



TOWN OF CONCORD FIRE DEPARTMENT

209 WALDEN STREET
CONCORD, MASSACHUSETTS 01742

EMERGENCY DIAL 911

TEL: 978-318-3488 · FAX: 978-369-6697

www.concordma.gov/fire



Place of Assembly Fire Safety Inspection Checklist

Complete (print) and sign for all events and / or each show

Name of Building _____

Building Address _____

Production Co. Name _____ Type of Event _____

Event Date (s) _____

Crowd Manager (CM) _____

CM Telephone (s) _____

INSPECTION ITEM	YES	NO	N/A
1. OCCUPANTS/CAPACITY			
1.1 Number of occupants within legal limits – check posted signs			
Event Location (Auditorium, Gym, Cafeteria) _____			
Posted Occupancy Limit _____			
2. MEANS OF EGRESS/EXITS			
2.1 All outside egress paths are clear: of snow, ice, obstructions.			
2.2 All inside egress paths are clear objects, furniture and trash.			
2.3 All exit doors operate properly, are unobstructed, open from the inside. Doors are not locked from the inside or chained.			
2.4 In rooms with chairs/tables, aisles must be a minimum of 44” wide for egress			
3. FIRE ALARMS			
3.1 Pull alarm stations are visible and unobstructed			
3.2 Fire detection and notification devices are not masked or covered.			
4. FIRE EXTINGUISHERS			
4.1 Sufficient number of fire extinguishers as required, properly located, accessible and ready. Service tag within one year of event date. Add additional extinguishers for unusually high amount of combustible material present.			
4.2 Clearance to bottom of sprinkler heads is 18 inches minimum.			

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5. ELEVATORS			
5.1 Elevator is clear of debris and obstructions. Do not use the elevator when the fire alarm sounds.			
6. LIGHTING			
6.1 Lighted exit signs operational and easily visible			
6.2 Adequate lighting to exits and in egress paths			
7. Flame Retardant Requirements: (527 CMR 21 and Article 9 of Ma Building Code)*			
7.1 All scenery materials are rendered flame resistant.			
7.2 All permanent stage curtains have current flame retardant certification available.			
7.3 Platforms constructed of combustible material must be coated with approve fire retardant chemical or paint.			
8. Lighting:			
8.1 All lights are securely hung with secondary support. Light are not hung by portable pipes.			
8.2 All electrical connections, wiring and cabling are in accordance with the National Electrical Code (NEC).			
8.3 All extension cords are UL or CSA approved and constructed of SJ, SVT, SJT, SJO, SVO, SJTW, .SO, SVO or other approved cable			
8.4 All extension cords are not crossing egress paths. If cords must cross egress paths they are protected from foot traffic. Cable(s) must not pose a tripping hazard.			
9. Platforms and stages: *See Concord Building Department Appendix			
9.1 Any platform or constructed scenery exceeding 30” in height requires a building permit and guardrail system *.			
9.2 Stair construction must conform to Mass Building Code *.			
9.3 The space between the floor and the platform does not contain anything other than NEC approved wiring used to supply platform equipment *.			
10. HOUSEKEEPING			
10.1 All flammable liquids stored in approved storage containers and cabinets including paints and stains used for scenery construction.			
10.2 General condition ~ area free of debris and obstructions. Trash is removed from the building.			
11. MISCELLANEOUS 527 CMR 10			
11.1 <u>NO PYROTECHNICS OF ANY KIND INCLUDING CANDLES</u>			
11.2 Use of fog machine requires permit from the Concord Fire Dept. Permit must be conspicuously displayed			

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11.3 Stage fire curtain release mechanism unobstructed. Stage crews are familiar with stage fire curtain operation.			
11.4 Air or heat vents are not blocked, deflected or covered.			
11.5 No heating devices in use including space heaters, hotplates			
11.6 Parking Lot Fire lanes are unobstructed during event (12 feet wide minimum)			
11.7 No inside tents; outside tents must have permit from the Concord Fire and Building Departments.			
12 PRE-EVENT SAFETY INSRUCTIONS - 527 CMR 10.13 (c)			
12.1 Call the fire department in the event of any type of fire, even if extinguished! When calling for Emergency Services in Concord from a cell phone call: 978-318-3400 or "911". Call "911" from a building phone.			
12.2 Conduct Fire drill during rehearsals and setup. Develop an egress plan			
12.3 Before the event / performance starts, Crowd Manager explains to the audience the exit locations, egress plan and rescues assistance location for persons with disabilities.			
12.4 An event with a written program must contain a map of the room or auditorium showing the exits and a rescues assistance location for persons with disabilities.			

List problems or concerns, noting date and time
 Check box for additional comments on back

Crowd Manager Signature _____

Date _____ Time _____ AM/PM