



**Midway Fire Rescue**  
**Division of Fire and Life Safety**  
**Commercial Fire and Life Safety Self-Inspection Checklist**  
 Additional Information - 843-545-3610 or [contactmidwayfire@gtcounty.org](mailto:contactmidwayfire@gtcounty.org)



**12 Items in 12 Minutes**

**Check each of the 12 items on the first Thursday of each month – Make Corrections Immediately**

|    | Primary Areas for Self-Inspection                                   | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1  | All designated EXITS in occupancy are unlocked during business hrs. |     |     |     |     |     |     |     |     |     |     |     |     |
| 2  | All designated EXITS in occupancy are free from obstructions        |     |     |     |     |     |     |     |     |     |     |     |     |
| 3  | All EXIT LIGHTS in occupancy are operational                        |     |     |     |     |     |     |     |     |     |     |     |     |
| 4  | All EMERGENCY LIGHTS in occupancy are operational                   |     |     |     |     |     |     |     |     |     |     |     |     |
| 5  | All FIRE EXTINGUISHERS in occupancy are operational                 |     |     |     |     |     |     |     |     |     |     |     |     |
| 6  | All FIRE EXTINGUISHERS are accessible for use                       |     |     |     |     |     |     |     |     |     |     |     |     |
| 7  | The ELECTRICAL ROOM is free from all combustibles                   |     |     |     |     |     |     |     |     |     |     |     |     |
| 8  | EXTENSION CORDS are not utilized as permanent wiring                |     |     |     |     |     |     |     |     |     |     |     |     |
| 9  | All COMPRESSED CYLINDERS are properly secured                       |     |     |     |     |     |     |     |     |     |     |     |     |
| 10 | CEILING CLEARANCE-18 inches w/Sprinkler Head - 24 inches without    |     |     |     |     |     |     |     |     |     |     |     |     |
| 11 | GENERAL HOUSEKEEPING- No excessive clutter, trash, boxes, paper     |     |     |     |     |     |     |     |     |     |     |     |     |
| 12 | All required FIRE PROTECTION SYSTEM tests are current               |     |     |     |     |     |     |     |     |     |     |     |     |

**Add Required Test Date(s) in Proper Month for each Fire Protection System -- Maintain Test Completion Documentation on Site**

|   | Fire Protection System                                    | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | Yearly Fire Extinguisher Inspection Due Date              |     |     |     |     |     |     |     |     |     |     |     |     |
| 2 | 6 Year and 12 Year Fire Extinguisher Inspection Due Dates |     |     |     |     |     |     |     |     |     |     |     |     |
| 3 | Twice a Year Hood System Inspection Due Dates             |     |     |     |     |     |     |     |     |     |     |     |     |
| 4 | Twice a Year Hood System Cleaning Due Dates               |     |     |     |     |     |     |     |     |     |     |     |     |
| 5 | Yearly Fire Sprinkler System Inspection Due Date          |     |     |     |     |     |     |     |     |     |     |     |     |
| 6 | Yearly Fire Standpipe System Inspection Due Date          |     |     |     |     |     |     |     |     |     |     |     |     |
| 7 | Yearly Fire Alarm Inspection Due Date                     |     |     |     |     |     |     |     |     |     |     |     |     |
| 8 | Fire and Life Safety Training with all Employees          |     |     |     |     |     |     |     |     |     |     |     |     |