

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

Mattie Smyth, M.A. 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 Mattie Smyth, M.A. (mattie.smyth@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. Please email completed checklist back to fire2@gatech.edu

IV. Assistance

If you have questions regarding your inspection, you may contact Deputy Fire Marshal Jerry Marrison fire2@gatech.edu

Mattie Smyth 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.

Building	Storage
Address / Room Identification Clearly Visible	Approved Combustible / Flammable Liquids or Gases
Correct Keys in Knox Box – Verify with Inspector	18" Clear Space from Ceiling (Sprinkled)
FDC – Accessible and Visible	24" Clear Space from Ceiling (Non-Sprinkled)
Fire Lanes – Clear and Signage Maintained	No Storage of Items In Stairwells or Under Stairs
Hydrants – Accessible, Visible, Operational	No Storage of Items Above Ceiling
Sprinkler System – Operational & Inspected	Mechanical & Electrical Rooms Clear of Storage
Spare Sprinkler Heads & Wrench in Box	Electrical & Mechanical
Fire Extinguishers – Visible, Accessible, Maintained	Extension Cords – Prohibited (Temporary Use Only)
Kitchen Hood – Maintained, Clean, Operational	Switches / Outlets – Cover Plates Intact
Evacuation Plans Posted and Accurate	Outlets / Circuits – Proper Loading, Without Splitters
Fire Doors & Openings Clear and Maintained	Electrical Panel – Clear and Accessible
Loft Design Meets GT Standards (Greek Only)	Electrical Panel – Circuits Labeled, Without Openings
General Housekeeping – Trash, Vegetation, etc.	Water Heater – Clear of Debris / Items
Ceiling Tiles – In Place Without Openings	Fire Alarm Panel – Accessible & Maintained
Egress	Documentation
Exits – Clear, Maintained, Accessible	Fire Suppression System Annual Inspection Report
Exit Signs – Visible and Lighted	Commercial Cooking Hood Annual Inspection Report
Emergency Lighting Functional	Cooking Hood Fusible Link 6 Month Replacement
Door Hardware – Functional and Proper Type	Emergency Plan
Corridors – Clear and Required Width Maintained	SDS / MSDS
Stairs – Clear and Accessible	Red Book Available
	Fire Alarm System
	Generator Report

Send the completed checklist to fire2@gatech.edu prior to your scheduled annual inspection.