



**GWINNETT COUNTY DEPARTMENT OF FIRE AND
EMERGENCY SERVICES**

**Office of the Fire Marshal
One Justice Square
446 West Crogan St. Suite 100 Lawrenceville, GA 30045-2475**

**Office: (678) 518-6100, Fax: (678) 518-6144
Office Hours, Monday-Friday 8:00 A.M.-4:00P.M.
Inspection Request Line 678-518-6277**

Existing Building Inspection

As a Building Owner/Tenant you are required to maintain the following items. The following is a *general list* of items that you shall maintain in order to insure all Life Safety and Fire Codes adopted by Gwinnett County in existing buildings.

1. If the building has a Sprinkler system, a copy of a current (within 1 year) annual sprinkler test certification report shall be sent to the Fire Marshal's Office.
2. If the building has a Fire Alarm system, a copy of a current (within 1 year) annual Fire Alarm test certification report shall be sent to the Fire Marshal's Office.
3. If the building has a Hood Suppression system, it shall be inspected and serviced every six months by a state licensed company. The system shall bear a yellow inspection tag. The hood, ductwork, fan and filters shall be cleaned by a certified hood cleaning service. Also provide a letter from a licensed HVAC contractor that the hood and exhaust system meet all applicable codes and is in proper working order. These documents shall be sent to the Fire Marshal's Office.
4. All Exits shall be clear and unobstructed.
5. All Doors, door swings, door closers, door hardware, and force to open doors shall be maintained in proper working order.
6. In multi-story buildings with Stairs, all Stairs shall all be maintained and unobstructed. No combustible storage is allowed under stairs.
7. All Emergency and Exit Lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back up power. Exception: buildings provided with an emergency back up generator. These lights shall be tested weekly.

8. Smoke and Duct Detectors shall be maintained in proper working condition.
9. All Fire Extinguishers shall be maintained by a State of Georgia licensed Fire Extinguisher company and shall have a current inspection tag signed and dated by them. Extinguishers shall be inspected yearly.
10. Storage of any Hazardous Materials as defined by the Fire Code shall be permitted by the Gwinnett County Fire Marshal's Office and stored properly.
11. Storage of materials near Electrical Panels and/or Mechanical Equipment shall be a minimum of 30 inches from the equipment.
12. Extension cords are allowed on a temporary basis only. Temporary is **defined as not more than 30 days**.
13. All Interior Finishes required by the Life Safety Code shall be maintained.
14. All Storage and Housekeeping Practices shall be kept in neat order and cleanly maintained.
15. Occupant load signs shall be maintained and clearly visible in the areas for which they apply. (If required)
16. All Accessibility features shall be maintained properly and in accordance with the Georgia Accessibility Code. (i.e., vehicle parking, access to the building, restrooms, shower, water fountains, telephones, etc.)
17. Fire Hydrants and Fire Department Connections must be free and clear of obstructions and in proper working order.
18. Existing tenant demising walls shall be maintained.