



# 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.

Inspection Item	Yes	No
Are the number of crowd managers appropriate for the occupancy as identified on the Certificate of Occupancy? (Minimum 1 crowd manager for 100-249 occupants. For 250 or more occupants, a crowd manager at a ratio of 1 per every 250 occupants.) Note - Copies of crowd manager Certificate(s) of Successful Completion shall be kept on site.		
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 #:** \_\_\_\_\_