



**RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY**

**State Fire Marshal**

4 Green Lane, Exeter, RI 02822

Telephone: (401) 383-7290 — Fax: (401) 383-8879

Colonel Ann C. Assumpico  
Director, Department of Public Safety  
Superintendent, Rhode Island State Police

James B. Gumbley, CFI  
Acting State Fire Marshal  
Division of the State Fire Marshal

**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?      YES    NO    How many? \_\_\_\_\_

Is the occupant load sign 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

Because most sprinkler systems are located either in the basement or some where they cannot be tampered with, proper authorization may not be available to check on the operating status. However, most fire alarm panels will have a separate sprinkler zone identifying the different alarm zones and its' working status maybe shown on this panel.

**AREA(S) OF CONCERN OR ADDITIONAL COMMENTS:**

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