



PRE-EVENT SAFETY INSPECTIONS FOR PUBLIC ASSEMBLY SPACES

EFFECTIVE AUGUST 11, 2026

The City College of New York (CCNY) is committed to ensuring that all campus events are conducted in a safe environment and in compliance with all applicable fire and life safety regulations.

Policy

Effective immediately, a **Safety Inspection** shall be conducted prior to opening any **indoor public assembly space where a Fire Guard is required** for a campus event or an event of any size where food-warming or a heating device are being used.

Applicability

This inspection requirement applies to:

- Any special event where **100 or more persons are expected to attend**; or
- Any event or venue where **food-warming or heating devices** are being used, even if fewer than 100 people are present.

Responsibilities of the Office of Events Management or Office of Student Life and Leadership Development

Depending on the event, the Special Events Coordinator from the CCNY Office of Events Management or the from the Office of Student Life and Leadership Development shall ensure that event sponsors are made aware of the College's safety protocols, fire and life safety requirements, and applicable event procedures prior to the event.

Whenever possible, the Special Events Coordinator shall be present on-site before the event to greet event sponsors, assist with event coordination, and serve as a liaison between the sponsors and the Department of Public Safety (DPS), the Fire Safety Director Team (FSD, and other relevant College departments to help ensure compliance with College policies and safety requirements.

Department of Public Safety and Fire Safety

The inspection shall be performed by a **Fire Safety Director (FSD)**. In the absence of an available Fire Safety Director, the inspection may be conducted by one of the following:

- The Senior Public Safety Officer assigned to the event;
- The Sergeant assigned to the sector;
- Any available Sergeant on duty; or

- A Lieutenant.

A completed inspection checklist shall be maintained on file with both the **Department of Public Safety** and the **Fire Safety Office**.

Purpose

The purpose of the inspection is to ensure compliance with all applicable **New York City Fire Code** and **New York City Building Code** requirements and to verify that the event space is safe for occupancy.

Inspection Requirements

Prior to the start of the event, the Fire Safety Director or designated Public Safety representative shall inspect the venue and verify that:

- All required exits are accessible and free of obstructions.
- Exit pathways, aisles, corridors, and means of egress are clear and properly maintained.
- Emergency access points remain unobstructed.
- Maximum occupancy limits are observed.
- Required fire and life safety equipment is in place and operational.
- All applicable New York City Fire Code and Building Code requirements are being followed.
- Established protocols governing the use of food-warming and heating devices are being followed.

Compliance

The required inspection must be completed, and any identified safety deficiencies must be corrected **before the event space is opened to attendees**.

Event organizers are responsible for ensuring sufficient time is scheduled prior to the event to allow for completion of the inspection and correction of any deficiencies identified during the review process.

Failure to comply with this procedure may result in delays to the event opening or other actions deemed necessary to ensure the safety of occupants and compliance with applicable regulations.