smoking signs/hazard signs posted & enforced where appropriate		
304.3.3	Dumpsters (larger than 1.5 cu. yds.) shall not be placed within 5 feet of combustible walls, openings or roof eave lines		
104	Unsafe of dangerous conditions present?		
34	Any storage of lawn mowers, snow blowers, etc... in the building		
34	Are there any NFPA 704 placards on the building		
315.2	Storage of combustibles shall be neat and orderly		
310	Proper receptacles provided for smoking material		
	<b>Electrical</b>		
605.5	Unsafe use of extension cords		
605.6 605.1	Damaged, open splices, or modified electrical wiring present-all wiring needs to be covered to prevent accidental shock.		
605.6	Approved covers on all electrical boxes & switches		
605.3	Clear access to panel – at least 36 "		
605.3.1	Electrical panel properly labeled		
605.4	Use of non-approved multi-plug adapters		
NEC	Properly rated fuses in panel		
605.3.1	Electrical & Mechanical Rooms need to be identified		
	<b>Notes/Comments</b>		
904.11.6.3 NFPA 96	Hood & Duct System clean		
NFPA 96	Fusible links replaced semi-annually		
904.11 NFPA 96	Current Inspection Tag		
901.6.2 904.11.6.4	Kitchen suppression system inspected & tested (every 6 mos.)		

<b>Heating &amp; Cooling System</b>		
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UMC	Mechanical Systems properly maintained		
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603.5.1	Inspect storage around units/systems- 3 ft. clearance		
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315.2.3	Storage of combustibles in the mechanical room, boiler room & electrical room. Must discontinue if storage of combustibles present!		
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<b>Notes/Comments</b>		
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