

WAREHOUSE/ CONSTRUCTION MILL/ TEMPORARY STAGE SPACE INSPECTION CHECKLIST

To be completed by Construction Coordinators / Key Grip / Gaffer / Effects Coordinator and Set Dec
on the first day for every new location and weekly thereafter.

Production Title: _____
 Building Name: _____
 Address: _____
 Number of Stories: _____ Type of Construction: _____
 Building Owner Contact: _____ Phone Number: _____
 Building Occupied From: _____ To: _____
 Floor Plan Available for Building: Yes No
 Foot Print of Set Layout Available for Review: Yes No

Place a check mark next to each item indicating that you have considered the item and have taken appropriate steps to comply, if applicable.

General

- 1. Check that emergency telephone numbers are posted at work site telephones.
- 2. Check that employees are attending a safety awareness meeting when they begin employment and at each change of work location. Documentation should be submitted to the Production Office.
- 3. Check that work area around machinery and equipment is free of hazards (debris, sawdust, etc.).
- 4. Check that guards are maintained on all saws, grinders, joiners, etc.
- 5. Check that employees are wearing personal protective equipment, if necessary.

Hazardous Materials

- 1. Check that Material Safety Data Sheets (MSDS) for all chemicals, paints, adhesives, etc. are at the work site.
- 2. Properly label all chemical containers.
- 3. Check that employees using chemicals have WHMIS training. Submit documentation of training to the Production Office. Proof may be available through the SHAPE Passport system.
- 4. Label, date and store all closed hazardous waste containers.
- 5. Treat all greens with fire retardant.

Access

- 1. Check that fire lanes are kept clear.
- 2. Check that fire hydrants are not blocked at any time.
- 3. Check that fire department connections are kept clear.
- 4. Check that standpipe fire connections are kept clear.

Exits and Aisles

- 1. Four foot perimeter fire lanes must be maintained on the stage wall perimeter and exits shall be kept clear at all times. Paint storage, construction materials, set debris, tool boxes, props, set dressings, backings or lighting equipment etc. will not be stored or left in the perimeter fire lane. All A.C. or D.C. electrical cords, cables, air conditioning hoses, air lines etc. crossing the four perimeter fire lane shall be matted or ramped. NO EXCEPTIONS.
- 2. Remove any obstructions from exits, aisles, corridors, stairways and walkways.
- 3. Check that exits are clear and marked.
- 4. Check that all exit doors are unlocked during business hours and that lighted exits are provided.
- 5. Maintain a minimum of two (2) exits for each area being used and/or occupied. The doors must open in the direction of exit travel and must have panic type hardware.
- 6. Check that exits, corridors and stairways are illuminated.
- 7. Check that floor numbers are provided in the stairwells.
- 8. Remove all obstructions and/or alterations made to fire doors, and check that no wedged stoppers etc. are used to prop the door open.
- 9. Check that no flammable liquids, LPG or pyrotechnics are stored at or near an exit.
- 10. Check that a written diagram is posted indicating the evacuation plan with exits shown for all areas.

Fire Systems and Equipment

- 1. Check that portable fire extinguishers are placed throughout the building so that the maximum travel distance is 75 feet.
- 2. Check that the area around fire suppression equipment is clear.
- 3. Check that a class C fire extinguisher is near the main electrical panel and/or junction box.

- 4. Fire extinguishers are to be mounted in conspicuous places along normal paths of travel and at exits, with the top of the extinguisher not more than five feet from the floor.
- 5. Check that fire extinguishers have been serviced and properly tagged.
- 6. Check that all sprinkler heads are kept clear with nothing attached to the sprinkler system or blocking sprinkler heads.

Electrical

- 1. Check that all electrical and sub-panels have at least 1 meter of clearance.
- 2. Check that all power systems are bonded and grounded.
- 3. Check that temporary circuits are protected by suitable overcurrent protection at the junction with permanent wiring. Connections must not be left exposed.
- 4. Lighting equipment must be kept clear of combustibles, sprinkler heads, backings, etc.
- 5. Any defective wiring, cable or other electrical equipment must be repaired, removed or replaced.

Stairways/Raised Platforms

- 1. Check that stairways having four or more risers have standard stair hand railing.
- 2. Check that all stairs are at least 22 inches in width.
- 3. Check that stairways have at least 6'6" overhead clearance.
- 4. Check that stair steps are designed to provide a surface that renders them slip resistant.
- 5. Check that when stairs or stairways exit into a traffic or parking area they have adequate barriers and warning signs.
- 6. Check that guardrails are installed on elevated surfaces of more than 4 feet.
- 7. Check that raised areas or platforms have a means of access and egress.
- 8. Check that material on elevated surfaces is piled, stacked or racked in a manner to prevent the material from falling, collapsing, rolling or spreading.
- 9. Check that raised platforms or stage areas have the areas under the platform or stage enclosed with chicken wire to prevent storage under the raised area.

Flammable and Combustible Materials

- 1. Check that approved containers are used for storage of flammable chemicals and paints.
- 2. Check that flammable materials are kept in closed containers when not in use.

- 3. Check that all containers are properly labeled.
- 4. Check that combustible scrap, debris and waste materials (oily rags, etc.) are stored in covered metal receptacles and removed from the work site to proper disposal areas.
- 5. Check that no smoking signs are posted in areas where flammable and combustible materials are used and stored.
- 6. Check that gas cylinders are secured to prevent falling or being knocked over.
- 7. Check that lacquer paint is brushed or rolled, and not applied by spray guns.
- 8. Check that “NO SMOKING” signs are posted when lacquer is being applied.
- 9. Check that explosion proof fans are used for ventilation when lacquers are used.
- 10. Check that scenic backings, drapes, backdrops, greens, etc. are flame proofed.
- 11. Check local codes and regulations when operating gasoline powered equipment in buildings and the requirement for heat detectors or fire sprinklers for hardtop sets.
- 12. Check that fireplaces meet fire codes.
- 13. Check that vehicles used as props and left on stage have the battery removed, the gas cap locked at all times, and the fuel tank removed.
- 14. Check that proper handling, storage, and disposal of paint and chemical waste is occurring. Disposal of waste products are regulated by both the fire department and Environmental Protection Agency.

Roof Loading / Elevated Work

- 1. Check that any lighting equipment or other items that may need to be attached to the roof structure will not exceed the intended load capacity. (An engineer may be required to review the load capacity of the current structure and the intended additional load to be applied.)
- 2. Check that high work for rigging and lighting will be done from lift equipment. Employees should not be allowed to work from beams and tress work. Ensure that those using the mobile equipment have proper certification.
- 3. Lighting and rigging considerations should be addressed prior to the completion of the set. The use of lifting equipment required to rig and light may be hindered due to set Configuration.
- 4. Check that engineering reports, data and floor plans are available to show weight bearing areas.
- 5. Use a written fall protection plan for all work over 25 feet (7.5 meters). A template is available on the Actsafe website (www.actsafe.ca)

List any condition(s) or work practice(s) which need to be corrected:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Explain corrective action taken:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Head of Department: _____

Date of Inspection: _____

Date: _____