

Self-Inspection Program

Facility Name: _____ Bldg # : _____
 Bldg Manger: _____ Email: _____
 Completed by: _____ Email: _____
 Signature: _____ Phone: _____

Use the following checklist to prepare for an annual fire inspection. Not all items on this list apply to each building on campus.

Facility Items

- ___ Address/Room Identification are clear and visible
- ___ Correct keys in lock box (if one exists)
- ___ FDC- accessible and visible
- ___ Fire Department access - No parking lanes and signage maintained
- ___ Hydrants- accessible, visible and operational
- ___ Fire Alarm- system operates properly
- ___ Sprinkler System- operational with current "Green Tag"
- ___ Spare sprinkler heads / wrench at riser
- ___ Fire Extinguishers - current tag, visible and accessible
- ___ Kitchen Hood - maintained and operational
- ___ Current inspection tag on kitchen hood suppression system
- ___ General housekeeping
- ___ Loft design meets established GT standard
- ___ No flame based candles
- ___ Fire Doors and Openings – functionality and meets specifications
- ___ Red Book – Available and up-to-date (Encouraged but not required)
- ___ Evacuation Plan(s) posted and correct information displayed

Egress

- ___ Exits are clear and accessible
- ___ Exit signs are functional
- ___ Emergency lights are functional
- ___ Door Hardware- functionality and proper type
- ___ Corridor Clearance - aisle widths maintained
- ___ Corridor storage removed

Storage

- ___ Storage of flammable or combustible liquids and/or gases is prohibited
- ___ Storage to ceiling clearance is 18" for sprinklered and 24" non-sprinklered
- ___ Ceiling tiles in place
- ___ Storage prohibited above ceiling (not sleep or clothing above ceiling)

Electrical/Mechanical

- ___ Extension Cords - Temporary use only not used on permanent basis
- ___ Electrical / Mechanical rooms- clear of combustible storage
- ___ Emergency lights- functioning properly (inside and outside as required)
- ___ Switches / Outlets- cover plates installed, not overloaded
- ___ Circuit loading
- ___ Electrical Panel- all circuits labeled, no openings in panel
- ___ Exit Signs- operational and visible

Documents

- ___ Fire Suppression System Annual Inspection Report
- ___ Fire Alarm Annual Inspection Report
- ___ Commercial Cooking Hood Annual Inspection Report
 - ___ Hood and Hood Duct Cleaning Record
 - ___ 6 Month Fusible Link Replacement
- ___ Redbook/Emergency Plan/Evacuation plans

Once you have completed this checklist please email a copy to Fire@gatech.edu and schedule your annual fire inspection