

**Greene County Fire Rescue**  
**FIRE SELF-INSPECTION CHECKLIST**

Greene 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 have received this checklist as a part of your required business license renewal 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/Fire Service Personnel 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.

Communities that actively work to decrease the severity of fires through a planned program of fire prevention activities, such as fire prevention, fire safety education, and fire investigation, are rewarded through the inclusion of community risk reduction. Filling out this form has the advantage of ensuring the safety of your personnel and the patrons who shop at your locations. The goal of this document is to assist your company in getting ready for the forthcoming required inspections. Business owners may notice a decrease in the cost of their total business insurance policy once the obligatory inspections start to take place and credit is gained within our ISO insurance ratings.

Please feel free to contact Greene County Fire Rescue with questions at 706-454-7002

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

<b>Emergency Contact:</b>	<b>Phone:</b>		
<b>Planning and Preparedness</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fire Safety and Evacuation plans are developed and/or updated. *			
Fire Safety and Evacuation plans are available for review by employees. *			
Employees are trained in fire prevention, evacuation, and fire safety. Training is documented. *			
Periodic fire drills have been conducted and documented. *			
Exit facilities are inspected daily, by responsible staff, to ensure that all stairways, doors, and other exits are in proper condition.			
Documentation demonstrating completion of required inspection, testing, and maintenance (ITM) of fire protection systems shall be available for review by the fire Marshall.			

<b>Exterior</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fire department access roads are clear and unobstructed.			
Fire lanes are identified and marked appropriately. *			
Fire hydrants and fire department connections are visible, accessible, and unobstructed (three feet clear space around fire hydrants). *			
Annual inspection, testing, and maintenance is completed for private fire hydrants.			
Fire sprinkler water control valves are locked or electrically supervised. *			
Address numbers are readily visible from the road.			
Exit discharge is clear to the public way.			

<b>Means of Egress</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Means of egress are free of obstructions or impediments to full use.			
No furnishings, decorations, or other objects are obstructing exits.			
Exits are not locked or blocked.			
Minimum required exit/egress widths are maintained.			
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.			
No more than one releasing operation is required to open an exit door.			
Projections from the ceiling are not less than 6 ft. 8 in. above the floor.			
Emergency lighting is provided as required and operates on battery back-up or emergency power supply.			
Exit signs are in place, visible, and illuminated, and operate on battery back-up or emergency power supply.			
Emergency lighting and exit signs have been inspected, tested, and maintained.			

<b>Fire Protection Construction Features</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fire-resistance-rated doors with self-closing devices are not secured in the open position. (No door wedges or fold down feet)			
Fire/smoke-resistance-rated construction (walls, floor-ceiling assemblies) is maintained.			
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.			

<b>Housekeeping, Furniture, Decorations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Storage of combustible materials in buildings is orderly.			
Combustible materials are at least 30 in. (or the manufacturer's recommended distance) from kilns, furnaces, and similar heat sources.			
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.			
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 feet below the ceiling in non-sprinklered buildings and 18 inches 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.			
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.			

<b>Electrical</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
No Extension cords are used as permanent wiring.			
Extension cords, used for temporary purposes, are plugged directly into an approved receptacle or power tap.			
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.			
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.			

*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.*

<b>Fire Protection Systems</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Fire protection systems have been inspected, tested, and maintained, and documentation is available for review on site for at least the most recent three years.			
Portable fire extinguishers are installed according to NFPA 10 and when applicable ADA, and are visible and accessible within 75 foot 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 documentation 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 operational, 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 paint 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 Greene County Fire Rescue with questions at 706-454-7002 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.

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Please list any additional comments:

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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: \_\_\_\_\_

