



CITY OF GALESBURG ILLINOIS



FIRE INSPECTION CHECKLIST

*Disclaimer: This checklist is intended for **informational purposes only** to assist a business owner/manager of a business. The checklist contains basic life safety items examined for a typical business inspection. This list is not exhaustive. The Galesburg Fire Department reserves the right to inspect for compliance with any applicable codes adopted by the City of Galesburg.*

Access & Premises

- ☐ Address Numbers: clearly visible from the street
- ☐ Fire Department Connection (FDC): visible and unobstructed
- ☐ Knox Box: accessible with current keys
- ☐ Fire Hydrants: accessible and unobstructed
- ☐ Gas Meter: accessible and protection if needed
- ☐ Exterior Doors: maintained and clear
- ☐ Dumpster: Greater than 5' from the building

Egress

- ☐ Exit Ways and Doors are easily recognizable, unobstructed, and maintained
- ☐ Exit Aisles and Corridors: free from obstructions, storage and combustible materials.
- ☐ Door swings outward for 50 occupants or greater
- ☐ Panic hardware operational
- ☐ Fire Escape maintained

Electrical

- ☐ Cover plates used on all electrical outlets, switches, and junction boxes
- ☐ Door labeled "Electrical Room"
- ☐ Access to panels and proper clearance (30")
- ☐ No extension cords used for permanent wiring
- ☐ Power Strips plugged directly into receptacles

Exit Signs and Emergency Lighting

- ☐ Exit signs in correct locations and operational
- ☐ Emergency lighting operational
- ☐ Backup batteries checked

Fire Extinguishers

- ☐ Annual Service and properly tagged
- ☐ Accessible, unobstructed, and properly mounted
- ☐ Travel Distance: less than 75'
- ☐ K-Class available (Kitchen)

Storage

- ☐ 18" clearance for sprinklered ceilings
- ☐ 24" clearance for non-sprinklered ceiling

- ☐ 36" clearance from any ignition source
- ☐ No combustible storage in mechanical room
- ☐ Oily rags and waste materials properly stored

Fire Alarm System

- ☐ Fire Alarm Annual Test performed and documentation posted

Sprinkler System

- ☐ Annual Sprinkler maintenance performed and documentation posted
- ☐ Sprinkler Room door labeled
- ☐ Shut-off valve locked open or supervised

Hood System

- ☐ Fire hood system serviced and tagged
- ☐ Nozzle covers present
- ☐ Manual pull accessible
- ☐ Clean and maintained

Compressed Gas

- ☐ Compressed gas cylinders secured
- ☐ Carbon dioxide (CO2) detection / alarm

Flammable and Combustible Liquids

- ☐ Flammable and combustible liquids greater than 25 gallons used for maintenance purposes and operations shall be stored in an approved liquid storage cabinet
- ☐ Proper labeling and signage used