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: __________________________________________
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