



Redmond Fire and Rescue

341 NW Dogwood Ave.

Deputy Fire Marshal - 541-504-5016

Fire Marshal - 541-504-5006

FIRE & LIFE SAFETY INSPECTION FOR EVENTS

This is a checklist of code violations commonly found at public events; this list may not be complete as each event is different in nature, therefore, other code requirements may apply. Final approval of any event may be dependent on inspection/approval by Redmond Fire and Rescue. If you are concerned that your booth or display may not be code compliant or have questions please contact the Fire and Life Safety Division of Redmond Fire and Rescue.

Fire Lanes:

- Fire lanes shall not be obstructed in any manner, including parking of vehicles even for loading and unloading. Fire lane widths (minimum of 20') shall be maintained at all times. *OFC 503*

Obstruction of Fire Safety Equipment:

- All fire extinguishers, alarm pull stations, alarm horns/strobes, hydrants, and other fire appliances shall be visible and accessible at all times. Materials or objects shall not be placed near fire safety equipment in a manner that would prevent it from being immediately visible and usable. *OFC 509 & 906*

Tents and Canopies and other Structures – Obstructions to Fire Sprinkler System:

- In buildings protected with a fire sprinkler system: Tents, canopies, structures, or similar items that are over four feet in width shall not be used. *OFC 903 & NFPA 13 8.5.5.3.1*
- Items shall not be hung from the ceilings that could obstruct the sprinklers water distribution patterns. *OFC 903.3.3*

Exits:

- Exits shall not be obstructed in any manner. Nothing shall be placed within the required width of an exit path. All exits shall be visible and accessible at all times. *Reference OFC 1030*
- Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. *Reference OFC 1008*
- Exit signs shall be readily visible from any direction. *Reference OFC 1030 & 1011*

Decorations:

- Decorative material used inside of buildings shall be flame resistant. Drapes and curtains shall be treated and maintained flame resistant. *Reference OFC 807*
- If you would like to use hay bales and/or any loose combustible materials, you will need prior approval from Redmond Fire and Rescue.

Candles and other Open Flames Devices:

- Open flames are prohibited unless they are pre-approved. Contact Redmond Fire and Rescue for approval prior to the event. *Reference OFC 308*

Heating Appliances:

- All heating and cooking appliances shall be installed per the Oregon Mechanical Code and manufactures installation instructions
- Portable, unvented fuel-fired heating equipment is prohibited. *Reference OFC 603*
- Portable, electric space heaters shall have 3 feet of clearance from anything that will burn. Space heaters shall be listed and labeled appliances plugged directly into an approved receptacle and shall have a tip over safety switch or high temperature shut off switch. *Reference OFC 605*

Cooking Inside of Buildings:

- All food preparation equipment, which produces grease-laden vapors (frying, deep fat frying, etc), shall be located under an approved exhaust hood equipped with a fire extinguishing system. A type K fire extinguisher will be required. *Reference OFC 609 & 904*
- A 2A10BC portable fire extinguisher is required if non-grease-laden vapor cooking occurs within a booth. *Reference OFC 906*

Cooking Outside of Buildings or structures:

- A 2A10BC portable fire extinguisher is required if non-grease-laden vapor cooking occurs. *Reference OFC 906*
- Commercial cooking equipment will only be allowed in approved locations, using approved equipment, and with prior approval from Redmond Fire and Rescue.

Liquid Petroleum Gas (Propane) and Helium Tanks Inside Buildings:

Listed/approved containers shall only be allowed in buildings under the following conditions:

- Portable propane containers are allowed to be used temporarily for demonstrations and public exhibitions.
- Propane containers shall not exceed a water capacity of 12 pounds.
- Where more than one such propane container is present in the same room, each container shall be separated from other containers by a distance of not less than 20 feet.
- Combustible materials shall at least be 10 feet from propane containers. *Reference OFC 6104*

- All compressed gas cylinders shall be secured to prevent falling. Cylinders shall be secured to a fixed object with one or more restraints or nested. *Reference OFC 5303.5.3*

Liquid Petroleum Gas (Propane) Outside Buildings:

- Propane cylinders less than 125 water gallons in size must be at least 5 feet from any structure. *Reference IFC 6104*
- Propane cylinders 125 to 250 water gallons in size must be at least 10 feet from any structure. (Not allowed under building eaves). *Reference IFC 6104*
- Propane cylinders must be set on a firm foundation or be adequately secured. Cylinders shall be protected from vehicular damage. *Reference IFC 6107 and standard 82-1*
- All compressed gas cylinders shall be secured to prevent falling. Cylinders shall be nested or secured to a fixed object with one or more restraints. *Reference OFC 5303.5.3*

Motorized Vehicle Displays:

Liquid or gas-fueled vehicles, boats, or other motor craft are allowed indoors under the following conditions:

- Batteries are disconnected.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
- Fuel tank fill openings are closed and sealed to prevent tampering. This can be done with tape around the cap.
- Fueling or defueling of vehicles, boats, or other motor craft equipment is not allowed in buildings.
- The location and arrangement of vehicles or equipment shall not block any exit or exit path. *Reference OFC 314 & 1030*

Electrical Wiring / Equipment:

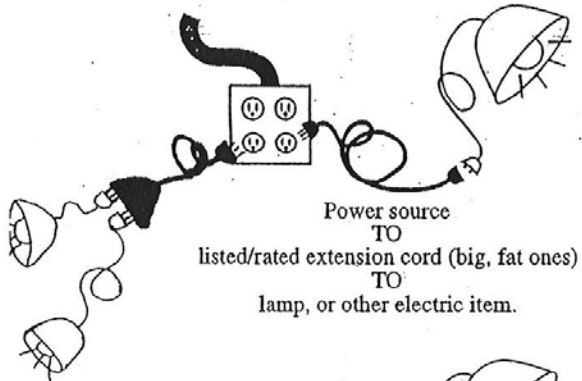
All electrical wiring and equipment shall comply with the electrical code.

Extension Cords:

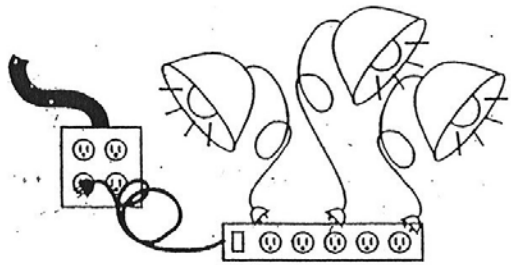
- Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cords, shall serve only one portable appliance.
- Extension cords shall be maintained in good condition without splices, deterioration, or damage.
- The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be maintained without any modifications as this voids the UL Listing of the cord. .
- Multi-plug adapters, such as cube adaptors, un-fused plug strips, or any other device not complying with the Fire Code or the Electrical Code shall not be used. *Reference OFC 605*

Follow the diagrams on the reverse side this page for the correct way to plug extension cords into receptacles.

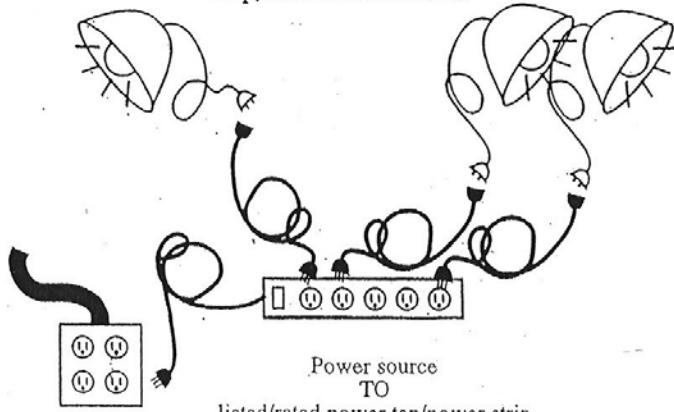
OK!



Power source
TO
listed/rated extension cord (big, fat ones)
TO
lamp, or other electric item.

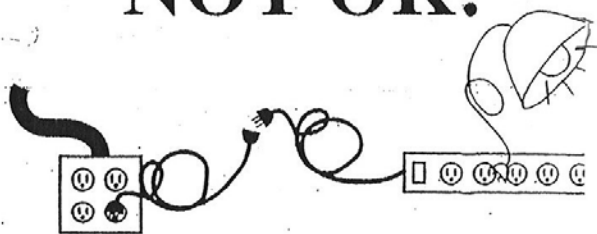


Power source
TO
listed/rated power tap/power strip
TO
lamp, or other electric item.

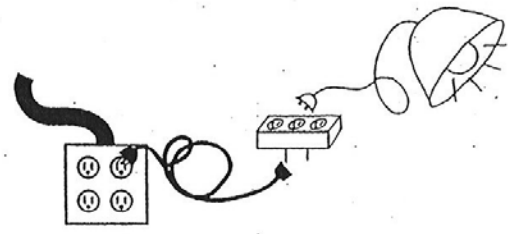


Power source
TO
listed/rated power tap/power strip
TO
listed/rated extension cord
TO
lamp, or other electric item.

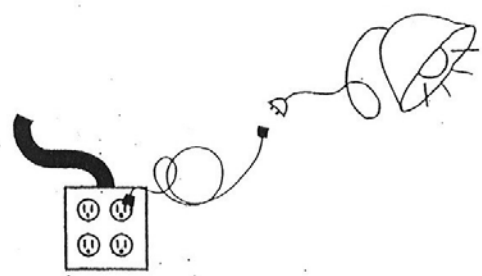
NOT OK!



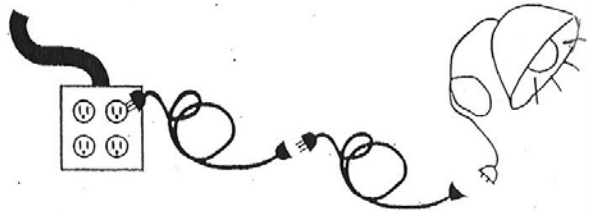
Extension cord TO power strip, yes, we used to do it this way, but can't anymore!



Multi-plug adapter on an extension cord



"Home" sized, little skinny extension cords of any kind at all anywhere



Extension cords plugged into each other

I have checked my display/booth for the listed Oregon Fire Code Violations and am in compliance:

Vendor: _____ Date: _____

Name: _____ Signature: _____