

University of Colorado at Boulder Fire Safety Checklist for Indoor Events and Assembly Uses

Date: _____

Location: _____

Please provide a check response in the **YES/NO** boxes to the right of each item. The desired response to each item is **YES**. Items checked **NO** are to be noted in the 'Recommended Actions' section below and corrective action is to be taken.

	YES	NO
▪ Is there a fire alarm system to alert the attendees of a fire?		
▪ Are there doors and routes to emergency exits indicated by illuminated EXIT signs?		
▪ Are the corridors, exit doorways, exit stairs, or other exit routes inside or outside that constitute exit ways for occupants free of obstructions?		
▪ Are exit doors unlocked and fully operational without the use of a key, a tool or special knowledge?		
▪ Do doors to exit stairs close and latch automatically after use and remain properly closed?		
▪ Are emergency evacuation plans detailing fire alarm signal and indicating locations of the nearest exits posted?		
▪ Are room doors self-closing and free of transoms or louvers that might permit penetration of smoke into the room?		
▪ Is there a sign clearly visible in each elevator lobby that states, "Elevators are not to be used during a fire"?		
▪ Are there signs posted at the principal entrance to meeting and facility rooms specifying maximum number of occupants?		
▪ Are the provided exits remote from each other so that occupants are able to sue alternatives if one exit becomes unusable in an emergency?		
▪ Are folding partitions or air walls arranged so as not to obstruct access to required exits?		
▪ Do meeting rooms have sufficient exits to allow the number of occupants to leave readily, based on the following rate? ○ More than 1,000 4 exits ○ 500 to 999 3 exits ○ 50 to 499 2 exits		
▪ Are all corridors, stairways and aisles free of temporary or permanent storage including laundry, chairs, tables and trash?		
▪ Is there a designated senior staff person responsible for on-site fire safety inspections?		
▪ Is the building up to date on all fire safety inspection requirements? (State last date of inspection) ○ Fire Extinguishers? _____ ○ Automatic fire suppression systems? _____ ○ Automatic detection and alarm system? _____		

Does the facility have established operating emergency procedures in case of fire and/or other natural disasters? Please attach a copy of these procedures (including all procedures for assisting persons with disabilities) to this completed checklist.		
Is the facility fully equipped with sprinklers?		
Are all potential ignition sources such as coffee machines and toasters unplugged at the end of each day?		
Are there any hazardous materials or flammable or combustible liquids kept inside the building? If yes, please explain:		
Is all storage in sprinklered storage areas arranged so that it is at least 18" below the sprinkler deflector?		
Is all storage in non-sprinklered storage areas arranged so that it is at least 36" below the ceiling?		

Actions Recommended by the Inspector
Or the person in charge

Date Taken

Initials

- | | | |
|-----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
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| 13. _____ | _____ | _____ |
| 14. _____ | _____ | _____ |