

## Fire & Life Safety Inspection Instructions

### I. Frequency

GT Greek Chapter Houses are required to undergo (2) fire and life safety inspections per year. One in the fall semester, and one in the spring semester.

### II. Scheduling

Amanda Fishman in the Office of Greek Affairs will prompt you to sign up for an inspection for your Chapter. You will be asked to select a date and time for an appointment. The Chapter representative, usually the House Manager or Chapter President, must submit their contact information to confirm the appointment.

If our Chapter cannot complete an inspection during the available times, please contact Amanda Fishman ([amanda.fishman@studentlife.gatech.edu](mailto:amanda.fishman@studentlife.gatech.edu)) for assistance.

### III. Preparation

Only the House Manager or Chapter President should be present for the inspection with the GT Fire Safety Office Inspector. However, you may have someone there to assist if needed.

An Inspector from the GT Fire Safety Office will inspect your facility for fire and life safety issues. If there are any findings or violations, the Inspector will schedule a date and time to follow up with you to ensure compliance. You will be provided a detailed report by the Inspector at the end of your inspection.

Please inform your House Corporation Board or Chapter Advisor that an inspection is being conducted so they can make any necessary repairs or preparations.

Completing the Self-Inspection Checklist can assist you with preparing for your inspection. See the link provided.

### IV. Assistance

If you have questions regarding your inspection, you may contact Fire Safety Specialist Jerry Marrison ([jerry.marrison@ehs.gatech.edu](mailto:jerry.marrison@ehs.gatech.edu)).

Amanda Fishman with Greek Affairs can also assist you with questions.

## 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	
Fire Alarm – System Operating Properly	
Sprinkler System – Operational & Inspected	
Spare Sprinkler Heads & Wrench in Box	
Fire Extinguishers – Visible, Accessible, Maintained	
Kitchen Hood – Maintained, Clean, Operational	
Kitchen Hood – Suppression System Inspected	
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, Functional, 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	

**Send the completed checklist to [fire@gatech.edu](mailto:fire@gatech.edu) to schedule your annual inspection.**