

Front-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
Emergency phone numbers, such as campus police, are posted near a phone.				
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.				
Intercom or emergency communication equipment is operational.				
Occupancy limits and evacuation maps are posted near the main theater entrances.				
AEDs are mounted, accessible, and free of obstructions. AEDs have been inspected within the last 12 months.				

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.				

Walking Surfaces, Stairways, Ramps, and Corridors	Yes	No	N/A	Comment
Theater entrances, aisles, and work areas are free of trip and fall hazards.				
Public walkways are clear of all materials, cords, wires, paper, and equipment.				
Floors are clean, dry, and free of slippery materials.				
Stairways, ramps, and corridors are illuminated and free of stored materials.				
Handrails and guardrails are present where required and are in good condition.				

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