



The Commonwealth of Massachusetts
Department of Fire Services



Crowd Manager Fire and Building Safety Checklist
(to be completed on each day of operation prior to opening the facility to patrons)

Date: _____

Required for nightclub, dancehall, discotheque or bar as defined in 527 CMR 1.00 Section 20.1.5.6.1.1

<i>Inspection Item</i>	<i>Yes</i>	<i>No</i>
Is there one crowd manager on duty for every 250 occupants as identified on the Certificate of Occupancy? <i>Note – copies of crowd manager Certificate of Successful Completion should be kept on site.</i>		
Are employees trained to direct occupants to an exit in the event of an emergency and the other duties contained in the emergency plan?		
Are all egress paths maintained in a manner to provide a clear, unlocked, accessible path?		
Are all exit doors operable?		
Is all exit sign lighting operable?		
Is all emergency lighting operable?		
Are fire extinguishers in working order? Last inspection date: _____		
Are exterior stairways and means of egress free of snow and ice?		
The person responsible to make Exit announcement in accordance with 527 CMR 1.00 Section 20.1.5.8.3 is: _____		
The person responsible to ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, is: _____		
Is the Certificate of Inspection posted? Maximum Capacity: _____ Expiration Date: _____		
Has the sprinkler system been inspected within the last year? Most recent automatic sprinkler inspection/test date: _____		
Has the fire alarm system been inspected and tested within the last year? Most recent fire alarm system inspection/test date: _____		

Any item checked “No” above must be resolved prior to opening
For questions - contact your local fire department

Has the commercial cooking equipment exhaust system been cleaned in accordance with the required frequency? Date of last cleaning: _____		
Has the commercial cooking fire suppression system been inspected in the last six months? Date of last inspection: _____		

Any item checked “No” above must be resolved within 24 hours.
For questions – contact your local fire department

Signed by Crowd Manager: _____ Crowd Manager Certificate #: _____