



Camden County Fire Rescue
Office of the Fire Marshal
125 N. Gross Road, Kingsland, GA 31548
912-510-4302

February 9, 2011

Greetings Camden County Businesses,

As always, our department is working vigilantly every day to provide proactive fire and life safety protection to our county. An integral part of our services delivered remains to be fire inspections. In order to prevent fires and other emergencies from occurring, our inspections must not only enforce the laws and regulations, but educate our community on safe workplace practices.

Since we must always live within our means, our department is currently unable to staff enough fire inspectors to perform a formal inspection of all Camden County businesses annually. In order to keep providing this education without the ability to visit personally, we have started a Fire and Life Safety Self-Inspection Program. Our goal is to maintain a safe environment for our citizens while limiting any interruptions to your daily operations a formal fire inspection may cause.

This Self-Inspection Program is designed to allow business owners or managers of low-hazard occupancies the chance to complete and submit a short checklist that could serve as the annual fire inspection. This form helps educate our business leaders and employees while giving our department the vital data we need to ensure your fire code compliance.

In order to stay uniform with our requirements, my office will designate the businesses allowed to take part in the Self-Inspection Program. If your business has been given the opportunity, please take the time to complete the following checklist and submit it back to us. Please answer each question truthfully and to the best of your ability. If your business is not in full compliance with the fire codes, it will only warrant our office to call or visit you for more education. The answers you provide will not cause you to be fined or cited. Our goal with this program is to provide a safe environment and to educate you; it is not designed as an enforcement tool.

If your business is not pre-designated to take part in this program and would like consideration, please contact my office and I would be happy to discuss that option with you. I look forward to a continued partnership with you to keep Camden County safe.

Respectfully,

Christopher Goebel
Fire Marshal
Camden County Fire Rescue



Camden County Fire Rescue

Office of the Fire Marshal

Fire & Life Safety Self-Inspection Report



Business/Department:	Business Phone #:
Address:	
Manager/Director:	Phone #:
After-Hours Emergency Contact:	Phone #:
After-Hours Emergency Contact:	Phone #:
1. Access and Premises:	Yes No N/A
1.1 Are Address numbers for the building visible from the street?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.2 Is the exterior fire department access unobstructed?	<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 Camden County Fire Marshal's Office immediately.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.4 Is combustible vegetation removed so as to not create a fire hazard?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.5 Is there a maintained 3' minimum clearance around fire hydrants?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Egress (Exiting)	Yes No N/A
2.1 Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?	<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 special knowledge or effort?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.3 Are the exits and exit enclosures free of storage?	<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)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Electrical	Yes No N/A
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?	<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?	<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"?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.5 Are extension cords only used on a temporary basis (<90 DAYS)?	<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?	<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?	<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)?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency Lighting/ Egress Illumination	Yes	No	N/A
4.1 If emergency lighting is provided, is it maintained in operable condition and tested annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Is the means of egress illuminated when the building or structure is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exit Signs	Yes	No	N/A
5.1 If exit signs are required, are they maintained as illuminated or self luminous?	<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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Fire Alarm System	Yes	No	N/A
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire Safety and Evacuation Plans	Yes	No	N/A
7.1 If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Are evacuation plans posted?	<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"/>
8. Fire Extinguishers	Yes	No	N/A
8.1 Is there access to a fire extinguisher(s) of proper size and type? The Camden County Fire Marshal's Office can assist in determining the type and size needed.	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Are all fire extinguishers visible and accessible (not blocked)?	<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?	<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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Fire/Smoke Separations	Yes	No	N/A
9.1 Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire Suppression Systems	Yes	No	N/A
10.1 Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas?	<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 fire sprinkler system been performed in the last year by a qualified sprinkler company?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Heat Producing Appliances	Yes	No	N/A
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Housekeeping and Decoration	Yes	No	N/A
12.1 Is combustible rubbish stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Are combustible decorations flame retardant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Mechanical Hazards	Yes	No	N/A
13.1 Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Smoke Alarms	Yes	No	N/A
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Storage of Combustibles	Yes	No	N/A
15.1 Is the storage of combustible material orderly and clear of exits and openings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2 Are combustible materials not stored beneath the building or structure?	<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?	<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?	<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?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Storage of Combustible and Flammable Liquids	Yes	No	N/A
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Print name of Responsible person:

Signature:

Date:

*Upon completion of this form, please click SUBMIT at the top of the first page.

