Georgia Tech | Environmental Health & Safety
Fire Safety

Fire Safety Office
955 Fowler Street, NW, 301A
Atlanta, GA 30332-0410
404-894-FIRE (3473)

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) 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 Preston Moss (preston.moss@ehs.gatech.edu).

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

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Atlanta, Georgia 30318
(P) 404-894-FIRE (3473)
(E) fire@ehs.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.

	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
	Fire Alarm – System Operating Properly		Mechanical & Electrical Rooms Clear of Storage
	Sprinkler System – Operational & Inspected		**Electrical & Mechanical**
	Spare Sprinkler Heads & Wrench in Box		Extension Cords – Prohibited (Temporary Use Only)
	Fire Extinguishers – Visible, Accessible, Maintained		Switches / Outlets – Cover Plates Intact
	Kitchen Hood – Maintained, Clean, Operational		Outlets / Circuits – Proper Loading, Without Splitters
	Kitchen Hood – Suppression System Inspected		Electrical Panel – Clear and Accessible
	Evacuation Plans Posted and Accurate		Electrical Panel – Circuits Labeled, Without Openings
	Fire Doors & Openings Clear and Maintained		Water Heater – Clear of Debris / Items
	Loft Design Meets GT Standards (Greek Only)		Fire Alarm Panel – Accessible, Functional, Maintained
	General Housekeeping – Trash, Vegetation, etc.		**Documentation**
	Ceiling Tiles – In Place Without Openings		Fire Suppression System Annual Inspection Report
	Egress		Commercial Cooking Hood Annual Inspection Report
	Exits – Clear, Maintained, Accessible		Cooking Hood Fusible Link 6 Month Replacement
	Exit Signs – Visible and Lighted		Emergency Plan
	Emergency Lighting Functional		SDS / MSDS
	Door Hardware – Functional and Proper Type		Red Book Available
	Corridors – Clear and Required Width Maintained		
	Stairs – Clear and Accessible		

Send the completed checklist to fire@gatech.edu to schedule your annual inspection.