



Holden Leadership Center
Greek Life

Fraternity and Sorority Self-Fire Pre-Inspection

Facility Name: Address: Phone:

Business Representative: Phone:

Building Owner: Address: Phone:

Instructions: Greek Life believes you are the best person to maintain a safe environment for the facility. This self-inspection form is designed to assist you in performing a fire safety inspection. Complete the form by reviewing each item and check off those that apply and are in compliance with the statement. A copy of a current fire system service report/s, with deficiencies corrected, shall be attached to this form. An independent servicing company must be used for inspecting the systems.

OK | NA

Exits

- 1. Minimum of 2 exits are provided for the 1st and 2nd floor when the occupant load is 10 or more.
2. Basements are provided a minimum of 2 exits leading to the exterior of the building.
3. Exits are clear and unobstructed.
4. Third floor and above shall not have less than 2 exits and the exits are readily accessible.
5. Sleeping rooms shall be provided an escape window, min. height. 24" and width 20", 5.7 sq. ft.
6. Exit doors are able to be opened from the inside without the use of a key or special knowledge or effort.
7. No dead bolt mechanism of any type is allowed on any exit door unless it is integrated with the main door latch release.
8. Landing and floor are provided on each side of every exit door and are within 1" of the door threshold.
9. Exit signs are above each exit door except the main exit door.
10. Emergency lighting operates on battery backup when the main power is off. If the lights do not stay on at least 5 minutes during the power-off test, replace the batteries. Most units have a test button that can be used instead of shutting the power off.

Fire Protection Systems

- 11. At least one fire extinguisher (classification: 2A 10BC) is provided for every 75' of travel, for each floor level.
12. All fire extinguishers have been serviced within the last 12 months, attach a copy of the receipt or service report.
13. Sprinkler system (if provided) has been serviced within the last 12 months, attach a copy of the service report.
14. Fire alarm system has been serviced within the last 12 months, attach a copy of the service report.
15. Operating smoke detectors are required in all sleep/nap areas and at the top of stairs.
16. Kitchen hood suppression system has been serviced within the last 6 months, attach a copy of the service report.

General

- 17. Address is on the exterior of the building and visible from the street.
18. Electrical panel has at least 30" of clear access.
19. Covers are on electrical outlets, switches, and exposed wires, and damaged wiring is repaired.
20. Equipment/boiler/mechanical/electrical rooms are void of combustible storage.
21. Outdoor trash containers are not under any building overhang, canopy, or other projection.

Special

- 22. Holes in the walls and ceiling of heating equipment rooms are repaired.
23. Stairways that serve 3 or more floors, the doors to each floor self-close and latch.
24. Fire escapes shall be inspected every two years by a registered engineer, inspection report required.
25. Sleeping lofts are prohibited unless constructed with a building permit, provide permit records

I claim the above information is true and accurate.

Chapter Officer Signature:

Date:

The chapter is responsible for distributing completed copies of this form as indicated.
Copies: White - Greek Life, Pink - Chapter, Yellow - House Corp