

# Inspection Checklist

## Assembly Occupancies

**Building:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date of Last Inspection:** \_\_\_\_\_ **Outstanding Violations:**  Yes  No

### General

Were alterations/renovations made since last inspection?  Yes  No

Is building mixed occupancy?  Yes  No

What other occupancies? \_\_\_\_\_

Is building construction acceptable for height and occupancy?  Yes  No

Is it a high rise?  Yes  No

Is it windowless?  Yes  No

Is it underground?  Yes  No

### Occupant Load and Exits

Is occupant load posted?  Yes  No

Are the exits per code?  Yes  No

Number of exits?  1  2  3  4 or more

Is egress capacity adequate?  Yes  No

What is fire rating of exit stair enclosure?  1 hr  2 hr

What is fire rating of exit stair doors?  1 hr  1½ hr

• Are they self-closing?  Yes  No

• Latching?  Yes  No

Are exit enclosures free of storage?  Yes  No

Do 100% of exits discharge directly outside?  Yes  No

If not, do ≥50% discharge outside and is level of discharge sprinklered?  Yes  No

Is exit stair reentry per code?  Yes  No

### Doors

Are doors blocked?  Yes  No

Are they locked?  Yes  No

Is ≤15-lb force required to release latch?  Yes  No

Do doors swing in direction of travel per code?  Yes  No

Is there panic hardware per code?  Yes  No

**Egress Arrangement**

- Is egress clear and unobstructed?  Yes  No
- Are there any dead-end corridors?  Yes  No
- Is common path of travel within limits?  Yes  No
- Is travel through intervening rooms okay?  Yes  No
- Is egress blocked?  Yes  No
- Is aisle accessway width adequate?  Yes  No
- Is aisle width adequate?  Yes  No

**Travel Distance**

- Is travel distance per code?  Yes  No

**Emergency Lighting**

- Is emergency lighting per code?  Yes  No
- Is it tested monthly?  Yes  No

**Exit Marking**

- Is exit marking per code?  Yes  No

**Corridors**

- Is 1-hr rating required?  Yes  No
- Are corridor walls rated 1 hr with 20-min doors?  Yes  No

**Protection of Hazards**

- Are hazards protected by
- Fire-rated enclosure?  Yes  No
  - Extinguishing system?  Yes  No
  - Self-closing door?  Yes  No
- Is kitchen cooking protected?  Yes  No
- Date kitchen hood and duct last cleaned: \_\_\_\_\_

**Protection of Vertical Openings**

- Are vertical openings enclosed?  Yes  No
- Are elevators enclosed?  Yes  No
- Is atrium per code?  Yes  No  N/A\*
- Are ≤3 levels open per code?  Yes  No  N/A

**Interior Finish**

- Are wall and ceiling finishes per code?  Yes  No
- Are exits Class A?  Yes  No
  - Are corridors and lobbies Class A or B?  Yes  No
  - Is assembly >300 Class A or B?  Yes  No
  - Is assembly <300 Class A, B, or C?  Yes  No
- Are decorations per code?  Yes  No  N/A
- Are curtains/drapes per code?  Yes  No  N/A

\*N/A (not applicable) means there's no such feature in the building.

**Special Protection**

Are chutes in good working order:

- Trash chutes?  Yes  No  N/A
- Laundry chutes?  Yes  No  N/A

Is projection room properly protected?  Yes  No  N/AIs any equipment subject to rupture under or adjacent to exit stairs?  Yes  No  N/AAre stages per code?  Yes  No  N/AAre platforms per code?  Yes  No  N/AAre exhibits per code?  Yes  No  N/AAre special amusement buildings per code?  Yes  No  N/AAre open flames controlled per code?  Yes  No  N/AAre pyrotechnics controlled per code?  Yes  No  N/A**Mezzanines**Is  $\leq 1/3$  of the mezzanine open area?  Yes  NoIs common path of travel on mezzanine per code?  Yes  NoIf mezzanine is enclosed, is there second exit from mezzanine?  Yes  No**Operating Features**Are there crowd managers if >1000 occupants?  Yes  NoAre drills conducted?  Yes  NoAre employees instructed in fire extinguisher use?  Yes  NoIs announcement of exit locations made before each performance?  Yes  NoIs any clothing stored in corridors?  Yes  No**Detection and Alarm**Is it a manual alarm system?  Yes  NoIs there a fire detection system?  Yes  No

- Smoke detectors?  Yes  No

- Heat detectors?  Yes  No

Where: \_\_\_\_\_

Are there audible alarms?  Yes  NoAre there visual alarms?  Yes  NoIs there automatic fire department notification?  Yes  No

**Extinguishment**

Are there sprinklers throughout?  Yes  No  
Partial sprinklers?  Yes  No  
Where: \_\_\_\_\_  
Is there a water flow alarm?  Yes  No  
Are valves supervised?  Yes  No  
 Electrical  Locks  Seal  
Other extinguishing systems:  
Type: \_\_\_\_\_  
Where: \_\_\_\_\_  
Standpipe?  
 Wet  Dry  None  
Fire pump?  Yes  No  
Size: \_\_\_\_\_ gpm @ \_\_\_\_\_ psi  
Date last tested: \_\_\_\_\_  
Are fire extinguishers per code?  Yes  No

**Building Utilities**

Are utilities in good working order:  
Heat  
• Gas?  Yes  No  
• Oil?  Yes  No  
• Coal?  Yes  No  
• Other?  Yes  No  
Electrical installation?  Yes  No  
Elevators  
• Elevator recall (Phase I)?  Yes  No  
• Fire fighter control (Phase II)?  Yes  No  
Emergency generator?  Yes  No  
Size: \_\_\_\_\_  
Date last tested: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
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