

James A. Burkush
Chief of Department



City of Manchester

Fire Department

Fire Prevention Bureau

PLACE OF ASSEMBLY SELF CHECK LIST

All Places of Assemblies require a permit to operate and therefore require an annual inspection from the Fire Prevention Bureau.

The requirements that need to be met for any inspection are as follows:

1. The fire alarm system, if applicable, must be working properly. A copy of the latest annual inspection / test report, done in accordance to NFPA 72, must be provided at the time of the fire inspection. Yes__ No__ N/A__
2. The automatic sprinkler system, if applicable, must be working properly. A copy of the latest annual inspection / test report, done in accordance to NFPA 25, must be provided at the time of the fire inspection. Yes__ No __ N/A__
3. Fire pumps, emergency generators, private fire hydrants, if applicable, must be working properly. A copy of the latest annual inspection / performance test report, done in accordance to the applicable standard, must be provided at the time of the fire inspection. Yes __ No __ N/A __
4. Commercial kitchen suppression and exhaust systems, if applicable, must be clean and operable. The exhaust hoods, filters, etc. must be in place and clean. Exhaust systems must be professionally cleaned and tagged every 6 months. The suppression system must be in compliance with NFPA 96, tagged and dated. Suppression systems must be inspected and serviced every 6 months. Yes __ No__ N/A __
5. The appropriate size, type and number of fire extinguishers must be available, accessible and operable. A service tag must be dated and affixed to the extinguisher. Fire extinguishers must be serviced annually. Yes __ No __ N/A __
6. The exits must not be obstructed, blocked, or cluttered by storage, snow, etc. They must have appropriate hardware – No surface mounted dead bolts, double keyed locks, etc. The exit doors must be functioning properly. Yes __ No __ N/A __
7. The means of egress must be marked with illuminated exit signs (AC and DC power). It must all be working properly and inspected / tagged by a licensed electrician / technician. Yes __ No __ N/A __
(over)
8. Emergency lighting must be provided to illuminate the means of egress. It must all be working properly and inspected / tagged by a licensed electrician / technician. Yes __ No __ N/A __
9. All fire / smoke doors must be functioning properly. They must be self-closing and latching and not triggered open. Yes __ No __ N/A __

10. Any and all electrical hazards such as, but not limited to, open electrical junction boxes, damaged electrical cords, improper use of extension cords, etc. must be addressed and abated. Yes ___ No ___ N/A ___
11. Heating systems must be properly maintained. Oil-fired furnaces must be inspected / serviced / tagged on an annual basis. Yes ___ No ___ N/A ___
12. Fuel-powered (gasoline, diesel, propane, etc.) equipment must not be stored inside a building. Yes ___ No ___ N/A ___
13. Storage must be kept to a minimum to reduce any potential fire hazard. There must be a minimum 36" clearance to any electrical panel and to any heat-producing equipment. Storage must be kept a minimum 18" below the automatic sprinkler coverage. Yes ___ No ___ N/A ___
14. Compressed gas cylinders must be properly stored and secured with a chain. Yes ___ No ___ N/A ___
15. The Place of Assembly Permit must be posted at or near the main entrance in plain view. Yes ___ No ___ N/A ___

Please be advised that if these requirements are not being met and or these conditions are being observed in future fire inspections, appropriate warnings and fines will be administered.

If you have any questions regarding this or any other matter, please contact the Fire Prevention Bureau at 603-669-2256.