



## Village of Itasca

Community Development Department

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[www.itasca.com](http://www.itasca.com)

## New Tenant Inspection Checklist

**The following is only applicable depending on the scope of the project. Please refer to the Village Code to find the current standards and amendments. [Village of Itasca: Code](#)**

All adopted Itasca Village Codes and Ordinance will be followed and used to determine occupancy.

Clear/full details of the type of potential business at the subject property to include the type of business, storage needs, amounts of product and type of product. To ensure general building limitations can be checked and confirmed to fit the needs of the interested business. Based on information provided, a full sprinkler analysis may be required to confirm the potential need of said building in question.

**NOTE:** Separate permits for sprinkle, fire alarm, racking workstation, actual construction buildouts. Additional information may be needed to meet the requirement and will be requested based on business use and building type and location.

### Location:

- Is the property's address clearly visible from the roadway?
- Is the parking lot properly striped?
- Are there an appropriate number of handicapped spots in the parking lot?
- Are there designated spots for hybrid/company cars?
- Is there proper lighting in the parking lot?
- Is the pavement/sidewalk needed to be repaired? Condition?
- Are unloading zones clearly marked?
- Are Handicap accessible ramps leading up to the main entrance?
- Are there any obstructions in front of fire hydrants?
- Is there a trash dumpster enclosure on-site?
- Are utility /cable boxes properly marked?
- Is the property properly maintained/conditioned?

### Building Exterior:

- Are exit doors handicap accessible/ working conditions, area of refuge?
- Are all entrance and exits properly marked?
- Is the company's name clearly visible?
- Is the building roof in good shape, visible roof leaks?
- Are windows and doors in need of repairs?
- Is the exterior in good shape?
- Is the building free of vandalism?
- Are emergency exits clearly marked and they free of obstruction?
- Is there sufficient lighting on the building exterior?
- Are there any cracks in the building's exterior walls?
- Is combustible material kept away from the buildings?
- Are there any signs of weather damage?
- Is the parking structure properly maintained?
- Are the gutters free of debris?

### **Landscaping:**

- Does the landscaping interfere with any utility boxes?
- Are there any dead trees on the property?
- Are there shade-providing trees on the property?
- Are there any areas with dead grass?
- Is an irrigation system in place?
- Are sprinkles far away from walkways?
- Are planters properly maintained?

### **Electrical systems:**

- Are all electrical boxes, outlets, and switches properly covered?
- Are electrical panels properly covered and latched?
- Are electrical panels free of obstruction?
- Are extension cords used for temporary use only?
- Does any extension cord run through walls, ceiling, or doors?
- Do all electrical outlets have covers?
- Is the equipment that requires higher voltage plugged into the proper outlets?
- Are there any frayed wires in the building?
- Do all outlets located within two meters of ink and exterior door include Ground-Faulty circuits interrupted (GFCIs)?
- Is there a lockout procedure in place?

### **Fire Protection: Fire Alarm:**

Include all life safety to be fully functional prior to occupancy. Exit doors working, emergency lights, exit lights, all current sprinklers/fire alarm inspections/fire pumps tested and current without needs, fire alarm monitoring current and in place, extinguishers.

- Are there any combustibles stored in the boiler room?
- Are all smoke alarms functional?
- Are smoke alarms tested regularly?
- Is smoking prohibited in the building?
- Does the building have a sprinkler system?
- Is the sprinkler system inspected annually?
- Is all storage at least minimum cleared below the sprinkles?
- Are there portable fire extinguishers readily available /mounted correctly?
- Are fire extinguishers inspected regularly?
- Is fire evacuation diagram posted throughout the building?
- Are the "EXIT" signs posted above exterior doors?
- Are flammable and combustible liquids properly tagged and stores?

### **Heating/Cooling System:**

- Is the equipment room kept locked?
- Are there any combustibles objects kept near heaters?
- Is the building's thermostat kept at a comfortable temperature?
- Are filters replaced regularly?
- Are heating and cooling systems in good work order?

### **Storage:**

- Are all combustible and flammable liquids stored properly?
- Is there any combustible storage in unprotected attics or crawl spaces?
- Are cabinets and containers containing chemicals properly labeled?
- Is spill- containment material readily available in case of a spill?
- Are hazmat areas available for hazardous material substances?
- Where is the fencing located?