

# PRE-EVENT CHECKLIST

<input type="checkbox"/>	Plans submitted with approved by the City of Raleigh Fire Marshal or designee.	<input type="checkbox"/>	<b><u>Open flame devices</u></b>
<input type="checkbox"/>	Required Fire Code Operational Permits obtained and posted as applicable.		Open flame devices are prohibited. Exception: A small number of candles may be used when approved by the Fire Marshal or his authorized representative. Candles shall be securely supported on substantial noncombustible materials. The candle flame shall be protected.
<input type="checkbox"/>	Exit signs shall be visible from any location in the room, if not; temporary exit signs shall be posted.	<input type="checkbox"/>	<b><u>Electrical &amp; Extension Cords</u></b>
<input type="checkbox"/>	Exits and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc. Exit doors are not concealed from full view and instant use		<ul style="list-style-type: none"> <li>Extension cords shall be grounded when serving grounded appliances.</li> <li>Extension cords shall be maintained in good condition without splices, deterioration or damage.</li> <li>Extension cords shall be plugged directly into an approved receptacle (not into another extension cord) and shall not be affixed to the structure, extend under floor coverings and across areas of foot traffic, and/or subject to physical damage.</li> <li>No lightweight gauge multi-plug cords and adapters.</li> <li>Use only UL listed power taps with overcurrent protection.</li> </ul>
<input type="checkbox"/>	Aisles shall be a minimum of ten (10) feet in the exhibit halls and a minimum of 44 inches in meeting & ballrooms.	<input type="checkbox"/>	<b><u>Cooking and/or warming devices</u></b>
<input type="checkbox"/>	Booths which require 75 feet or more travel distance to reach the exit access aisles shall be provided with a minimum of two (2) exits remote from each other.		<p>Cooking and/or warming devices that produce grease laden vapors shall be electrically fueled only. "Sterno" may be used only for warming trays. Cooking devices shall be approved by a recognized testing laboratory. (i.e. UL, FM).</p> <ul style="list-style-type: none"> <li>Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of booth, or provide a Plexiglas shield between the cooking and/or warming device and the public.</li> <li>Combustible materials shall be kept at a minimum of two (2) feet away from any cooking and/or warming device.</li> <li>A minimum of two (2) feet shall be kept between cooking devices.</li> <li>Individual cooking and/or warming devices shall not exceed 288 square inches of surface area (i.e., 12" x 24").</li> <li>A UL listed 20: BC rated fire extinguisher and lid for each device or an approved automatic extinguishing system shall be provided within any booth utilizing cooking and/or warming device. Class K rated fire extinguishers are required for deep fat type fryers of any size.</li> </ul>
<input type="checkbox"/>	A three (3) foot clearance shall be provided around fire hose cabinets, portable fire extinguishers, and fire alarm boxes. Clear access shall be maintained to those units.	<input type="checkbox"/>	Only Class I lasers shall be permitted.
<input type="checkbox"/>	Compressed flammable gases are prohibited inside the building. This includes acetylene, hydrogen, propane, and butane. Demonstrations using certain gases may be approved only by permit under certain limited conditions and quantities.	<input type="checkbox"/>	<b><u>Explosives - Section 3301.2.2 Sale and retail display</u></b>
<input type="checkbox"/>	Flammable/Combustible liquids are prohibited inside the building. (Gasoline, kerosene, cleaning solvents and other petroleum based materials). Demonstrations using vehicles on display may be approved only by permit under certain limited conditions.		<p>No person shall construct a retail display nor offer for sale explosives, explosive materials, or fireworks upon highways, sidewalks, public property, or in Group <u>Assembly</u> or Educational occupancies.</p> <ol style="list-style-type: none"> <li><b><u>Section 3301.2.3 Permit restrictions.</u></b> The fire code official is authorized to limit the quantity of explosives, explosive materials, or fireworks permitted at a given location.</li> <li>Display or Storage – Black Powder and Smokeless Propellant NOT ALLOWED.</li> </ol>
<input type="checkbox"/>	Hazardous chemicals and materials are prohibited inside the building. (Pool chemical, pesticides, herbicides, poison, etc.).	<input type="checkbox"/>	<b><u>Flame Retardant Treatment</u></b>
<input type="checkbox"/>	Combustible materials shall be limited to a one (1) day supply and shall be maintained in an orderly manner. Storage of combustible materials behind booths is prohibited.		<ol style="list-style-type: none"> <li>All decorations suspended from walls or ceilings, including but not limited to drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips and foam, shall be provided flame retardant to the satisfaction of the Deputy Fire Marshal. A certificate from the manufacturer must be provided.</li> <li>Field application of fire retardant chemicals must be tested by an approved third party testing agency. The fire department personnel are not allowed to field test any chemical applications.</li> <li>Oilcloth, tarpaper, nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant and their use is prohibited. Vertical carpet is not allowed.</li> </ol>
<input type="checkbox"/>	Combustible materials (i.e. crates and boxes) shall be stored outside the building in an approved area or in a storeroom having a fire resistance rating of at least two (2) hours and protected by an automatic fire extinguishing system.		
<input type="checkbox"/>	Loading doors shall be closed before opening of the trade show and/or exhibition and remain closed while the show is open to the public.		
<input type="checkbox"/>	Single station smoke alarms shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e. recreational vehicles, mobile homes, tents, etc.). An approved fire-watch is required for enclosed exhibits.		
<input type="checkbox"/>	Adequate Fire Truck Access Provided. (Minimum 20ft. Fire Lane maintained) Inspect tunnel entrance to loading dock area, vehicles clear.		
<input type="checkbox"/>	Approved interior finish – Materials rendered fire retardant where required. (See RCC maintenance staff for approved spray materials if needed)		
<input type="checkbox"/>	No portable heaters, liquid fueled and unvented.		
<input type="checkbox"/>	Fire Alarm System verified operational, Sequence of Placing System in Event Mode		
<input type="checkbox"/>	Approved fire extinguishers provided and accessible.		
<input type="checkbox"/>	Class K fire extinguishers provided if involving cooking with vegetable oils, animal fats. No Portable Liquid Propane Gas Cooking Devices are permitted.		
<input type="checkbox"/>	All fire protection systems, valves, sprinklers, FD connections accessible and operational		
<input type="checkbox"/>	Fire safety and evacuation plans posted and rehearsed by RCC staff.		
<input type="checkbox"/>	Emergency and standby power systems verified and operational.		
<input type="checkbox"/>	Inspect Fire Door Shutters for debris and items blocking proper operation.		
<input type="checkbox"/>	<b><u>Vehicles on Display</u></b> Vehicles inside the building shall be permitted through the Fire Marshal's Office and shall meet the following: <ul style="list-style-type: none"> <li>Batteries are disconnected.</li> <li>Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons whichever is least.</li> <li>Fuel tanks and fill openings are closed and sealed to prevent tampering.</li> <li>Vehicles, boats or other motor-craft equipment are not fueled or defueled within the building.</li> </ul>		