



GWINNETT COUNTY
FIRE & EMERGENCY SERVICES | FIRE MARSHAL'S OFFICE
FIRE SELF-INSPECTION CHECKLIST

Gwinnett County Businesses,

The Fire Self Inspection Checklist (FSIC) includes many of the most common fire prevention and life safety issues found in commercial occupancies. The FSIC is not intended to be an all-inclusive list, but rather highlights many of the common and most significant fire code provisions commercial occupancies may be required to meet. Not all occupancies are required by the fire code to comply with all of the provisions of the FSIC. The fire code is applied differently to meet the needs of various occupancy classifications. Meeting fire code provisions over and above those required typically results in a safer facility.

You may have received this checklist as a part of a required self-inspection process for fire code deficiencies; however, personnel are encouraged to use the checklist as a tool for self-inspection on a regular basis. Using the FSIC regularly to identify occupancy hazards and non-compliant conditions will assist not only in achieving a fire safe environment but also to prepare the facility for periodic fire and life safety inspections by the authority having jurisdiction.

As you go through the checklist you will find that a team approach may be necessary. Administrators, employees, custodial staff, and facility maintenance staff may need to work together to ensure all provisions are met and the facility environment is as safe as possible from fire and related emergencies. Inspection, testing, and maintenance of fire protection systems will involve third party service providers for most systems.

Community Risk Reduction staff are available to help you understand the provisions of the FSIC, or answer questions about identified conditions. Phone or on-site consultations are available upon request and may be customized to meet the needs of the facility. Pre-inspection assistance may be as simple as answering a specific fire-related question or as complex as hands-on or online training for administrators, or staff, and may include a partial walkthrough of the facilities. We strongly encourage facilities with several violations, or with new administrators or staff, to contact us for assistance in preparing for upcoming fire inspections. We look forward to continuing our cooperative efforts to ensure our community's businesses are safe from fire and related emergencies.

Please feel free to contact the Community Risk Reduction Division, Prevention and Enforcement with questions. Call Gwinnett County Fire Marshal's office at 678.518.4980 or email firemarshal@gwinnettcounty.com.

Business/Tenant:	Case Number:
Address:	Suite/Building:
Manager/Owner:	Phone:
Daily Contact:	Phone:
Email:	Fax:
Emergency Contact:	Phone:

Planning and Preparedness

Yes No N/A

Fire Safety and Evacuation plans are developed and/or updated. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fire Safety and Evacuation plans are available for review by employees. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Employees are trained in fire prevention, evacuation, and fire safety. Training is documented. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Periodic fire drills have been conducted and documented. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exit facilities are inspected daily, by responsible staff, to ensure that all stairways, doors, and other exits are in proper condition.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Documentation demonstrating completion of required inspection, testing, and maintenance (ITM) of fire protection systems shall be available for review by the fire inspector.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exterior

Yes No N/A

Fire department access roads are clear and unobstructed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fire lanes are identified and marked appropriately. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fire hydrants and fire department connections are visible, accessible, and unobstructed (three feet clear space around fire hydrants). *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Annual inspection, testing, and maintenance is completed for private fire hydrants. Documentation is available for review by the Fire Inspector. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fire sprinkler water control valves are locked or electrically supervised. *

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Handicapped parking and accessibility is appropriate. (Accessible route, number of spaces, signs, painted markings, proximity to accessible routes.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Address numbers are readily visible from the road.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exit discharge is clear to the public way.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Means of Egress	Yes	No	N/A
Means of egress are free of obstructions or impediments to full use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No furnishings, decorations, or other objects are obstructing exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits are not locked or blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum required exit/egress widths are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Egress doors are easily opened with minimal force and without the use of a key, tool, or special knowledge or effort from the egress side.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than one releasing operation is required to open an exit door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Projections from the ceiling are not less than 6 ft. 8 in. above the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is provided as required and operates on battery back-up or emergency power supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs are in place, visible, and illuminated, and operate on battery back-up or emergency power supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting and exit signs have been inspected, tested, and maintained, and appropriate documentation is available for review by the Fire Marshal's Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection Construction Features	Yes	No	N/A
Fire-resistance-rated doors with self-closing devices are not secured in the open position. (No door wedges or fold down feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire/smoke-resistance-rated construction (walls, floor-ceiling assemblies) is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Penetrations are properly sealed using an approved, listed method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire-resistance-rated door assemblies have been inspected and tested including: doors in exit enclosures, doors with fire exit or panic hardware, electrically controlled egress doors, doors with special locking arrangements, and fire and smoke rated doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping, Furniture, Decorations	Yes	No	N/A
Storage of combustible materials in buildings is orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials are at least 30 in. (or the manufacturer's recommended distance) from kilns, furnaces, and similar heat sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A minimum working space 30 in. wide (not less than the width of the equipment), 36 in. deep, and 78 in. high is provided in front of electrical equipment. There is no storage in the working space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Combustible material is not stored in boiler, mechanical, or electrical equipment rooms.

Flammable and combustible liquids are stored appropriately and in appropriate quantities.

There are no combustibles stored in exits or exit enclosures.

Storage is maintained a minimum of 2 ft. below the ceiling in non-sprinklered buildings and 18 in. below the sprinkler deflectors in sprinklered buildings.

No combustible waste material creating a fire hazard has accumulated in buildings.

Adequate clearance is provided between ignition sources such as luminaries, heaters, flame producing devices, and combustible materials.

Sprinklers must be installed according to their listings. All escutcheons and ceiling tiles are in place.

There are no furnishings or decorations of an explosive or highly flammable nature. Note: wicker furniture is considered highly combustible. *

Curtains, draperies, hangings, and other decorative materials suspended from walls or ceilings meet the flame propagation requirements of NFPA 701 or are non-combustible. *

There are no sprinkler obstructions preventing the spray pattern from reaching ignitable materials. Sprinklers must be installed under fixed obstructions over 4 ft. wide.

Schools and Daycares: Artwork and teaching materials are permitted to be attached directly to the walls and do not exceed 20% of the wall area in non-sprinklered buildings, or 50% of the wall area in a building protected throughout by an approved, supervised, automatic sprinkler system. *

Electrical Yes No N/A

No Extension cords are used as permanent wiring.

Extension cords, used for temporary purposes, are plugged directly into an approved receptacle or power tap.

Note: Relocatable power tap or temporary tap are terms used in the codes for what is commonly known as a power strip, or surge protector. Check for the UL listing Mark 1363 to ensure it is of an approved type.

The ampacity of extension cords and power taps is not less than the rated capacity of the portable appliance supplied by the cord.

Extension cords and power taps are in good condition without splices, deterioration, or damage.

Extension cords do not extend through walls, ceilings, floors, under doors, or floor coverings, and are not subject to environmental or physical damage.

No multiplug adaptors, cube adaptors, or unfused plug strips not complying with NFPA 70 are in use.

Relocatable power taps are of the polarized or grounded type, equipped with overcurrent protection, and are labeled in accordance with UL 1363.

Relocatable power taps are directly connected to a permanently installed receptacle. No plugging a power tap into another power tap (piggy-backing).

No unapproved electrical conditions such as open junction boxes, open wiring splices, or switch or receptacle boxes with no covers or damaged covers.

There are no space heaters of any type, in any location in the building. *

Electrical room doors are labeled and locked and electrical panels are labeled.

Emergency power systems have been inspected and tested and appropriate Documentation is available for review.

Fire Protection Systems

Yes No N/A

Fire protection systems have been inspected, tested, and maintained, and documentation is available for review on site for at least three years.

Portable fire extinguishers are installed according to NFPA 10 and when applicable ADA, and are visible and accessible within 75 ft. travel distance.

Each fire extinguisher must have an approved maintenance tag securely attached indicating the last maintenance date by a trained, licensed, technician. Professional maintenance must be completed annually.

Fire extinguishers must be inspected monthly by facility staff with documentation available. (Sign the back of the tag each month.)

Cooking equipment is protected by an exhaust hood and fire suppression system as required by code. (Exceptions for some conditions) *

Kitchen hood and suppression systems have been inspected by trained, qualified, licensed technicians according to state requirements, every six months with appropriate documentations available and tags affixed. *

Filters, hoods, and exhaust systems are not contaminated by significant grease deposits. Kitchen exhaust systems shall be cleaned by trained, qualified technicians as needed. *

The fire alarm system is operations, in normal condition and trouble free.

Records of inspection, testing, and maintenance of fire alarm and detection systems are available for review demonstrating systems have been inspected, tested, and maintained in accordance with NFPA 72.

Manual pull stations are visible and accessible.

Visible alarm indicating appliances (strobes) are placed as required

Automatic sprinkler systems are operational and have a current green tag as required by SFMO Rules and Regulations, Chapter 120-3-3.

Automatic sprinkler systems have been inspected, tested, and maintained according to NFPA 25 and an annual sprinkler report is available for review.

Sprinklers show no signs of leakage, corrosion, foreign materials, paint, or physical damage. (Always check for tape or other coverings and pain residue after painting or ceiling work has occurred in the area)

There are no obstructions to sprinkler spray patterns.

Normally open sprinkler valves are locked or electrically supervised in the open position.

Gauges are inspected monthly to ensure normal water pressure is maintained.

**Requirements vary based on occupancy classification. Contact the Fire Marshal's Office to determine specific requirements for your facility.*

A "No" response to any of the checklist items indicates a fire code violation. Fire code violations shall be corrected immediately. Please list any corrective actions that have been implemented, and the anticipated completion date.

Please list any additional comments:

I certify that I have observed the conditions in the above named facility and conducted the Fire Self-Inspection. The information I have reported on the Fire Self-Inspection Checklist is true and accurately reflects the conditions observed.

Name (Printed): _____ Title: _____

Signature: _____ Date: _____