



Office of the State Fire Marshal
State Fire Marshal
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**ASSEMBLY OCCUPANCIES
 SELF INSPECTION CHECKLIST GUIDELINE**

Business Name _____ **Owner/Manager** _____

Address _____

City _____

Name of person inspecting _____ **Title** _____

Date _____ **Time of Inspection** _____

Is there a certified Crowd Manager(s) on Duty & How many? ____ **YES NO**

Is the occupant load posted? **YES NO**

Did you play your safety announcement? **YES NO**

Is your emergency contact info available? **YES NO**

Do you have adequate staffing? **YES NO**

Does your staff know their jobs incase an emergency arises? **YES NO**

Regarding EXITS:

- Exit signs are visible and available **YES NO**
- Are free of any type of OBSTRUCTIONS **YES NO**
- Exterior exit passageways are clear to a public way **YES NO**
- All EXIT DOORS can be easily opened from inside **YES NO**
- Are there designated aisles passageways? **YES NO**
- Are your aisle passageways wide enough? (min. of 36" or 44" wide) **YES NO**
- Are aisles clear and not blocked? **YES NO**

Do your emergency lights work? **YES NO**

Are all portable fire extinguishers visible and ready for use? **YES NO**

Is your fire alarm system panel displaying a green power-on light? **YES NO**

Most sprinkler systems are located either in the basement or located where they cannot be tampered with or accessed without proper authorization, so operation status may not be available for you to check. However, most fire alarm panels will display the different alarm zones, which identify the working status of each zone.

Area(s) of Concern or Additional

Comments: _____

