



FIRE PREVENTION DIVISION RECOMMENDED WEEKLY 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 weekly basis or when any changes have been made to the nightclub:

OCCUPANT LOAD	YES	NO	LOCATION
1 - 3 (See Daily Checklist)			
4. Is the furniture layout the same as shown on approved plans? Note: any changes must first be approved by Fire Marshal's Office			
EGRESS ARRANGEMENT			
1 - 5 (See Daily Checklist)			
6. Are exit signs mounted firmly?			
7. Do emergency lights work when test button is pushed?			
8. Are emergency lights mounted firmly?			
EXITS & EXIT DOORS			
1 - 5 (See Daily Checklist)			
6. Do emergency lights work when test button is pushed?			
7. Are emergency lights mounted firmly?			
8. Are corridor walls and ceilings intact?			
FIRE ALARM & OTHER SYSTEMS			
1 - 3 (See Daily Checklist)			
4. Are smoke detectors clear & unobstructed?			
5. Are strobes/horns clear & unobstructed?			
6. Are fire sprinklers clear & unobstructed?			
7. Has fire pump been tested?			
8. Are fire extinguishers visible, accessible, and charged? Tags show inspection within last 12 months?			
9. Is kitchen hood system clear and unobstructed? Stickers / tags current?			
10. Has emergency generator been tested? Stickers / tags current?			
STAIR ENCLOSURES			
1 - 5 (See Daily Checklist)			
ELECTRICAL			
1. Are all circuit breaker panels and junction boxes covered?			
2. Have all extension cords been eliminated? (extension cords are not to be used in place of permanent wiring)			
OPERATION			
1. Have potential ignition sources been prohibited (i.e., pyrotechnics, open flame)?			
2. Has the Fire Marshal's Office approved any smoke effect, special lighting?			
3. Is the interior finish code compliant and approved? Note: Any changes to interior finish must first be approved by Fire Marshal's Office.			
4. Have seasonal drapery/curtains/decorations been treated & flame-tested?			
5. Have all employees been trained and drills conducted on fire safety and evacuation?			