



Public Assembly Safety Checklist

Please fill out this form 90 minutes prior to the event and return it to the event sponsor. Call 2-FIX (x2349) and request immediate help if the answer is "No" to any of the items on the checklist. For insurance purposes, event sponsors should keep the form on file for one year.

	Yes	No	Comments
I. Building (Lobby, Reception Area, Entrance, etc.)			
A. Are floors, aisles, and passageways dry and free of debris?	_____	_____	_____
B. Are ramps and stairways clear and unobstructed?	_____	_____	_____
C. Are wet floor signs displayed when necessary?	_____	_____	_____
D. Are hazards clearly marked with warning signs?	_____	_____	_____
E. Are emergency exits not obstructed and/or locked shut?	_____	_____	_____
F. Are EXIT signs operational and visible?	_____	_____	_____
G. Are means of egress marked and clear of debris?	_____	_____	_____
H. Are directions to exits marked with visible signs?	_____	_____	_____
I. Are handrails in place and securely connected?	_____	_____	_____
J. Are there other areas of concern?	_____	_____	_____
II. Event Space			
A. Are floors, aisles, and passageways dry and free of debris?	_____	_____	_____
B. Are ramps and stairways clear and unobstructed?	_____	_____	_____
C. Are wet floor signs displayed when necessary?	_____	_____	_____
D. Are hazards clearly marked with warning signs?	_____	_____	_____
E. Are emergency exits not obstructed and/or locked shut?	_____	_____	_____
F. Are EXIT signs operational and visible?	_____	_____	_____
G. Are means of egress marked and clear of debris?	_____	_____	_____
H. Are directions to exits marked with visible signs?	_____	_____	_____
I. Are bleachers or seats in good repair?	_____	_____	_____
J. Are handrails in place and securely connected?	_____	_____	_____
K. Are there other areas of concern?	_____	_____	_____
III. First Aid			
A. Is the first aid kit stocked and accessible?	_____	_____	_____
B. If appropriate, is the first aid room available and marked?	_____	_____	_____
C. Has public safety been notified of the event?	_____	_____	_____
D. Are there other areas of concern?	_____	_____	_____

Name _____ Event _____

Building/Location _____ Inspection Date and time _____

Other _____
