



NIGHTCLUB (ASSEMBLY OCCUPANCY) ANNUAL FIRE INSPECTION CHECKLIST

Business Name: _____

Business Address: _____

Fire Inspector : _____

Inspection Date : _____

EXTERIOR			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Is Exit discharge clear to public way?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Is the building address visible from the street?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Is the lock box located by the front door?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Are all the required keys in the lock box?

DOCUMENTATION			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Is the Occupant Load sign current with the correct business name and posted in a conspicuous location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Is the Occupational License current and posted in a conspicuous location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Are all the required system certifications current and available for review?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Are the approved floor plans and interior finish records available for review?

LIFE SAFETY : NFPA 101			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Is the available number of exits adequate and properly arranged?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Are corridor / aisles / stairways clear and unobstructed and the proper width?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Are all exit doors operating properly and require less than 15lb. force to release?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Are exit doors equipped with the approved egress hardware?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Do exit doors swing in the direction of egress travel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Is the illumination of exits adequate including: Exit access, Exit and Exit discharge?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 Are exit door signs and directional's provided and properly visible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8 Is required emergency lighting provided, maintained, and tested? Were the lights operational at the time of inspection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9 Are exits free of loosely hanging fabrics and materials that can become tripping hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 Are the stairs free, unobstructed and free from tripping hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11 Are all changes in elevation along a means of egress provided with the required handrails?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 Do the handrails comply with 7.2.2.4 and are they firmly attached?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13 Is the integrity of the rated corridors maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14 Is separation from high hazard areas maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15 Is the ceiling assembly maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16 Do all stages, platforms and elevation changes greater than 30 inches have required and proper guardrails?

INTERIOR FINISHES : NFPA 101			
YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17 Are the stairs in good condition and code compliant?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18 Does existing layout match approved floor plans?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19 Do the interior finishes comply with the flame spread requirements of Chapters 13 and 10?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20 Are the interior finishes in place at the time of inspection the same as the approved finishes on file?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21 Do all event decorations meet flame spread requirements and have proper approval ?
COMMON FIRE HAZARDS: NFPA 1			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22 Is permanent wiring used throughout?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23 Does electrical equipment appear to be in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 Does facility maintain good housekeeping, including exterior?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25 Is waste temporarily stored / disposed of properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26 Are trash storage rooms maintained including required fire protection devices, (if required)?
SMOKE DETECTORS: NFPA 101			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27 Are required smoke detectors in -place and operational?
FIRE EXTINGUISHERS: NFPA 10			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28 Are extinguishers visible, accessible and properly mounted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29 Are extinguishers inspected, serviced and tagged?



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YES NO N/A

FIRE SPRINKLER SYSTEMS

NO SUPPRESSION SYSTEM

- 30 Is automatic sprinkler system inspected and tested?
- 31 Is the automatic sprinkler system monitored by the fire alarm system?
- 32 Is the required sprinkler coverage provided and unobstructed by lights, speakers, equipment and/or decorations?
- 33 Are sprinkler control valves open and supervised?
- 34 Are sprinkler heads free of paint, dirt and or corrosion?
- 35 Is storage a minimum of 18 inches below sprinkler heads?
- 36 Are the fire sprinklers in the Trash Room clean and free from obstructions?

Last test date: _____

Note: Exiting Assembly Occupancies with occupant loads of 300 or more require an approved, supervised automatic sprinkler system.

FIRE ALARM / DETECTION SYSTEM:

NO ALARM SYSTEM

- 37 Is fire alarm system inspected, tested and tagged?
- 38 Is fire alarm system fully functional and free of supervisory, troubles and/or alarms at the time of inspection?
- 39 Is the fire alarm panel in a secure location and locked?
- 40 Are initiating devices / notification appliances provided as required?
- 41 Are the required tags posted at the main panel?
- 42 Do the music and effect lighting shut down upon activation of the fire alarm? Did it work properly at the time of inspection?
- 43 Is the automatic (Emergency Force Notification) phone dialer operational?

Last test date: _____

Note: Exiting Assembly Occupancies with occupant loads of 300 or more require an approved fire alarm system.

COMMERCIAL COOKING EQUIPMENT NFPA 96

NO COMMERCIAL COOKING EQUIPMENT

- 44 Is a Fire Suppression System provided, inspected, tested and tagged?
- 45 Are manual pull boxes properly located and accessible?
- 46 Is automatic fuel shut off and power shut off provided?
- 47 Are filters / baffles in place and in good condition?
- 48 Is the hood ventilation system maintained, inspected and tagged?

Last test date: _____

Last test date: _____

MISCELLANEOUS

- 49 Is there evidence of a Co2 OR Nitrogen fogging system? Does it have proper approval?

ADDITIONAL REMARKS:

Accepted by : _____ (Print Name) _____ (Signature) Date: _____

Contact Phone Numbers: Office: () - _____ Cell: () - _____ Additional: () - _____