Minnesota Department of Public Safety
State Fire Marshal Division

SELF-INSPECTION CHECKLIST – Assembly Occupancies

EXTERIOR

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- ❑ ❑ Are fire lanes marked / unobstructed?
- ❑ ❑ Is the address visible – 4" or larger numbers?
- ❑ ❑ Are fire hydrants/water supply present & accessible?
- ❑ ❑ Are combustibles at least 5' from the building?
- ❑ ❑ Are gas meters/piping protected against impact?
- ❑ ❑ Are dumpsters kept outside and 5' or more from combustible walls, openings or roof eave lines?

EXIT FEATURES/MEANS OF EGRESS

- ❑ ❑ Are there enough exit doors (minimum of two)?
- ❑ ❑ Are all exits, aisles, & corridors free of obstructions?
- ❑ ❑ Can all exit doors be opened from the inside?
- ❑ ❑ Is panic hardware provided on exit doors?
- ❑ ❑ Are exit signs present and operational?
- ❑ ❑ Is emergency lighting present and operational?
- ❑ ❑ Is the occupant load posted near main entrance?
- ❑ ❑ Are all aisles leading to exits at least 30" wide?
- ❑ ❑ Do wall and ceiling materials have Class A or B flame spread ratings?

OCCUPANCY/CONSTRUCTION FEATURES

- ❑ ❑ Are hazardous areas (garages, shops, large boiler rooms, etc.) fire-separated or sprinklered?
- ❑ ❑ Are rated fire doors provided in fire separation walls and are they operational?
- ❑ ❑ For buildings three or more stories in height, are there walls and doors separating stairways?
- ❑ ❑ Are decorations (foam plastics, curtains, wall hangings) flame resistant?

STORAGE/IGNITION CONTROL

- ❑ ❑ Is all storage neat and orderly?
- ❑ ❑ Is storage maintained at least 3' from furnaces and water heaters?
- ❑ ❑ Is open flame and candle use discouraged?
- ❑ ❑ Is storage maintained at least 2' below ceilings and 18" below sprinklers?
- ❑ ❑ Are all decorations at least 18" from heat sources (lights, candles, open flames)?
- ❑ ❑ Are rags and oily materials subject to spontaneous ignition stored in metal containers with tight-fitting lids?

FLAMMABLE AND HAZARDOUS MATERIALS

- ❑ ❑ Are all compressed gas cylinders secured against tipping over?
- ❑ ❑ Are all materials stored in closed containers or in flammable liquid / hazardous cabinets?
- ❑ ❑ Have all sources of ignition been eliminated from these areas?
- ❑ ❑ Has adequate ventilation been provided for these spaces?

EMERGENCY PLANNING

- ❑ ❑ Is a fire safety check conducted before each event?
- ❑ ❑ Are emergency numbers posted and a telephone available for calling 911?
- ❑ ❑ Is the posted occupant load being maintained?

FIRE EXTINGUISHERS

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- ❑ ❑ Are all extinguishers readily accessible?
- ❑ ❑ Is there a fire extinguisher within 50' of all areas of the building?
- ❑ ❑ Have fire extinguishers been inspected annually?

UTILITY/MECHANICAL / HVAC

- ❑ ❑ Are shut off valves within 6' of gas appliances?
- ❑ ❑ Are all pipes, connections and vents in good condition (no leaks or holes)?
- ❑ ❑ Is combustion air supply present?
- ❑ ❑ Is there adequate clearance between combustibles and appliances (18" minimum)?
- ❑ ❑ Are commercial hood ducts / filters cleaned on regular basis?

SPRINKLER SYSTEM (if provided)

- ❑ ❑ Are sprinklers provided in all rooms and spaces?
- ❑ ❑ Are the sprinkler controls readily accessible?
- ❑ ❑ Are the sprinkler valves locked open?
- ❑ ❑ Are sprinkler water flow and tamper switches connected to a central station fire alarm system?
- ❑ ❑ Are sprinklers and piping free of non-system attachments (nothing hung from them)?
- ❑ ❑ Is the sprinkler system inspected at least annually?
- ❑ ❑ Are fire department connections visible and maintained?

FIRE ALARM AND DETECTION SYSTEMS

- ❑ ❑ Are fire alarm control panels and annunciators in normal condition (showing no trouble or alarm conditions)?
- ❑ ❑ Are detectors installed in hazardous areas (boiler rooms, laundries, kitchens, storage rooms, shops, etc.)?
- ❑ ❑ Is the fire alarm system tested and inspected at least annually?
- ❑ ❑ Are alarm notification appliances (horns/strobes) located throughout the building?

COMMERCIAL COOKING SYSTEMS

- ❑ ❑ If cooking occurs, is a hood system provided to remove grease-laden vapors?
- ❑ ❑ Do hoods and ducts have fire extinguishing protection?
- ❑ ❑ Does the fuel supply to appliances shut down upon fire extinguishing activation?
- ❑ ❑ Is the kitchen hood fire extinguishing system serviced at least annually?
- ❑ ❑ Is a fire extinguisher with 30' of cooking equipment?

ELECTRICAL

- ❑ ❑ Are all electrical connections inside electrical boxes?
- ❑ ❑ Are all electrical cords, wires, appliances and fixtures in good condition (no frayed or exposed connections)?
- ❑ ❑ Is overcurrent protection present (fuses / circuit breakers) for all electrical equipment and appliances?
- ❑ ❑ Have all multi-plug adapters been removed?
- ❑ ❑ Are extension cords only used for portable devices?
- ❑ ❑ Are power strips properly used (must be plugged directly into a receptacle)?
- ❑ ❑ Is there access to and clearance from electrical panels?

This self-inspection checklist is intended as a guide for owners and operators of assembly buildings to assist them in identifying and correcting fire and life safety hazards that are violations of the Minnesota State Fire Code. This is not an all-inclusive list; it is intended to cover the more common types of issues in these types of buildings. (May 2018)

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FIRE AND LIFE SAFETY SUMMARY

Assembly Occupancies

COMMON OCCUPANT LOAD FACTORS

Assembly (chairs only)	7 sq. ft. / person	Kitchens (commercial)	200 sq. ft. / person
Assembly (tables/chairs)	15 sq. ft. / person	Offices	100 sq. ft. / person
Assembly (standing-lobby area)	5 sq. ft. / person	Stages	15 sq. ft. / person
Exercise areas	50 sq. ft. / person		

OCCUPANT LOAD CALCULATIONS

Measure the areas for these uses and fill in the blanks below.

Assembly areas with chair seating: _____ divided by 7 sq. ft. = _____ people

Assembly areas used for standing / dance: _____ divided by 7 sq. ft. = _____ people

Assembly areas with table & chair seating: _____ divided by 15 sq. ft. = _____ people

Lobby/queuing area: _____ divided by 5 sq. ft. = _____ people

Exercise areas: _____ divided by 50 sq. ft. = _____ people

Kitchen/service areas: _____ divided by 200 sq. ft. = _____ people

Office areas: _____ divided by 100 sq. ft. = _____ people

Stage areas: _____ divided by 15 sq. ft. = _____ people

TOTAL NUMBER OF OCCUPANTS: = _____ people

NUMBER OF EXITS REQUIRED

Two exits required	-	50 or more people
Three exits required	-	501 to 1,000 people
Four exits required	-	1,001 or more people

EXIT WIDTH REQUIRED

Number of occupants (from above) _____ times 0.2 = _____ (exit width required – in inches)

FIRE ALARM SYSTEM REQUIRED

If the number of people above is 300 or more, a fire alarm system is required

SPRINKLER SYSTEM REQUIRED

A fire sprinkler system is required if this is a new building or changes use from something else (like a barn) into an assembly building when food or alcohol is served and:

- There are 100 or more people (based on the calculations above) or
- The building exceeds 5,000 square feet in size

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