

# Fire Inspection Instructions

## Frequency

Chapters in the Greek Sector need to complete TWO fire inspections per year. One in the middle of the fall semester, and one in the middle of the spring semester.

## Scheduling

Kylie Corcoran in the Office of Greek Affairs will prompt you to sign up for an inspection for your chapter. You need to click on the link sent out and SELECT the time of your inspection. That representative (usually a house manager or chapter president) must submit their contact information to confirm.

If your chapter can not complete an inspection during the available times, please contact [Kylie@gatech.edu](mailto:Kylie@gatech.edu) to be rescheduled.

## Preparation

- Only house manager needs to be present for this inspection, but it may also be helpful for 1 or 2 additional officers or residents to be present as well.
- A staff member from the Fire Safety Office will inspect your facility for Fire Safety Issues, and then schedule a follow-up time to make sure any corrections were addressed. The follow up must be scheduled at the time of the first inspection.
- Please let your house corporation board or chapter advisor know that this inspection is occurring, so they are aware of anything that needs to be fixed.
- Completing a self-inspection can be a helpful jump start. Please review the link on this site to help you prepare for your inspection.

## For Assistance

Contact Brandon Shaw ([brandon.shaw@ehs.gatech.edu](mailto:brandon.shaw@ehs.gatech.edu)) before the inspection time with specific questions. You can also speak to Larry Labbe ([larry.labbe@ehs.gatech.edu](mailto:larry.labbe@ehs.gatech.edu)) in the Fire Safety Office for additional help.

Your house corporation board president may also be able to assist you.