SELF-INSPECTION CHECKLIST – Assembly Occupancies

EXTERIOR

☐ Y ☐ N Are fire lanes marked / unobstructed?
☐ Y ☐ N Is the address visible – 4” or larger numbers?
☐ Y ☐ N Are fire hydrants/water supply present & accessible?
☐ Y ☐ N Are combustibles at least 5’ from the building?
☐ Y ☐ N Are gas meters/piping protected against impact?
☐ Y ☐ N Are dumpsters kept outside and 5’ or more from combustible walls, openings or roof eave lines?

EXIT FEATURES/MEANS OF EGRESS

☐ Y ☐ N Are there enough exit doors (minimum of two)?
☐ Y ☐ N Are all exits, aisles, & corridors free of obstructions?
☐ Y ☐ N Can all exit doors be opened from the inside?
☐ Y ☐ N Is panic hardware provided on exit doors?
☐ Y ☐ N Are exit signs present and operational?
☐ Y ☐ N Is emergency lighting present and operational?
☐ Y ☐ N Is the occupant load posted near main entrance?
☐ Y ☐ N Are all aisles leading to exits at least 30” wide?
☐ Y ☐ N Do wall and ceiling materials have Class A or B flame spread ratings?

OCCUPANCY/CONSTRUCTION FEATURES

☐ Y ☐ N Are hazardous areas (garages, shops, large boiler rooms, etc.) fire-separated or sprinklered?
☐ Y ☐ N Are rated fire doors provided in fire separation walls and are they operational?
☐ Y ☐ N For buildings three or more stories in height, are there walls and doors separating stairways?
☐ Y ☐ N Are all decorations (foam plastics, curtains, wall hangings) flame resistant?

STORAGE/IGNITION CONTROL

☐ Y ☐ N Is all storage neat and orderly?
☐ Y ☐ N Is storage maintained at least 3’ from furnaces and water heaters?
☐ Y ☐ N Is open flame and candle use discouraged?
☐ Y ☐ N Is storage maintained at least 2’ below ceilings and 18” below sprinklers?
☐ Y ☐ N Are all decorations at least 18” from heat sources (lights, candles, open flames)?
☐ Y ☐ N Are rags and oily materials subject to spontaneous ignition stored in metal containers with tight-fitting lids?

FLAMMABLE AND HAZARDOUS MATERIALS

☐ Y ☐ N Are all compressed gas cylinders secured against tipping over?
☐ Y ☐ N Are all materials stored in closed containers or in flammable liquid / hazardous cabinets?
☐ Y ☐ N Have all sources of ignition been eliminated from these areas?
☐ Y ☐ N Has adequate ventilation been provided for these spaces?

EMERGENCY PLANNING

☐ Y ☐ N Is a fire safety check conducted before each event?
☐ Y ☐ N Are emergency numbers posted and a telephone available for calling 911?
☐ Y ☐ N Is the posted occupant load being maintained?

FIRE EXTINGUISHERS

☐ Y ☐ N Are all extinguishers readily accessible?
☐ Y ☐ N Is there a fire extinguisher within 50’ of all areas of the building?
☐ Y ☐ N Have fire extinguishers been inspected annually?

UTILITY/MECHANICAL / HVAC

☐ Y ☐ N Are shut off valves within 6’ of gas appliances?
☐ Y ☐ N Are all pipes, connections and vents in good condition (no leaks or holes)?
☐ Y ☐ N Is combustion air supply present?
☐ Y ☐ N Is there adequate clearance between combustibles and appliances (18” minimum)?
☐ Y ☐ N Are commercial hood ducts / filters cleaned on regular basis?

SPRINKLER SYSTEM (if provided)

☐ Y ☐ N Are sprinklers provided in all rooms and spaces?
☐ Y ☐ N Are the sprinkler controls readily accessible?
☐ Y ☐ N Are the sprinkler valves locked open?
☐ Y ☐ N Are sprinkler water flow and tamper switches connected to a central station fire alarm system?
☐ Y ☐ N Are sprinklers and piping free of non-system attachments (nothing hung from them)?
☐ Y ☐ N Is the sprinkler system inspected at least annually?
☐ Y ☐ N Are fire department connections visible and maintained?

FIRE ALARM AND DETECTION SYSTEMS

☐ Y ☐ N Are fire alarm control panels and annunciators in normal condition (showing no trouble or alarm conditions)?
☐ Y ☐ N Are detectors installed in hazardous areas (boiler rooms, laundries, kitchens, storage rooms, shops, etc.)?
☐ Y ☐ N Is the fire alarm system tested and inspected at least annually?
☐ Y ☐ N Are alarm notification appliances (horns/strobes) located throughout the building?

COMMERCIAL COOKING SYSTEMS

☐ Y ☐ N If cooking occurs, is a hood system provided to remove grease-laden vapors?
☐ Y ☐ N Do hoods and ducts have fire extinguishing protection?
☐ Y ☐ N Does the fuel supply to appliances shut down upon fire extinguishing activation?
☐ Y ☐ N Is the kitchen hood fire extinguishing system serviced at least annually?
☐ Y ☐ N Is a fire extinguisher with 30’ of cooking equipment?

ELECTRICAL

☐ Y ☐ N Are all electrical connections inside electrical boxes?
☐ Y ☐ N Are all electrical cords, wires, appliances and fixtures in good condition (no frayed or exposed connections)?
☐ Y ☐ N Is overcurrent protection present (fuses / circuit breakers) for all electrical equipment and appliances?
☐ Y ☐ N Have all multi-plug adapters been removed?
☐ Y ☐ N Are extension cords only used for portable devices?
☐ Y ☐ N Are power strips properly used (must be plugged directly into a receptacle)?
☐ Y ☐ N Is there access to and clearance from electrical panels?
FIRE AND LIFE SAFETY SUMMARY
Assembly Occupancies

**COMMON OCCUPANT LOAD FACTORS**

<table>
<thead>
<tr>
<th>Use</th>
<th>Load Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly (chairs only)</td>
<td>7 sq. ft. / person</td>
</tr>
<tr>
<td>Assembly (tables/chairs)</td>
<td>15 sq. ft. / person</td>
</tr>
<tr>
<td>Assembly (standing-lobby area)</td>
<td>5 sq. ft. / person</td>
</tr>
<tr>
<td>Exercise areas</td>
<td>50 sq. ft. / person</td>
</tr>
<tr>
<td>Kitchens (commercial)</td>
<td>200 sq. ft. / person</td>
</tr>
<tr>
<td>Offices</td>
<td>100 sq. ft. / person</td>
</tr>
<tr>
<td>Stages</td>
<td>15 sq. ft. / person</td>
</tr>
</tbody>
</table>

**OCCUPANT LOAD CALCULATIONS**

Measure the areas for these uses and fill in the blanks below.

- Assembly areas with chair seating: ________ divided by 7 sq. ft. = __________ people
- Assembly areas used for standing / dance: ________ divided by 7 sq. ft. = __________ people
- Assembly areas with table & chair seating: ________ divided by 15 sq. ft. = __________ people
- Lobby/queuing area: ________ divided by 5 sq. ft. = __________ people
- Exercise areas: ________ divided by 50 sq. ft. = __________ people
- Kitchen/service areas: ________ divided by 200 sq. ft. = __________ people
- Office areas: ________ divided by 100 sq. ft. = __________ people
- Stage areas: ________ divided by 15 sq. ft. = __________ people

TOTAL NUMBER OF OCCUPANTS: = __________ people

**NUMBER OF EXITS REQUIRED**

- Two exits required - 50 or more people
- Three exits required - 501 to 1,000 people
- Four exits required - 1,001 or more people

**EXIT WIDTH REQUIRED**

Number of occupants (from above) ________ times 0.2 = __________ (exit width required – in inches)

**FIRE ALARM SYSTEM REQUIRED**

If the number of people above is 300 or more, a fire alarm system is required

**SPRINKLER SYSTEM REQUIRED**

A fire sprinkler system is required if this is a new building or changes use from something else (like a barn) into an assembly building when food or alcohol is served and:
- There are 100 or more people (based on the calculations above) or
- The building exceeds 5,000 square feet in size