



Please follow the instructions below to complete the Fire Self-Inspection of your facility. Please contact the Fire Marshal's Office or the fire inspector assigned to your case if you have questions or need assistance at any time during the process. Call 678.518.4980 or email firemarshal@gwinnettcountry.com.

1. Designate an appropriate contact to coordinate with the fire inspector and conduct the Fire Self-Inspection Process. It is recommended that the contact is a management level position with the authority to initiate corrective action and contracts with service providers to perform inspection, testing, and maintenance (ITM) of fire protection systems.
2. Complete and return the Business Information Form to the Fire Marshal's Office. This step may have been completed with the assistance of the fire inspector during the initial contact. The information on the form is needed to advise you of any components and documents addressed by the self-inspection program that are not applicable to you.
3. Schedule and participate in a phone, online, or on-site consult if needed. The Fire Marshal's Office is prepared to assist to the extent necessary, from providing answers to questions, to formal classes related to the Fire Self-Inspection Process.
4. Compile Applicable Inspection, Testing, and Maintenance (ITM) Documents as indicated on the checklist or Required Document Form. Your assigned fire inspector can assist you in determining which documents are required.
5. Contract with service providers to conduct required ITM that has not been completed and is required to be completed by a third party. If in the process of compiling documents you find some ITM services have not been completed within the last year (six months for kitchen hood suppression systems), you will need to employ licensed professional service providers to do the work. Deficiencies found as a result of ITM shall be corrected immediately.
6. Complete and document, or contract for, ITM that is not required to be completed by a third party. Some ITM, such as testing emergency lighting and exit signs, can be completed by facility staff. If you do it yourself, you will need to create a form listing each device, when it was tested, and whether it worked to document the ITM. Test using by using the test button or shutting off the power to the circuit monthly for 30 seconds and by shutting off the power to the circuit annually for 1½ hours.

7. Conduct the Fire Self-Inspection and complete the Fire Self-Inspection Checklist.
 - Read through the provided Fire Self-Inspection Checklist to become familiar with the inspection requirements.
 - Contact the Fire Marshal's Office for clarification on any of the provisions or to determine if certain components apply to your facility.
 - Comprehensively survey your facility, answering yes or no to each item on the checklist.
 - Address each non-compliant item and develop a plan to bring that component into compliance. Note plans for corrective action at the end of the Checklist.
 - When completed, sign and date the form at the end.
8. Complete an updated Commodity Affidavit (if applicable). If you have bulk, or rack storage at your facility, you will need to complete an updated Commodity Affidavit.
9. Complete an updated Hazardous Materials Inventory (if applicable). If you have significant quantities of hazardous materials at your facility, you will need to complete an updated Haz Mat Inventory.
10. Submit all documents to the Fire Marshal's Office. Coordinate with the Fire Inspector assigned to your case to determine the best way for you to submit your package. Typically, documents can be emailed, faxed, or sent by mail.