

# Arranging Fire Code Inspections

## Who has the responsibility of arranging Greek facility fire code inspections and ensuring facilities are up to code?

- Owners of Greek facilities have the responsibility to ensure all buildings are inspected and are up to code.
- Owners, whether house corporation boards or headquarters, must comply with expectations outlined by the City of Atlanta.

## Who has jurisdiction to inspect Greek facilities?

- The City of Atlanta has jurisdiction to inspect Greek facilities.
- Georgia Tech **does not** have jurisdiction to inspect.

## How often should Greek facilities be inspected?

- Greek facilities should be inspected **twice a year**.
- Consider arranging inspections before fall semester during the summer and before or at the beginning of spring semester.

## Who should be contacted to arrange an inspection?

- Contact Chief Walter Parker at the City of Atlanta Fire Marshal's Office

## How can we ensure that inspections are completed?

- Keep records of phone conversations with the City of Atlanta Fire Marshal's Office, noting time and date of the conversation.
- Follow-up before the inspection appointment to confirm time and date, noting name and contact information of inspector.
- Follow-up after the inspection to discuss any needed steps to be in compliance.
- Follow-up with inspector about scheduling second inspection.
- If you encounter difficulties, please contact Vic Rachael, Fire Safety Coordinator, at [vic.rachael@facilities.gatech.edu](mailto:vic.rachael@facilities.gatech.edu).

## How should fire inspection records be managed?

- Keep a copy
- Scanned copies of inspections should be emailed to David Richmond, GT Fire Safety Specialist, at [david.richmond@facilities.gatech.edu](mailto:david.richmond@facilities.gatech.edu) and Sally Kline, Coordinator of Greek Affairs, at [sally.kline@vpss.gatech.edu](mailto:sally.kline@vpss.gatech.edu).

## What is the relationship with Georgia Tech concerning fire code inspections?

- Department of Environmental Health and Safety
  - Serve as resource for demonstrations and educational programs concerning fire safety.
  - Serve as liaisons with City of Atlanta Fire Marshal's Office.
- Office of Greek Affairs
  - Work with house corporation boards and headquarters to gather resources and information.
  - Support chapters in their efforts to be compliant with fire code.

## IMPORTANT CONTACTS:

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### City of Atlanta Fire Marshal's Office

Walter Parker, Chief of Inspections  
[chiefA@ci.atlanta.ga.us](mailto:chiefA@ci.atlanta.ga.us)

Office: 404-853-7065  
Cell: 404-557-4186

H.B. Dobson, Jr., Assistant Chief  
[Afd-firemarshal@antantaga.gov](mailto:Afd-firemarshal@antantaga.gov)

Office: 404-853-7062  
Cell: 404-557-4003  
Fax: 404-853-4277

## RESOURCES:

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- **GT Fire Safety Training:**  
[http://www.safety.gatech.edu/fire\\_training/sld003.htm](http://www.safety.gatech.edu/fire_training/sld003.htm)
- **National Fire Protection Agency:**  
<http://www.nfpa.org/>
- **FireSafety.gov:** <http://www.firesafety.gov/>