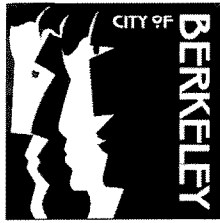


Department of Fire and Emergency Services
Division of Fire Prevention
Gilbert K. Dong, Assistant Chief/Fire Marshal

August 2007

INDOOR ENTERTAINMENT EVENT GUIDE PACKET

1. Indoor Entertainment Event Guidelines
2. Self Inspection Check List
3. Fire Prevention Inspection Report
4. Occupant Load Placard
5. California State Fire Marshal Flame Retardant Applicators



Department of Fire and Emergency Services
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August 2007

INDOOR ENTERTAINMENT EVENT
GUIDELINES FOR FRATERNITIES, SORORITIES
CO-OPS, AND OTHER RELATED EVENTS

Purpose: Inspection guidelines apply to all indoor and related events of more than 150 persons in fraternities, sororities, co-ops and other residential occupancies.

I. Initial Contact

Chapter or Co-op representative shall:

- A. Obtain self-inspection checklist and event application from the Office of Student Life (OSL) for Greek chapters and from the Central Office for Co-ops
- B. Contact Berkeley Fire Department, Fire Prevention Division to schedule an inspection
- C. Make an appointment for a fire clearance inspection as soon as possible or at least **TEN (10) WORKING DAYS PRIOR TO THE EVENT!!**

II. What will be inspected and required?

A. Fire Protection Equipment

1. Fire Alarm Systems shall be maintained in an operable condition
2. Fire Sprinkler System shall be maintained and certified by a licensed contractor every five years as per California Code of Regulations Title 19
3. Hood and duct fire suppression systems shall be certified within the last 6 months or after each activation
4. Fire Extinguishers shall be serviced and tagged within the last 12 months by a state licensed contractor and mounted on the wall--no higher than 5 ft. above the floor--**Fire extinguishers shall not be obstructed**

B. Exits, exit signs and exit doors

1. Exit illumination shall be operating at all times the building is occupied
2. Exit sign illumination shall be operating at all times the building is occupied
3. Exit and fire doors shall close and latch tightly
 - a. Shall not be damaged or "out-of-plumb"
 - b. Shall be maintained and in an operable condition at all times

- c. Shall not be obstructed in any manner that will prevent the door from opening or closing as designed
 - d. Panic and fire exit hardware function properly
 - e. Do not hold door open with any object in any manner (i.e., fire extinguisher, doorstop, trashcan, brick, etc.)
 - 4. Exit pathways or any path of travel to an exit or any fire escape shall not be obstructed in any manner
 - 5. There are no tripping hazards along any path of travel. (i.e. extension cords, decorations, torn carpets or floor covers, etc.)
- C. General house keeping
 - 1. Holes in walls are to be repaired and/or patched
 - 2. Storage and debris maintained and not blocking exits
 - 3. No storage underneath exit stairs
 - 4. Extension cords shall not be used in lieu of permanent wiring
 - Exception:** Portable equipment used for the duration of the event only
 - NOTE:** Extension cords may not be attached to the structure
- D. Business and Health Department Licenses
 - 1. Is there a current business license posted
 - 2. Is there a current health department license for the kitchen

III. Fire Department Inspector shall meet with Chapter representative:

First Appointment:

- A. To convey “NO OPEN FLAME IS ALLOWED”
- B. To identify indoor and outdoor areas being used for the event and submit a floor plan/diagram of the spaces with respective equipment and stage decorations
Chapter representatives must have a draft of this diagram/floor plan prepared at the time of meeting
- C. To take measurements of the areas and determine the occupant load for event
(Maximum occupant load for occupancy shall be 200 persons only and shall not exceed this amount)
- D. To determine if special equipment or special effects is planned not limited to the following:
 - 1. power generator
 - 2. theatrical fog machine
 - 3. sound system
 - 4. sound insulation
 - 5. laser
 - 6. temporary stage
 - 7. curtain
- E. To determine if decorations are planned
 - 1. Decorations shall not obstruct required fire protection equipment in any manner
(Sprinkler heads, Fire Alarm pull stations, Fire extinguishers, smoke detectors, etc.)
 - a. Never construct caves in any stairwells, exit paths, or stairways within the structure
 - b. Any material placed on the ceiling shall be placed flush on the ceiling and shall be fire retardant treated
 - c. Arches constructed on the exterior, along an exit path of travel shall be 44” in width, 7 Feet 2 inches in height and fire retardant treated

2. Combustible materials shall be treated by a State Licensed Applicator. A list of approved applicators can be obtained from the Office of Student Life for the Greek system and from Central Office for the Co-ops prior to the initial inspection.
 3. Fire retardant treatment receipt can be submitted to the Fire Inspector at the time of the initial inspection, but no later than the re-inspection. The receipt shall be submitted with the floor plan diagram and shall include the name/number of the chemical used, name of company/applicator, the various items/ decorations treated, and the date it was applied. Final verification shall be determined during the re-inspection by the Fire Inspector. Event clearance is contingent upon correction of all noted fire safety violations at the time of the re-inspection and final sign off of the OSL officer or the Co-op's Member Resources Supervisor.
- F. A copy of the safety inspection form (including the fire retardant treatment requirements or receipt) listing the violations will be issued to the Chapter or Co-op representative, with a copy forwarded to OSL for the Greek system and to Central Office for the Co-ops. Event clearance is contingent upon correction of all noted fire safety violations at the time of the re-inspection and final sign off of the OSL officer for the Greek system or the Member Resources Supervisor for the Co-ops.
 - G. Final inspection for clearance must be scheduled at least 48 hours prior to date of event
 - H. If the indoor entertainment event is approved, a fire safety inspection form will be completed indicating event approval and issued to the Chapter or Co-op representative. This form shall be posted in a conspicuous place inside the building near the main entrance.
 - I. An occupant load sign will be completed and issued to the Chapter or Co-op representative for posting near the main entrance in addition to the event clearance form.
 - J. The Fire Inspector will complete a fire safety inspection form. Violations that are found will be noted on the fire safety inspection form and must be corrected before a party clearance is issued.

IV. Reinspection and Granting of Fire Clearance

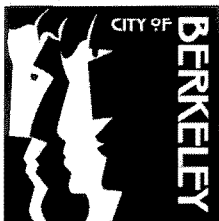
Second Appointment: **MINIMUM TWO (2) DAYS PRIOR TO THE EVENT**

- A. The fire department inspector will verify that all items noted previously on the inspection form have been corrected. A final, approved inspection form (fire safety clearance) will be completed by the fire inspector and left with the event organizer for posting at the premises during the event.
- B. A copy of the completed fire safety clearance shall be submitted to the Office of Student Life for the Greek system and to Central Office for the Co-ops by 3:00 pm, one business day prior to the event.
- C. The Office of Student Life or Central Office shall notify Berkeley Fire Department via e-mail of the approved scheduled party after receiving a copy of the fire safety clearance, but no later than 4:00pm, one business day prior to the event.
- D. If necessary, Chapter representatives will produce an approved final floor/plan diagram for the fire inspector and Vice President's of Risk Management (VPRM). The VPRM's may attend the final inspection for the Greek system.

V. Berkeley Fire Department Engine Company Involvement

- A. If the Berkeley Fire Department is called to respond for general follow-up inspection, complaint, false alarm or fire incident, they shall:
1. Request to speak with the Chapter representative
 - a. Request to see the approved party form along with the fire inspection report and receipt for fire retardant treatment issued by a State Licensed Contractor
 2. Take corrective action if needed. **
 - a. Remove unauthorized decorations, equipment or stage
 - b. Discontinue the event if overcrowded, false alarm, or other hazards and/or potential hazards exist, and if in the opinion of the officer, the continuation of the event would create a life safety hazard to the occupants
 - c. Discontinue the event and/or issue a citation to the Chapter representative or any other member of the Chapter, holding that person accountable for the violations.
 3. Notify the Office of Student Life for the Greek system and Central Office for the Co-ops no later than 72 hours from the date of the event if practical.

**On-Duty Assistant Chief and/or Fire Marshal to be notified



Department of Fire and Emergency Services
Division of Fire Prevention
Gilbert K. Dong, Assistant Chief/ Fire Marshal

BERKELEY FIRE DEPARTMENT

INDOOR ENTERTAINMENT EVENTS SELF-INSPECTION CHECK LIST

Complete this self-inspection form before calling for a Fire Department party clearance inspection. If you have answered 'yes' to all of the items on the form, fire clearance will most likely be granted on the initial inspection. Call (510) 981-5585 for an inspection appointment or if you have any questions.

1. Fire Protection Equipment

- A. Is the fire alarm system in an operable condition? (AC power light on and no trouble lights or signals on at the fire alarm control panel)
- Yes _____
 - No _____
- B. Has the fire sprinkler system received its 5-year Title 19 certification within the last 5 years? (Label with holes punched out for the year, month and date of last service which is usually affixed to the main sprinkler riser pipe)
- Yes _____
 - No _____
- C. Has the kitchen range suppression system received its servicing within the last 6 months? (Tag with holes punched out for the year, month and date of last servicing which is usually affixed to the remote activation switch near a kitchen exit)
- Yes _____
 - No _____

D. Are all the fire extinguishers in their proper place and have they received their annual servicing within the last year? (Tag affixed to top of extinguisher which indicates date of last servicing)

- Yes _____
- No _____

E. Have all the smoke detectors in sleeping rooms been tested and found to be in working order?

- Yes _____
- No _____

2. Exits, exit signs and exit/fire doors.

A. Do all exit and fire doors close and latch tightly?

- Yes _____
- No _____

B. Are all exit and fire doors free of any obstructions that would prevent them from operating as designed?

- Yes _____
- No _____

C. Are all exits and exit pathways clear of any obstructions?

- Yes _____
- No _____

D. Are all of the exit corridors illuminated at all times the building is occupied?

- Yes _____
- No _____

E. Are all illuminated exit signs maintained with operating bulbs?

- Yes _____
- No _____

F. Are all exit signs in place designating required exits from each floor?

- Yes _____
- No _____

G. Are all fire escapes (if applicable) cleared of objects and in good condition?

- Yes _____
- No _____

H. Are all exit doors free of chains, padlocks or other unauthorized locking devices?

- Yes _____
- No _____

- I. Are the paths of exit travel free of tripping hazards? (extension cords, decorations, torn carpets, etc.)
- Yes _____
 - No _____

3. Decorations

- A. Will the event be free of any candles, torches, or other open flame devices?
- Yes _____
 - No _____
- B. Will all combustible material decorations be fire retardant treated by a state licensed applicator? (A list of approved applications can be obtained from the Office of Student Life for the Greek system and from Central Office for the Co-ops prior to the initial inspection)
- Yes _____
 - No _____

4. General Maintenance & Housekeeping

- A. Are all electrical appliances in good working condition, grounded and without any frayed cords or splices?
- Yes _____
 - No _____
- B. Is the building free of any flammable liquids except for small amounts necessary for maintenance of the building?
- Yes _____
 - No _____
- C. Is the laundry area kept clean, the dryer properly vented and lint filter cleaned?
- Yes _____
 - No _____
- D. Has a Knox Box been installed on the outside of the building near the main entrance? (Knox Box is a security box that is used to house the master key to the front entrance (or access code) in order to provide rapid entry by the Fire Department during an emergency)
- Yes _____
 - No _____
- E. Are the master and fire alarm keys or front door access codes inside the Knox Box current? (Fire Department assistance required to open Knox Box if unsure)
- Yes _____
 - No _____
- F. Have all holes in walls or ceilings been repaired in an approved manner?
- Yes _____

- No _____

G. Has combustible storage been removed underneath exterior exit stairways?

- Yes _____
- No _____

H. Has permanent wiring been installed in place of extension cords in the common areas?

- Yes _____
- No _____

5. Business and Health Department Licenses

- Is the business license updated to the current year?

Yes _____

No _____

- Is there a health department license for the kitchen and use?

Yes _____

No _____

Event Address: _____

Chapter or Building name: _____

Signature of Person

Conducting self-inspection: _____

Print name: _____ Date: _____

Fax completed form to Berkeley Fire Dept. (510) 981-5579

INDOOR ENTERTAINMENT EVENTS FIRE PREVENTION INSPECTION REPORT

Occupancy Address	Business Name (DBA)	
Type of Business	Occupancy Group	
Property Owner/Agent	Property owner's Address	Phone No.
Refer to Berkeley Fire Department for the following item/s:		

NOTICE OF FIRE AND SAFTY HAZARDS AND/OR FIRE PERMITS REQUIRED

You are hereby notified that an inspection of your premises for the minimum fire and life safety requirements for Indoor Entertainment Events has revealed the following violations.

ALARM SYSTEMS	FLAMMABLE LIQUIDS	OCCUPANCY LOAD AND ADDRESS
<input type="checkbox"/> Maintain in operable condition 1001.5.1	<input type="checkbox"/> Remove, Near Exits, etc. 7902.5.5	<input type="checkbox"/> Permit Required 105.8
<input type="checkbox"/> Provide Fire Alarm System 1006.2.9.1.1	<input type="checkbox"/> Provide Storage Cabinet 7902.5.9	<input type="checkbox"/> Post Occupancy Sign 2501.16.1
ATTIC AND TRAP DOORS	<input type="checkbox"/> Discontinue Class 1A Use 7903.2.2.2	<input type="checkbox"/> No Address Posted 901.4.4
<input type="checkbox"/> Remove Combust. Storage 1103.3.2.5	<input type="checkbox"/> Discontinue Class 1A Sales 7903.1.2	STANDPIPES/SPRINKLERS
COMPRESSED GAS	<input type="checkbox"/> Permit Required to Store, Handle 105.8	<input type="checkbox"/> 5 yr Test of sprinkler/standpipe 1001.5.2
<input type="checkbox"/> Not Secured 7401.6.4	HAZARDOUS HILLS FIRE AREA	<input type="checkbox"/> Maintain Standpipe System 1001.5.1
EXITS	<input type="checkbox"/> Provide a Spark Arrester App II-A, 7	<input type="checkbox"/> Maintain Sprinkler System 1001.5.1
<input type="checkbox"/> Remove Obstruction(s) 1203	<input type="checkbox"/> Maintain a 30ft. Firebreak App II-A,16.1	<input type="checkbox"/> Remove Obstructions 1001.7.1
<input type="checkbox"/> Inadequate Aisles 36"- 44" Min. 1204.2.2	<input type="checkbox"/> Remove Comb.From Roof App II-A,16.1	<input type="checkbox"/> Provide FDC Caps 1001.5.1
<input type="checkbox"/> Discontinue Locking Exit(s) 1207.3	<input type="checkbox"/> Clearance Around Chimney Outlet -10'	STORAGE
<input type="checkbox"/> Provide Exit Door ID. 1207.6	<input type="checkbox"/> Clear Comb. w/in 10ft Road App II-A,17	<input type="checkbox"/> Remove Storage,2ftMin/ceiling 1103.3.2.2
<input type="checkbox"/> Maintain Lighting (Inside/Outside) 1211.1	HAZARDOUS MATERIALS	<input type="checkbox"/> Blocking Sprinkler, 18in Min. 1103.3.2.2
<input type="checkbox"/> Maintain Emergency Lighting 1211.2	<input type="checkbox"/> Provide Identification 8001.7	<input type="checkbox"/> Dumpster w/in 5ft of Bldg. 1103.2.2
<input type="checkbox"/> Provide Exit Signs 1212.2	<input type="checkbox"/> Permit Required 105.8/8001.3.1	<input type="checkbox"/> Comb. In Exits/Enclosures 1103.3.2.3
ELECTRICAL	KITCHEN	<input type="checkbox"/> Comb. In Mech/Elect/Boiler 1103.3.2.4
<input type="checkbox"/> Remove Extension Cords 8506.1	<input type="checkbox"/> Provide Hood System 1005.2.1	<input type="checkbox"/> Comb. In Vacant Property 1110.3
<input type="checkbox"/> Panel, Provide 30in Min. Clear. 8509.2	<input type="checkbox"/> Provide Extinguisher(s) 1005.2.7	<input type="checkbox"/> Remove Storage Under Stairs 1210.3
EXTINGUISHERS (1002.1)	<input type="checkbox"/> Clean System Of Grease 1005.2.8	SPRAY BOOTHS
<input type="checkbox"/> Mount Extinguisher 3ft-5ft High	<input type="checkbox"/> Hood System Service (6 mo.) 1005.2.8	<input type="checkbox"/> Permit Required 105.8
<input type="checkbox"/> Post Sign(s)	MOTELS, HOTELS, APARTMENTS	<input type="checkbox"/> Filter Disposal 4502.3.3
<input type="checkbox"/> Service & Tag Exting. Annually 1001.5.2	<input type="checkbox"/> Provide a Fire Alarm Sys. 1006.2.9.1.1	<input type="checkbox"/> Provide Clearance, 3ft Min. 4502.2.8
<input type="checkbox"/> Provide Extinguisher(s) 2A/10 BC Min.	<input type="checkbox"/> Provide Smoke Detectors 1006.2.9.3.1.1	OTHER
EXTERIOR	<input type="checkbox"/> Repair Openings Walls/Ceilings 1111.1	<input type="checkbox"/> Provide a Knox Box 902.4
<input type="checkbox"/> Remove Vegetation 1103.2.4	<input type="checkbox"/> Maintain Fire Assemblies 1111.2.1	<input type="checkbox"/> Post No Smoking Signs 1109.4.1
<input type="checkbox"/> Rem.Comb.w/in 10ft Prop.Line 1103.3.5.1	<input type="checkbox"/> Provide Separation Door BMC. 19.44	<input type="checkbox"/> Fire Resistive Construction 1112.1
HEAT PRODUCING APPLIANCES	NATURAL GAS	
<input type="checkbox"/> Provide 3-foot Clearance 1107.1	<input type="checkbox"/> Provide Meter Protection 1106	Min. = Minimum; Comb. = Combustibles

SEE REVERSE SIDE FOR ADDITIONAL DETAILS

COMPLIANCE REQUIREMENT

Party Clearance No Party Clearance: To receive Indoor Entertainment Event approval, you are required to correct said conditions immediately upon receipt of this notice. To receive a re-inspection to determine whether you have complied with this notice, contact the phone number below. Thank you for your cooperation.

White Copy to Occupant/Yellow Copy to Owner/Pink Copy to Files

Signature of Owner/Agent:	Inspector's Signature:	Date of Inspection:	Company/Organization of Inspector:	Telephone:
Print Name:	Print Name:			

INDOOR ENTERTAINMENT EVENTS INSPECTION REPORT SUPPLEMENTAL FORM

Occupancy Address	Business Name (DBA)
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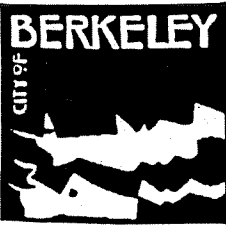
ADDITIONAL REQUIREMENTS AND/OR REMARKS:

Code Section	Description

SMOKE DETECTORS ARE REQUIRED IN ALL RESIDENCES

White Copy to Occupant/Yellow Copy to Owner/Pink Copy to Files

Signature of Owner/Agent:	Inspector's Signature:	Date of Inspection:	Company/Organization of Inspector:	Telephone:
Print Name:	Print Name:			



Department of Fire and Emergency Services
Division of Fire Prevention

OCCUPANT LOAD

PERSONS

EVENT DATE

FIRE DEPARTMENT
REPRESENTATIVE:

ISSUED: _____

(Date)



California State Fire Marshal
Flame Retardants-General Applicators
Will Come to Site

1. Cinema Services
407 Old County Road
Belmont, CA 94002
650-595-5496
2. Coit
897 Hinckley Blvd.
Burlingame, CA 94010
650-342-6023
3. Coit
5277 Aero Dr.
Santa Rosa, CA 95403
707-545-0259
4. Flamort Company
2368 Alvarado St.
San Leandro, CA 94577
510-357-9494 or 415-621-7825
5. Sparks Exhibits
1611 industrial
Belmont, CA 94002
650-637-8112