

BRANDEIS UNIVERSITY EH&S DEPARTMENT*Inspection of Assembly Use***Check appropriate location box.**

Levin (750)	<input type="checkbox"/>
Faculty Club (250)	<input type="checkbox"/>
Sherman Hall (500)	<input type="checkbox"/>
Stein (125)	<input type="checkbox"/>

Levin & Sherman must be done before each event (>50 people &/or alcohol is served).
 The Faculty Club must be completed weekly.
 The Stein must be completed monthly.

Inspection forms shall be maintained on site for at least one year from the date of completion.

Crowd Management Plan

Date completed: _____ **Completed by:** _____ **Event:** _____

Inspection Item	Yes	No
Certificate of Inspection posted? (Should be current year posted in wall frame. Contact EH&S 6-4262 if "No")	<input type="checkbox"/>	<input type="checkbox"/>
Employees familiar with maximum room occupancy?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clearly defined aisles leading to exits without obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
All interior and exterior stairways are unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are properly maintained and have been inspected within past year?	<input type="checkbox"/>	<input type="checkbox"/>
Exterior stairways and fire escapes free of ice, snow and any other hindrances (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Owner/operator has surveyed the interior prior to the event to ensure all elements of the means of egress are unobstructed, accessible, not locked fastened, bolted or otherwise unsuited for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place to control occupancy capacity on each level or room?	<input type="checkbox"/>	<input type="checkbox"/>
Is an audible announcement of exit locations made before each performance (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in duties that they are to perform in case of fire or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in how to notify the Fire Department? (Contact Public Safety 6-3333)	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in the location of all exits?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained to direct all patrons to the nearest exit?	<input type="checkbox"/>	<input type="checkbox"/>
Is an egress floor plan showing the occupant load, seating diagram and location of exits on site?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit signs illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Do all exit doors open in the direction of egress (if occupant load >100)? (Doors must open out.)	<input type="checkbox"/>	<input type="checkbox"/>
Do exit doors open easily and are unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there draperies or similar hangings that obscure the exits?	<input type="checkbox"/>	<input type="checkbox"/>
Fire sprinkler and alarm system reports are on file with the Facilities Electrical Department.*	<input type="checkbox"/>	<input type="checkbox"/>

Contact the Facilities Department prior to the event if items need to be fixed (Doors, Exit signs, extinguishers).
 Contact the EH&S Department (6-4262) if the Certificate of Inspection or Evacuation map are missing or if the Certificate is more than one year old.