



Department of Fire Services

Commonwealth of Massachusetts

Crowd Manager Fire and Building Safety Checklist (FP-250) *(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: 20.1.5.6.4.

<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 #:** _____