

Back-of-House Theater Safety Checklist

General Information	
Performance:	Date:
Representative:	Department:
Inspector(s):	Location:

This checklist is intended to be guidance for Department Management as an optional tool to assist with inspections prior to a performance. For any item marked no, correct the deficiency before the start of the production

Fire Prevention, Emergency Exits, Emergency Response	Yes	No	N/A	Comment
Stage fire curtains are present and in good, working condition.				
Fire doors are unlocked and kept closed at all times. Fire doors are not to be chocked open or held open in any way.				
Emergency exit doors are visible and free of obstructions on both sides of the doors.				
Exits are properly marked and illuminated.				
Fire extinguishers are mounted, accessible, and have been inspected within the last month.				
AEDs are mounted, accessible, and free of obstructions. AEDs have been inspected within the last 12 months.				
Props, sets, materials, etc are properly stored away from heat sources like stage lighting and pyrotechnic effects.				
Performers are trained in safe use of special effects (i.e. pyro, fog, smoke, etc)				
Special effects are properly mounted, secured, and free of obstructions.				

Lighting Grid and Electrical Safety	Yes	No	N/A	Comment
Cords and plugs are in good condition; no exposed internal wires or taped wires.				
Extension cords are only used temporarily.				
Electrical panels are free of obstructions have a clearance of 30" to each side and a clearance of 36" in front.				
Breakers and fuse switches are identified.				
Lighting is properly mounted and secured to surfaces.				

Walking Surfaces, Stairways, Ramps, and Corridors	Yes	No	N/A	Comment
Stage entrances, aisles, and performance areas are free of trip and fall hazards.				
Trap doors and moving floors are adequately marked.				
Stage floors are clean, dry, and free of slippery materials.				
Stairways, ramps, and corridors are illuminated and free of stored materials.				
Props, scenery, costumes, etc are properly stored and not blocking emergency exits.				

General Safety Concerns	Yes	No	N/A	Comment
Chemical storage containers are in good condition, properly labeled, and free of damage.				
Safety data sheets are available for all chemicals used in the theater area.				

Other	Yes	No	N/A	Comment
Have any other safety hazards been identified?				
Members of the theater management team have read the Theater & Performing Arts Safety Program and Performing Arts Services Emergency Operations Guide.				

Additional Comments

