

OAK BROOK FIRE PREVENTION BUREAU **GUIDELINES/CHECKLIST**

Please Review the Following, which is recommended for special attention, and check off when requirement is met. Provide two complete sets of plans and specifications for review and approval. Very Important: Must reference general permit number with submittal. If submitting plans for a Fire Alarm System there must be an Electrical Permit Application filled out. Submit all plan reviews to:

**Oak Brook Fire Department
Oak Brook Fire Prevention Bureau
1200 Oak Brook Road
Oak Brook, IL 60523**

All fire alarm/sprinkler systems shall meet the approval of the Bureau of Fire Prevention. The Fire Prevention Bureau must be called first (630) 368-5220 to schedule an inspection (a minimum of 72 Hours notice is required). The Bureau must give approval before an inspector will be sent by Community Development, formerly known as the Building Department.

All fire alarm systems shall meet the National Electrical Code (NEC) 1999 Edition; Life Safety Code NFPA #101, 1994; International Building Code, 2000; and applicable NFPA #72 Codes, 1994. All fire alarm system wiring will be in conduit/EMT (Per Village Ordinance and Amendment G-660.)

Please Review the Following, and check off when requirement is met. The following is recommended for special attention. However, it shall not constitute a complete system. Refer to the above codes.

- 1. **Provide the Fire Alarm Equipment Test Report prior to ANY inspection.**
- 2. **Sprinkler systems:** all control valves shall be supervised to the fire alarm control panel trouble circuit.
- 3. Elevator shafts and elevator equipment rooms with sprinkler protection require electrical shunt switch. **Verify with the Bureau of Fire Prevention.**
- 4. Buildings shall be divided into manageable areas for water flow. **Verify with the Bureau of Fire Prevention.**
- 5. Each floor shall be zoned separately, no zone will exceed 20,000 sq. ft. Minimum 4 zones per floor (ie. P/S, W/F, H/D, S/D.)
- 6. Special systems shall have their own zone on the Fire Alarm Control Panel and Annunciator panel, i.e., Hood and Duct, Pre-Action, Halon, etc.
- 7. **HVAC duct detection:** upon activation shall shut down unit, supervise to trouble circuit (general alarm on request by landlord). Remote annunciator required with test switch. Provide separate zones for each unit. (Remote Test Stations shall be 5 ft. above finished floor.) @ location of D.D.
- 8. All HVAC shall shut down upon general alarm from Fire Alarm Panel. Provide auto reset for HVAC with alarm reset.
- 9. Manual pull stations shall be double action or provide (listed) guards.

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- 10. Manual pull stations shall be at all required exits and additional pull stations as required by travel distance per Code.
- 11. **Smoke detectors:** location and operation shall meet the approval of the Bureau of Inspections.
- 12. **Smoke control systems:** sequence of operation shall meet applicable code and Bureau of Fire Prevention requirements. Verify smoke detector operation.
- 13. Audible and visual alarms shall be located as required by code. Audio portion to be 15 Db. Above ambient. (Contractor should verify location with A.D.A.)
- 14. Any rack/high pile storage over 12' may require in-rack sprinklers.
- 15. All Fire Alarm Control Panels will be wired per NFPA 70 (NEC) with the exception of all wiring for fire alarm control panels will be in accordance with Village Ordinance.
See Village Ordinance for exception, (Ordinance 2001-CD-BC-G-683).
- 16. Standpipes are to be looped.
- 17. Fire Alarm Control Panel and Fire Alarm Annunciator Panel will **NOT** be acceptable with scroll feature without either a printer or LED zoning.
- 18. Signage at ceiling duct detectors.
- 19. **PLAN BEFORE YOU START CONSTRUCTION.**

No power strip of any kind before or after occupancy. Extension cords, multiple plug outlets, and surge protectors are not allowed per code. All major appliances such as refrigerators, coffee pots, microwaves, toasters, computers, printers, and copy machines must be plugged directly into a wall outlet. If an outlet is not there for the appliance to be plugged into, an outlet must be installed. Extension cords and surge protectors are not allowed at all, per code. After occupancy if an extension cord is used, tickets will be issued. Fines could amount to \$750.00 per ticket issued and also require a court appearance.

****Hydro Test to be scheduled with the Fire Prevention Bureau.

A 24-hour notice is required. Please call (630) 368-5220 to schedule the Hydro Test. Please NOTE: The ceiling must be open when doing the Hydro test.