



# A Guide to Fire Inspections

*Are you up to code?*

## ANNUAL INSPECTIONS

### Why?

It is the law. Our adopted codes require that all business receive a regular fire inspection. These inspections are designed to greatly reduce the occurrence of injury and fire in your business. All businesses in the Village of Tinley Park are inspected at least once per year.

### What Can You Do?

The best way for you to prepare for your upcoming inspection is to follow the preventative measures outlined in this brochure.

### How Can We Help?

Each Tinley Park Fire Department Inspector is trained and skilled in the current fire code requirements and will be glad to answer any questions that you may have about your upcoming inspection.

## INSPECTIONS...WHAT TO EXPECT

A uniformed Tinley Park Fire Department Fire Inspector will:

- ◆ Properly introduce themselves to the property representative and request to inspect your facility.
- ◆ Explain the purpose of the inspection.
- ◆ Verify contact information.
- ◆ Perform the inspection in a courteous/respectful manner.
- ◆ If needed, a post-inspection discussion regarding the results of the inspection will occur. At that time, an explanation/education on how to comply will take place.

## UNDERSTANDING THE RESULTS

The Fire Inspector is there to assist you in making your business safer and comply with the adopted fire codes and is prepared to explain the reason for the violation and best practices on how to comply.

Any noted violations unless imminent will be given 30 days to comply. A reinspection will occur after the 30-day period.



**THE TINLEY PARK FIRE DEPARTMENT  
IS CONFIDENT THAT THROUGH EDUCATION AND AWARENESS  
YOUR PLACE OF BUSINESS CAN BE A FIRE SAFE FACILITY.**

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### Tinley Park Fire Department

Forest Reeder, Fire Chief  
17355 68<sup>th</sup> Court  
708-444-5200  
[www.tinleypark.org/fire](http://www.tinleypark.org/fire)



## HOW TO PREPARE FOR YOUR INSPECTION

### IF THESE ITEMS ARE IN COMPLIANCE YOU ARE LIKELY TO EARN A PERFECT SCORE ON YOUR INSPECTION.

Historically, most violations are related to the following items:

**Portable fire extinguishers** require maintenance by a qualified contractor. Annually, the fire extinguishers in your business have to be serviced with a tag affixed indicating the date of service and who performed the work. Contractors are required to be licensed through the Office of the State Fire Marshal.



#### **Illuminated exit signs and emergency lighting units.**

Most devices have a battery back-up that in the event of a power outage, exits and occupied spaces are illuminated to allow for safe exiting.



#### **Fire alarm/fire protection test documents.**

If you have a required fire alarm or fire sprinkler system, it is required to be tested periodically. Make sure updated testing, inspection and maintenance documents are available for review or have these documents sent to the Fire Prevention Bureau using the [firedocs@tinleypark.org](mailto:firedocs@tinleypark.org) email.



#### **Access to fire alarm/fire protection equipment.**

Closets and rooms that house this equipment should be properly identified and accessible. There should be no obstructions to gain access to this equipment. Provide accessible clearance to this equipment.

#### **Keys for the Knox Box Rapid Entry System.**

If you change the locks to your building make sure a key(s) are available for the Fire Inspector to place in the building Knox Box. Please call to schedule an appointment if the door locks change in between annual fire inspections.



#### **Furnaces / hot water heaters / electrical panels.**

It is required to keep a minimum of a 36 inch clearance in front of this equipment to access it, but also to minimize the potential of combustibles being too close. These areas should never be used for storage.



## ADDITIONAL BEST PRACTICES

- ◆ Use extension cords only as a temporary means of supplying electricity.
- ◆ Use approved smoking receptacles.
- ◆ Keep exit hallways free of clutter.
- ◆ Use of portable heating devices should follow manufacturers instructions.
- ◆ Always make sure there is an updated key in the Knox Box.

## BE PREPARED

1. Know how to perform CPR.
2. Know how to be alerted for hazardous weather.
3. Know how to use a fire extinguisher.
4. Avoid blocking exits.
5. Know two ways out of your work/area building.
6. Frequently practice your evacuation plan.

## TRAINING OPPORTUNITIES

If you are interested in learning how to use a fire extinguisher or how to become certified in CPR, please contact our offices at 708.444.5200.

