



Athens-Clarke County  
Fire and Emergency Services  
Community Risk Reduction  
Division



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**Fire & Life Safety Self-Inspection Checklist**  
*(You must have Adobe App if completing on your cell phone.)*

**I. Frequency**

Apartment occupancies are required to undergo two (2) fire and life safety inspections annually. All new occupancies are required to have a fire and life safety inspection prior to opening for public use.

**II. Scheduling**

Each apartment occupancy is required to schedule a Fire & Life Safety Inspection with the Athens-Clarke County Fire Prevention office at 706-613-3365. You will be asked to select a date and time for an appointment. A building representative, usually a manager or owner, must submit their contact information to confirm the appointment.

If your Business cannot complete an inspection during the available times, please contact the Fire Prevention Office for assistance.

**III. Preparation**

Completing this Self-Inspection Checklist can assist you with preparing for your inspection. See the link provided. Please email completed checklist back to [fire.marshall@accgov.com](mailto:fire.marshall@accgov.com) within (5) five business days.

This Self-Inspection Checklist will help you identify some common deficiencies and allow you the knowledge to make any necessary repairs or preparations prior to the scheduled inspection. Please submitted requested photos with this form.

A building representative should be present for the inspection with the Athens-Clarke County Fire Prevention Inspector.

An Inspector from the Athens-Clarke County Fire Prevention 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.

**IV. Assistance**

If you have questions please contact Athens-Clarke County Fire Prevention Officer Lt. Richard Vaughn at 706-613-3365.

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[www.athensclarkecounty.com](http://www.athensclarkecounty.com)

**Honesty**

**Dependability**

**Teamwork**

**Professionalism**

**Camaraderie**

# 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:

YES – Item has a current tag and is ok.

NO – Item has outdated tag or needs repair

N/A – Not Applicable

## **Building**

Address/Room Identification Clearly Visible  
(minimum 4" numbers)

Evacuation Plans Posted

Address on outside of rear exits on multi-  
tenant Building

Fire Doors & Openings Clear and  
Maintained. Closure devices are in  
working order.

Correct Keys in Knox Box – Verify with  
Inspector

General Housekeeping – Trash,  
Vegetation, etc.

FDC – Clearly Visible and Easily Accessible  
Appropriate Signage

Ceiling Tiles – In Place Without  
Openings

Fire Lanes – Clear and Signage Maintained

## **Egress**

Nearest Hydrants – Accessible and Visible

Exits and Exit Pathways – Clear,  
Maintained, Accessible

Sprinkler System – Operational with  
current GREEN Inspection Tag **(Send  
Photo)**

Exit Signs – Visible and Lighted

Spare Sprinkler Heads & Wrench in Box

Emergency Lighting Functional on  
battery power

Fire Extinguishers – Visible, Accessible,  
Maintained with current Inspection Tag  
**(Send Photo)**

Door Hardware – Functional and  
Proper Type

Kitchen Hood – Maintained, Clean,  
Operational with current 6 month  
Inspection Tag **(Send Photo)**

Corridors – Clear and Required  
Width Maintained

# Fire Life Safety Self-Inspection Checklist

## Storage

Approved Combustible / Flammable Liquids or Gases

18" Clear Space from Ceiling (Sprinkled Building)

24" Clear Space from Ceiling (Non-Sprinkled building)

No Storage of Items In Stairwells, Under Stairs or above ceilings

Mechanical & Electrical Rooms Clear of Storage

## Documentation

Fire Alarm System Annual Inspection Report

Commercial Cooking Hood Bi-Annual Inspection Report

Fire Extinguisher Annual Report

SDS / MSDS

## Electrical & Mechanical

Extension Cords – Prohibited (Temporary Use Only)

Switches / Outlets – Cover Plates Intact

Outlets / Circuits – Proper Loading, Without Splitters

Electrical Panel – Clear and Accessible

Electrical Panel – Circuits Labeled, Without Openings

Water Heater – Clear of Debris / Items

Fire Alarm Panel - Accessible & maintained, Operation=NORMAL.

**MAY NOT BE IN SILENCE, SUPERVISORY, OR TEST MODES**

*PLEASE HAVE THESE REPORTS AVAILABLE TO THE INSPECTOR WHEN HE/SHE COMES OUT*