Self-Inspection Program

Facility Name: ___________________________ Bldg #: ___________________________

Bldg Manager: ___________________________ 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

**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

**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

**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.