

## Fire & Life Safety Inspection Instructions

### I. Frequency

Georgia Tech Greek Chapter Houses are required to undergo (1) fire and life safety inspection per academic year. These be scheduled through the Office of Fraternity & Sorority Life. Follow-ups will be done via email with the Housing Corporation representatives. There will not be a physical re-inspection unless requested or deemed necessary and approved by the Fire Marshal.

Inspection record copies for the fire safety equipment may be requested prior or during inspections. If the inspection tags are current, the inspector may not request records. Fourteen days will be allowed, to provide inspection records via email, when requested.

### II. Scheduling

The Office of Fraternity & Sorority Life will communicate the Annual Inspection schedule with the house corporations and house managers.

### III. Preparation

It is not required to be present for the annual inspections by the GT Fire Safety Office Inspector. Chapters can choose to have a representative present if preferred. Assistance is needed for entry and access to mechanical, electrical rooms, and all common locked rooms. No private areas or bedrooms will be entered unless requested by the Chapter. After access to the common areas, and utility rooms, the assistant may then be dismissed to allow the inspection.

An Inspector from the GT Fire Safety Office will inspect the facility for fire and life safety issues. A detailed report by the Inspector will be created and sent to the Housing Corporation contact on file and the Office of Fraternity & Sorority Life. It may take a couple of days to complete and to receive a hard copy report.

Completing the Self-Inspection Checklist below can assist with preparing for the inspection. Please email completed self-inspection checklist back to [firesafety@gatech.edu](mailto:firesafety@gatech.edu). The self-inspection checklist is voluntary.

### IV. Assistance

For questions regarding the annual inspection, please email the GT Fire Safety Office at [firesafety@gatech.edu](mailto:firesafety@gatech.edu)

## Fire & Life Safety Self-Inspection Checklist

Building Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Email: \_\_\_\_\_

Completed By: \_\_\_\_\_ Phone: \_\_\_\_\_

Use the checklist below to prepare for your annual inspection. If an item on the list does not apply, leave blank.

<b>Building</b>	
	Address / Room Identification Clearly Visible
	Correct Keys in Knox Box – Verify with Inspector
	FDC – Accessible and Visible
	Fire Lanes – Clear and Signage Maintained
	Hydrants – Accessible, Visible, Operational
	Sprinkler System – Operational & Inspected
	Spare Sprinkler Heads & Wrench in Box
	Fire Extinguishers – Visible, Accessible, Maintained
	Kitchen Hood – Maintained, Clean, Operational
	Evacuation Plans Posted and Accurate
	Fire Doors & Openings Clear and Maintained
	Loft Design Meets GT Standards (Greek Only)
	General Housekeeping – Trash, Vegetation, etc.
	Ceiling Tiles – In Place Without Openings
<b>Egress</b>	
	Exits – Clear, Maintained, Accessible
	Exit Signs – Visible and Lighted
	Emergency Lighting Functional
	Door Hardware – Functional and Proper Type
	Corridors – Clear and Required Width Maintained
	Stairs – Clear and Accessible

<b>Storage</b>	
	Approved Combustible / Flammable Liquids or Gases
	18" Clear Space from Ceiling (Sprinkled)
	24" Clear Space from Ceiling (Non-Sprinkled)
	No Storage of Items In Stairwells or Under Stairs
	No Storage of Items Above Ceiling
	Mechanical & Electrical Rooms Clear of Storage
<b>Electrical &amp; Mechanical</b>	
	Extension Cords – Prohibited (Temporary Use Only)
	Switches / Outlets – Cover Plates Intact
	Outlets / Circuits – Proper Loading, Without Splitters
	Electrical Panel – Clear and Accessible
	Electrical Panel – Circuits Labeled, Without Openings
	Water Heater – Clear of Debris / Items
	Fire Alarm Panel – Accessible & Maintained
<b>Documentation</b>	
	Fire Suppression System Annual Inspection Report
	Commercial Cooking Hood Annual Inspection Report
	Cooking Hood Fusible Link 6 Month Replacement
	Emergency Plan
	SDS / MSDS
	Red Book Available
	Fire Alarm System
	Generator Report

**Send the completed checklist to [firesafety@gatech.edu](mailto:firesafety@gatech.edu) prior to your scheduled annual inspection.**