

# THEATER FIRE INSPECTION CHECKLIST

Theater facilities include unique fire / life safety design features and equipment to maximize safety for the audience, crew and performers. These life safety systems will vary depending on the age of construction and style of the theater facility. Please use the provided checklist to review general fire / life safety features of a theater facility and work with your local Fire Marshal and EH&S to conduct a documented inspection.

EQUIPMENT	INSPECTION CHECKLIST ITEMS AND NOTES
Fire curtain	Activated and used on a routine basis. Best practice is to have the curtain deployed during all non-performance or rehearsal times.
Fire curtain release mechanism	Clear of obstructions, readily accessible, marked and labeled with signage, crew knowledgeable on operation and use.
Fire curtain smoke pockets	Maintain channels clear and free of obstructions. These channels along each side of the fire curtain serve as guides for the fire curtain and support the creation of a physical barrier between the stage and the auditorium. Cables and cords should not be run in the pockets.
Fire curtain path, floor area below the fire curtain	Clear of obstructions such as scenery, chairs, tables, props, cords, cables, risers, etc. The curtain needs to be able to meet the stage floor and create a separation barrier with the auditorium.
Fire curtain rigging	Inspect and test annually by a qualified person. Activate and lower the curtain regularly. This will exercise the rigging and insure it will, at a minimum, work manually.
Smoke vents	Activate and exercise on a routine basis, minimum quarterly. Ensure manual activation works and rigging functions smoothly as designed. Inspect and test by a qualified person every two years.
Draperies	Ensure draperies are treated with fire retardant or marked as inherently flame retardant. Maintain records of fire retardant treatment.
Props, scenery, etc.	Treated with flame retardant and/or approval by local authority having jurisdiction.
Lighting instruments, sound equipment, etc.	Confirm power cords in good condition, not frayed, damaged or compromised. Extension cords in good condition, not daisy chained together, outlets and circuits not overloaded.
Fire alarm system	Inspect and test annually
Fire alarm pull stations	Clear of obstructions, readily accessible
Fire extinguishers	Access is clear of obstructions and readily accessible. System in place to inspect and test.
Fire sprinkler heads	Maintain 18 inches of clearance around fire sprinkler heads. Do not hang items on sprinkler pipes.
Fire hose and/or standpipe	Clear of any obstructions, readily accessible
Fire rated doors	Keep doors closed when not in use. Do not prop or tie open.
Exit signs	Visible and emergency power operational

