



# City of Decatur Fire Rescue

Office of the Fire Marshal

Fire & Life Safety Self-Inspection Report  
 230 East Trinity Place • Decatur, Georgia 30030  
 Inspector (678) 536-3946 • Fire Marshal (404) 947-0522  
 Email: fire.inspector@decaturga.com  
[www.facebook.com/decaturfireandrescue](http://www.facebook.com/decaturfireandrescue)



Please take the survey for inspection at [www.decaturga.com/city-government/city-departments/fire](http://www.decaturga.com/city-government/city-departments/fire)

Business/Department: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Manager/Director: \_\_\_\_\_ Phone #: \_\_\_\_\_

After-Hours Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

After-Hours Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

	Yes	No	N/A
<b>1. Access and Premises:</b>			
1.1 Are Address numbers for the building visible from the street? 1FC 2018 505.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is the exterior fire department access unobstructed? 1FC 2018 503.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Does your building have a Knox Box? If so, will the keys inside it open all doors If locks are changed contact the City of Decatur Fire Marshal's Office immediately. 1FC 2018 103.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Is combustible vegetation removed so as to not create a fire hazard? 1FC 2018 19.25.065.G	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Is there a maintained 3' minimum clearance around fire hydrants? 1FC 2018 19.25.065.D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Egress (Exiting)</b>			
2.1 Are the exit ways and doors easily recognizable, unobstructed, and maintained functional? IFC 2018 504.1, 1015.2, 10115.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 If the main exit door is provided with key-locking hardware is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any other knowledge or effort? IFC 2018 1008.1.8.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are the exits and exit enclosures free of storage? IFC 2018 315.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are doors with self-closing hinges maintained in the closed position (not blocked open)? IFC 2018 1003.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Sufficient egress to meet occupant load is required? IFC 2018 (Table 1005.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Electrical</b>			
3.1 Are all electrical outlets, switches and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards? IFC 2018 605.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Are all electrical panels in public areas locked and are all electrical/mechanical room doors locked? IFC 2018 605.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are circuit breakers/fuses labeled so as to identify the area protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Is the area in front of the electrical panel(s) clear, by at least 30" width, 78" height, 36" depth? IFC 2018 605.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Are extension cords only used on a temporary basis (<90 DAYS)? IFC 2018 605.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Are extension cord(s) of heavy duty construction, maintained in good condition, and not frayed or damaged? IFC 2018 605.41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Are extension cord(s) plugged directly into an approved receptacle, power strip or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance? IFC 2018 605.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)? IFC 2018 605.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle? IFC 2018 605.4.1-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Emergency Lighting/Egress Illumination</b>			
4.1 If emergency lighting is provided, is it maintained in operable condition and tested annually? IFC 2018 1011.52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the means of egress illuminated when the building or structure is occupied? IFC 2018 1011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Exit Signs</b>			
5.1 If exit signs are required, are they maintained as illuminated or self luminous? IFC 2018 1011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power) IFC 2018 1011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Fire Alarm System</b>			
6.1 If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? IFC 2018 907	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Sprinkler shut off readily accessible? IFC 2018 508.5.4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Fire Safety and Evacuation Plans</b>			
7.1 If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises? 1FC 2018 405, 406	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Are evacuation plans posted? 1FC 2018 404	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Are fire safety plans written and in effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Prohibit smoking in warehouse storage areas, other hazardous areas? 1FC 2018 310.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Fire Extinguishers</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
8.1 Is there access to a fire extinguisher(s) of proper size and type? IFC 2018 906.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Is the travel distance from all portions of the building less than 75' to a fire extinguisher? ICC 2018 906 8.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers visible and accessible (not blocked)? ICC 2018 906	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Have the fire extinguisher(s) been serviced/tagged by a qualified technician within the last 12 months? IFC 2018 901.6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5 Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 3 1/2' high if greater than 40lbs. In all cases, minimum 4" above the ground)? IFC 2018 906.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6 Correct number, type for occupancy? IFC 2018 906.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7 Dry chemical suppression system inspected every 6 months? IFC 2018 904.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8 Wet chemical suppression system inspected every 6 months? IFC 2018 904.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Fire/Smoke Separations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9.1 Are the fire/smoke separations (smoke doors, fire doors, walls etc.) maintained in working condition? IFC 2018 703	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Fire Suppression Systems</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10.1 Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas? IFC 2018 315.2.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2 If the building is equipped with a fire sprinkler system, has the required annual service of the firesprinkler system been performed in the last year by a qualified sprinkler company? IFC 2018 901.6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3 In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease? IFC 2018 904	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Heat Producing Appliances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
11.1 If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles? IFC 2018 605.10.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Housekeeping and Decoration</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12.1 Is combustible rubbish stored in containers outside of vault storage rooms removed from the building a minimum of once each working day? IFC 2018 304.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers? IFC 2018 304.31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Are combustible decorations flame retardant? IFC 2018 806.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4 Exterior free of litter and weeds? IFC 2018 304.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Mechanical Hazards</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13.1 Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.) IFC 2018 603.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 Gas meter protected and accessible? IFC 2018 603.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Smoke Alarms</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
14.1 Have the smoke alarms been tested in the last year by a qualified technician? Are all alarms less than ten years old? Have the batteries been changed in the last six months? IFC 2018 907.20.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Storage of Combustibles</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
15.1 Is the storage of combustible material orderly and clear of exits and opening? IFC 2018 3404.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2 Are combustible materials not stored beneath the building or structure? IFC 2018 315.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.3 Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible materials? IFC 2018 315.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.4 Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction? IFC 2018 304.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.5 Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines? IFC 2018 304.3.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.6 If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling? IFC 2018 3003.5.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Storage of Combustible and Flammable Liquids</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
16.1 Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets? IFC 2018 3404.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print name of Responsible Person

Date

Signature