



**Mount Prospect Fire Department
Fire Prevention Bureau**
112 East Northwest Highway
Mount Prospect, IL 60056
Phone 847-818-5253 Fax 847-818-5240

**Business
Fire Inspection
Checklist**

Annual fire inspections are **required** for all businesses in Mount Prospect. During an annual fire inspection, inspectors will walk the building to ensure that the current fire and life safety codes are being met to have safe properties for all of the employees, residents, or occupants. Inspectors will check some of the following items:

General Fire Inspection Requirements:

- Ensure the address is provided for the front and rear doors with 4-inch numbers in contrasting color to the doors.
- Ensure the occupant load sign is posted in a visible area.
- Provide a 3A40BC rated fire extinguisher for every 75 feet of travel and every 2000 square feet.
- Ensure all exit signage is illuminated at all times.
- Ensure all emergency lighting is functioning at all times.
- The use of electrical extension cords is prohibited. The Fire Department allows the use of UL listed multi-plug surge protector bars in place of extension cords.
- All electrical panels shall be clear of storage by a minimum of 3 feet.
- Ensure that all electrical circuits within the electrical panel are clearly labeled as to what they serve.
- All exits aisle and stairwells shall be free of storage.
- Keys for the Fire Department Knox Box shall be up to date for all exterior doors and all locked areas within the building.
- All furnaces, hot water heaters, and any heat-producing appliance shall be clear of storage by a minimum of 3 feet.

Requirements for buildings equipped with a Fire Alarm System:

- Provide copies of the annual fire alarm certification within a plastic sleeve near the alarm panel.
- Ensure both the main fire alarm control panel and remote annunciator panels are provided with a fire alarm zone map.

Requirements for buildings equipped with a Fire Sprinkler System:

- Provide copies of the annual fire sprinkler certification within a plastic sleeve near the sprinkler control valves.
- Ensure all control valves are labeled as to what they serve.
- Ensure all storage is located a minimum of 18 inches below the sprinkler heads or to the maximum height determined by the Fire Department.

Requirements for buildings equipped with a Fire Pump:

- Contact the Fire Department within 48 hours of any fire pump test.
- Provide copies of the fire pump test papers.

Requirements for buildings equipped with Kitchen Hood Systems:

- Provide the certification of the kitchen hood suppression system every 6 months.
- Provide cleaning of the kitchen hood: ductwork, plenum, and roof top fan unit at a minimum of every 6 months.
- Provide a "K" class fire extinguisher for the kitchen.

The items listed above are to be used as a general reference and may or may not be applicable to all buildings and properties. Please contact the Mount Prospect Fire Prevention Bureau at 847-818-5253 if you have any questions regarding your building or the requirements of the code.