Town of Ocean City
Office of the Fire Marshal

Crowd Manager Fire and Building Safety Checklist
(to be completed on each day of operation prior to opening the facility to patrons)

Date: _____

Inspection Item	*Yes*	*No*
Is there one crowd manager on duty for every 250 occupants as identified on the Certificate of Occupancy? *Note – copies of crowd manager Certificate of Successful Completion should be kept on site.*		
Are employees trained to direct occupants to an exit in the event of an emergency and the other duties contained in the emergency plan?		
Are all egress paths maintained in a manner to provide a clear, unlocked, accessible path?		
Are all exit doors operable?		
Is all exit sign lighting operable?		
Is all emergency lighting operable?		
Are fire extinguishers in working order? Last inspection date: _____		
Are exterior stairways and means of egress free of snow and ice (if applicable)?		
The person responsible to make Exit announcement, if applicable (ie theatres, auditoriums, ticketed concerts, etc) is: _____		
The person responsible to ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, is: _____		
Is the Occupant Sign posted? Maximum Capacity: _____		
Has the sprinkler system been inspected within the last year? Most recent automatic sprinkler inspection/test date: _____		
Has the fire alarm system been inspected and tested within the last year? Most recent fire alarm system inspection/test date: _____		

Any item checked "No" above must be resolved prior to opening
For questions - contact your local fire department

	Yes	No
Has the commercial cooking equipment exhaust system been cleaned in accordance with the required frequency? Date of last cleaning? _____		
Has the commercial cooking fire suppression system been inspected in the last six months? Date of last inspection: _____		

Any item checked "No" above must be resolved.
For questions contact the Office of the Fire Marshal at 410-289-8780

Signed by Crowd Manager: _____ *Crowd Manager Certificate #:* _____