



VILLAGE OF SCHILLER PARK

Fire Prevention Bureau
9526 W. Irving Park Road
Schiller Park, IL 60176
(847) 678-5136
FAX (847) 671-8547



Business Owner,

Your business is due for its annual **Fire and Life Safety Inspection**. As a courtesy, we are sending you this letter to remind you of the common safety violations we look for to keep you, your employees and your patrons safe.

- **Village Business License**- *Properly display Village Business License per Village ordinance.*
- **Extension Cords**- *Temporary use only and cannot extend through walls, ceilings, or under doors, carpet*
- **Electrical Multi-plug adapters (Power strips)**- *Approved internal circuit breaker type only*
- **Electrical Boxes, switches and outlets properly covered**
- **Access to Electrical panel**- *Need minimum clearance of 30 " wide X 78 " height X 36" depth*
- **Exterior doors are readily accessible**
- **Means of egress must be continuous and not blocked**
- **Exit doors are unlocked during business hours and free of obstructions**
- **Exit signs are present at required exits (6 inch lettering)**
- **Lighted Exit signs operating and illuminating properly**
- **Exit Light Backup (battery) is operating and illuminating properly when AC power is OFF**
- **Emergency Lights are operating and illuminating properly when AC power is OFF/disrupted**
- **Fire extinguishers are properly mounted and accessible (handle between 3-5 feet) Height dependent on fire extinguisher weight (< 40 lbs. no higher than 5 feet, < 40 lbs. no higher than 3.5 feet).**
- **Fire Extinguishers SERVICED ANNUALLY with a current inspection tag attached**
- **Correct type, size and amount of extinguishers for use of occupancy**
- **Cooking hood suppression system Inspected/Service every 6 months with a current inspection tag attached**
- **No combustibles stored in the furnace room or boiler room**
- **Gas water heater**- *Minimum of 30 ' clearance with no combustibles around the unit*
- **Sprinkler systems Inspected Annually with paperwork attached**
- **Sprinkler Shut off**- *must have a clear access and readily available*
- **Storage with sprinklers**- *all storage must be 18' below sprinkler heads*
- **Storage with no sprinklers**- *all storage must be 2 feet below ceiling*
- **Alarm panel**- **Tested Annually**
- **Buildings with Fire Alarm and/or Sprinkler System**- *Need a Knox Box to secure a key to the business*

If you have any questions, email or call the Fire Prevention Bureau office, and we will be happy to accommodate you. Thanks for being safe!

The Schiller Park Fire Prevention Bureau