

## BUILD PARTY SAFETY CHECKLIST

The following items have been outlined with assistance from the Metro Fire Marshall and representatives from Environmental Health and Safety.

- \_\_\_ The Build Party registration form must be turned in at least 2 weeks prior to the event
  
- \_\_\_ Someone from the Office of Greek Life will approve the party decorations one day prior to the event.
  - A “recheck” of the party may occur on the afternoon of the event.
  - VUPD will provide feedback on perceived unsafe conditions should they observe any during their routine rounds of Greek Row.
  - A Build Party is subject to visit from the Fire Marshall, or a representative from Greek Life or Environmental Health and Safety. The Fire Marshall shall have final say in all matters concerning Build Parties
  
- \_\_\_ No exit ways are blocked, altered or restricted (narrowed).
  - Decorations should not block passage in a through hall, creating dead-end pockets.
  - No obstructions on the deck that might slow getting away from the House and to a point of safe refuge.
  - There must be a straight path out of the house to the street.
  
- \_\_\_ All exit signs and exits are visible and recognizable. No exit signs are covered
- \_\_\_ All fire extinguishers are fully charged and are not covered by decorations
- \_\_\_ No combustible materials are stored in the house
- \_\_\_ No combustible materials were used as decorations (including, but not limited to wall coverings, peanut shells, bark, shredded wood chips, gravel, sand, sawdust, confetti, cut foliage, dried vegetation, etc.)
- \_\_\_ All materials used must be fire retardant (proof shown by label)
- \_\_\_ Floors have a clean, smooth surface (no use of foam) and are free from obstruction
- \_\_\_ No materials are hanging from the roof
- \_\_\_ Cover on electric circuit panel and no spliced in electrical service for decor or band use
- \_\_\_ Any structure built by the fraternity must be at least six feet away from the house at all points
- \_\_\_ Decorations inside the house are not hung from sprinklers or sprinkler piping or block sprinkler distribution, smoke alarms, emergency lighting or other panic hardware
- \_\_\_ No structures can be built with the intention of using it as a walkway, i.e. no bridges