

Fire Department and Prevention

Station #46 /

Administration

17355 South 68th Court
Phone: (708) 444-5200
Fax: (708) 444-5299

Station #47

Opening July 2020

Station #48

9191 West 175th Street

Station #49

7801 West 191st Street

EMERGENCY PHONE

911

Village of Tinley Park

Jacob C. Vandenberg, Mayor
Kristin A. Thirion, Village Clerk

Trustees:

Cynthia A. Berg
William P. Brady
William A. Brennan
Diane M. Galante
Michael W. Glotz
Michael G. Mueller
www.tinleypark.org



BEST PRACTICES FOR FIRE PROTECTION/FIRE ALARM EQUIPMENT

Keeping fire protection and fire alarm equipment in good working order is essential for business continuity and the safety of those that occupy the building. It also can be a time consuming process. One of the challenges of maintaining this equipment is understanding what needs to be done and when.

From the perspective of the Tinley Park Fire Prevention Bureau, the following information is important to remember when operating and managing a property in the Village. Should you have any questions regarding these items please call the Bureau office at 708.444.5200 and ask to speak to Fire Alarm Service Officer Robert Buttala.

The following are items to consider relating to the fire alarm and fire protection equipment that is installed in the buildings you own/operate.

SYSTEM MAINTENANCE, TESTING AND ALTERATION

System Testing

No matter who or for what reason, when activating a fire alarm or fire protection system you need to place the system in the "test" mode. On the radio transmitter box there is a large sticker with a telephone number to call (833.532.1313) and an alarm position (TT-2XXX) unique to the property. By calling the number and providing the alarm position you will be able to take the alarm out of service to perform the test. Contractors need to understand this to avoid any incidence of false alarms.

Outside Fire Sprinkler Bells

If a building has a fire sprinkler system, it will have an electric bell installed on the outside. During a test or actual fire, this will activate notifying any passersby that water is flowing through the fire sprinkler system. It also is an attractive place for birds to build their nests. This is a seasonal issue that may require regular cleaning.

Fire Department Connection

This is located adjacent to the outside sprinkler bells. This connection requires a cap to prevent debris from accumulating inside. This connection also must be visible and accessible, so it cannot be blocked by landscaping, vehicles or other types of obstructions. Periodically, maintenance staff will have to inspect this connection to ensure that the valve is properly working.

Dry Pipe Valve Systems

These systems are required in building areas that cannot maintain a temperature above 40°F. If this equipment is present, contact your fire protection contractor and discuss what maintenance in-house staff can perform to ensure that this equipment will not build up any moisture. A broken sprinkler pipe can create unwanted water damage to your equipment and/or property.

ACCESS TO FIRE ALARM AND FIRE PROTECTION EQUIPMENT

Knox Box and Premises Keys

When locks are re-keyed to entry doors, please contact the Fire Prevention office to have an Inspector place the new key(s) in the Knox Box (we cannot have keys dropped at our offices). Without a working key to enter the building, emergency personnel maybe delayed in entering. This is especially critical for doors that lead to the fire protection and fire alarm equipment.

Housing of Equipment

The fire protection control valves and fire alarm panel need to be in an area where there is a permanent heat/light source. If equipment is in an enclosed room, the door should be labeled in an approved manner to identify this equipment. For fire alarm panel use "FACP", fire sprinkler system use "FIRE PROT". This equipment must be visible and accessible to fire department personnel. In other words, there can not be anything in front of the equipment that would prevent someone from working on the equipment.

SYSTEMS DOCUMENTATION

Monitoring Agreement

The information required for the agreement is critical should there be a need to communicate with people/ organization regarding any monitoring equipment or policies. If information regarding contact personnel, mailing addresses has changed or are no longer responsible for the property, notify us as soon as possible (AHJ) in a timely fashion.

Test Documents & Qualified Contractors

Fire alarm, fire sprinkler system or any installed fire protection system is required to be tested to certain standards by companies that are licensed to perform this work. The State of Illinois licenses fire sprinkler contractors, fire alarm contractors and fire equipment dealers. Contractors need to present these qualifications prior to agreeing to have the work done. These contractors are responsible for submitting the test documents to the authority having jurisdiction (AHJ) in a timely fashion. All test documents should be submitted to: firedocs@tinleypark.org.

Updated Keyholder Information

This is critical information when it is necessary to contact someone during an incident or be notified if the fire alarm system indicates signs of trouble. When personnel is changed or other contact information, please notify the Fire Prevention office to have this information updated in the Fire Prevention Bureau database. This information is also used by our dispatch personnel for other emergency situations.

OTHER CONSIDERATIONS

New Permit Fees

Recently, the Village has adjusted fees relating to alterations and installations of fire alarm and fire protection equipment. These fees have not been increased in over 30 years. Visit our website to get a summary of those fees.

Fire Hydrants on the Property

If properties have fire hydrants on the property, they should be free of any obstruction or landscaping. If they look damaged, contact the Village to have the hydrant evaluated and if necessary repaired.

Electric & Gas Meters

These meters need to be labeled to indicate the portion of the building that the meter serves. This is critical when deciding how to isolate an utility.

Change of Owner/Use

If the building is being sold or the business in the building is changing, contact the Village of Tinley Park Community Development Department (708.444.5100) on guidelines for obtaining your certificate of occupancy.