

General/Front of House Preshow Inspection Checklist

Location: _____

Date: _____

Inspected by: _____

It is recommended that in addition to preshow checks, this list is used to inspect front of house spaces on a quarterly basis. Mark any potential hazards accordingly and make comments when warranted. Check each category as compliant and safe, non-compliant/hazardous or not applicable.

FIRE PREVENTION/EGRESS		Yes	No	N/A	Corrective Action/Date Completed
1	Emergency phone numbers posted near phones?				
2	Fire doors unlocked and kept closed				
3	Emergency exit doors are visible and free of obstructions on both side of door				
4	Exits are properly marked				
5	Fire extinguishers are mounted, accessible, charged and serviced in the last 12 months				
6	Extinguishers, alarm pulls, sprinkler risers and heads are free of obstructions				
7	Intercom or emergency communications equipment is operational				
8	Occupancy limits are posted near the main exist of large rooms and assembly areas				
9	Evacuation maps are posted				
10	First aid kits are fully stocked				
11	Flammable and combustible materials are stored away from heat sources				
12	Space heaters are absent				
13	Aisle widths in venues without permanent seating are maintained in accordance with fire department requirements				
ELECTRICAL		Yes	No	N/A	Corrective Action/Date Completed
14	Cords and plugs are in good condition; no exposed wires				
15	Extension cords are only used temporarily				

16	No daisy chaining of extension cords or power strips				
17	Outlet and switch covers are present				
18	Breakers and Fuses are identified				
19	GFCI plugs in use in wet areas				
20	Electrical panels are free of obstructions and have 30" clearance to each side and 36" in front				
WALKWAYS		Yes	No	N/A	Corrective Action/Date Completed
21	Building entrances, aisles, and work areas are free of trip and fall hazards				
22	Entrance mats are in place and used during wet weather				
23	Walkways are free of tripping hazards and clear of materials, cords, paper, and equipment.				
24	Carpets and rugs are secure and in good condition				
25	Floors are clean and dry				
26	Stairways, ramps and corridors are illuminated				
27	Stairways, ramps and corridors are free of stored items				
28	Stair treads are in good condition				
29	Ramps have non-slip surfaces				
30	Handrails and guardrails are present where required and in good condition				
31	Aisle lights function properly				
FOOD SERVICE AND STORAGE		Yes	No	N/A	Corrective Action/Date Completed
32	Food and beverage service permits are properly displayed				
33	Food, beverages, and service equipment are stored away from cleaning products				
34	Refrigerators are set no higher than 45 degrees				
35	Freezers are set below 32 degrees				
36	Signs are posted in restrooms reminding service personnel to wash hands				

GENERAL STORAGE		Yes	No	N/A	Corrective Action/Date Completed
37	Storage shelves are not overloaded				
38	Shelves and cabinets are secured from tipping				
39	Drawers closed when not in use				
40	Materials are stored to minimize climbing, reaching and bending				
41	No storage is within 18" of sprinkler heads (24" from ceiling when no sprinklers)				
HOUSEKEEPING		Yes	No	N/A	Corrective Action/Date Completed
42	Tables, desks and chairs are in good condition				
43	Restrooms are clean				
44	Lighting is adequate and free of burn outs				
45	Safety Data Sheets are Available				
46	Spill kits are available				
OTHER/MISC		Yes	No	N/A	Corrective Action/Date Completed
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