



Oak Forest Fire Department  
5620 James Drive, Oak Forest, IL 60452  
708-687-6050 www.oak-forest.org



# Apartment Building Safety Reminders

## Placement of grills and similar devices

The use, maintenance or placement of any barbecue grill, Hibachi or manufactured portable fireplace or fire pit on any balcony or porch in any multi-family unit building is **strictly prohibited**.

## Key for Knox Box

The owner, tenant or organization in control of a building shall have current keys placed in the lock box by the Fire Department upon any change of locks in the building or ownership of the premises.

## Extinguishers

All portable fire extinguishers shall be visible, provided with ready access thereto, and maintained in an efficient and safe operating condition. Extinguishers shall be of an approved type.

Fire extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection. **Note: Remember to get a current tag on your fire extinguisher when receiving a routine inspection from your service provider.**

## Exit signs and emergency lights

Adequate emergency lighting shall be installed and maintained in buildings of all types of occupancy, except in single-family dwellings. They shall be checked monthly and, if the light is not working, replaced or serviced immediately.

All means of egress shall be indicated with approved exit signs. All exit signs shall be maintained, visible and **illuminated at all times**. If an exit sign is not working properly, it shall be replaced or serviced immediately.

## Smoke and carbon monoxide detectors

Every dwelling unit must be equipped with at least one operable carbon monoxide and smoke detector within 15 feet of every room used for sleeping purposes.

## Fire alarm system

The National Fire Protection Association requires the owner or the owner's designated representative shall be responsible for annual inspection, testing and maintenance of the fire alarm system. Monthly visual inspections can be done by the owner, annual inspections **must** be done by a certified/licensed fire alarm professional.

The above items are the responsibility of the building owner or the owner's designated representative throughout the year. We appreciate your cooperation in making your building a safer place to live. Remember, we are here to assist in any way possible. If you have any questions, please call 708-687-6050.