



## FIRE PREVENTION DIVISION RECOMMENDED DAILY NIGHTCLUB CHECKLIST

11/19/2012

Business Name \_\_\_\_\_ Address \_\_\_\_\_  
Number of Exits \_\_\_\_\_ Date \_\_\_\_\_ Checked by \_\_\_\_\_

While not intended to be an all inclusive list, the following items should be checked on a daily basis:

<b>OCCUPANT LOAD</b>	<b>YES</b>	<b>NO</b>	<b>LOCATION</b>
1. Is Occupant Load posted in a conspicuous location?			
2. Do you have a reliable means of counting and trained staff at the door?			
3. Are there crowd managers present? (1 Crowd Manager for every 250 persons is required )			
<b>EGRESS ARRANGEMENT</b>			
1. Do aisles & access ways have adequate widths?			
2. Are aisles clear & unobstructed?			
3. Are aisles & access ways clear of "Trip Hazards"?			
4. Are exit signs visible from anywhere in the club?			
5. Are exit signs lit properly?			
<b>EXITS &amp; EXIT DOORS</b>			
1. Are exits clear & unobstructed? Check the path to the exit door, the exit stair (if applicable), and the path all the way to the public street or alley.			
2. Are exits clear of "Tripping Hazards"?			
3. Do exit doors have approved/required hardware?			
4. Do doors require less than 15-lb. force to release latch?			
5. Are exits lit properly?			
<b>FIRE ALARM &amp; OTHER FEATURES</b>			
1. Is Fire Alarm panel clear?			
2. Are drapes/decorations flame retardant?			
3. Are fire extinguishers visible, accessible, and charged?			
<b>STAIR ENCLOSURES</b>			
1. Are stairs clear & unobstructed?			
2. Are stairs free of "Trip Hazards"?			
3. Are handrails firmly attached?			
4. Are doors self-closing & self-latching?			
5. Are stairs lit properly?			

**COMMENTS/CORRECTIONS:**

