



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

State Fire Marshal

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Colonel Steven G. O'Donnell
Commissioner, Department of Public Safety
Superintendent, Rhode Island State Police

John E. Chartier, EFO, CFI
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:
