

# Middlebury College Pre-Event Inspection Report

Event Location: \_\_\_\_\_  
Building Room/Location

Event Name: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_

Listed Capacity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Crowd Manager(s) \_\_\_\_\_  
 50 – 249 in attendance = 1 crowd manager      250 – 499 in attendance = 2 crowd managers  
 500 – 749 in attendance = 3 crowd managers      1 additional crowd mgr for each 250 additional attendees

**Important Note: Any deficiency shall be corrected prior to opening.**

**For problems that need assistance, contact:  
 Facilities Services @ ext. 5472 (8:00 a.m. – 4:00 p.m. Monday through Friday)  
 Public Safety @ ext. 5133 (after 4:00 p.m. and on the weekends)**

## **Exits (initial each item when complete)**

	1. Interior access aisles to the exits are clear of all obstructions (36" width minimum).
	2. All exit doors free of obstruction (e.g. tables, chairs, clothing, storage items, etc.).
	3. All exit doors and hardware operates properly (all doors unlatch easily, swing freely and open to the full width of the door frame).
	4. Unlock all exit doors serving the event prior to the start of the event (or when 10 or more staff are present).
	5. All means of egress shall be free of obstruction (college sidewalk, street or public way).
	6. All means of egress shall be free of ice and snow to the public way.

## **Exit Signage and Lighting**

MC	7. All required exit signage shall be illuminated with primary (AC) and secondary (DC) bulbs functioning (30 seconds function test) or have the ability to illuminate when power is off. Exit signage shall be visible from exit access points.
MC	8. Emergency lighting provided for all exits, aisles, corridors and stairs.
MC	9. All emergency lighting shall operate. Buildings with emergency generators all bulbs in the room must function. In Central Battery Systems for egress lighting check all lighting in the room. Emergency lighting system is tied into the regular lighting system. Ceiling lights may have a green light indicating AC is on, and the red light indicating battery is ready.

## **Fire Protection (initial each item when complete)**

	10. All required fire extinguishers are unobstructed and tagged inspected (within last 30 days)
	11. Verify fire alarm pull stations are accessible.
MC	12. All fire protection systems report to the Department of Public Safety.

**MC = serviced/monitored by Middlebury College facilities personnel or automated systems**

Inspection conducted by: \_\_\_\_\_  
Date/Time \_\_\_\_\_

Deficiencies identified:

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Corrective Action(s) completed by: \_\_\_\_\_  
Date/Time \_\_\_\_\_

**Post-Event Report**

This space is for comments during or after the event:

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What was the actual attendance? \_\_\_\_\_

Were there any challenges with guest/patrons attending the event?

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**Please return completed form to:  
Environmental Health and Safety Office**