



FIRE SAFETY HANDOUT FOR ARTPRIZE

THE VENUE

A. FIRE PROTECTION SYSTEMS: fire alarms, sprinklers, kitchen hood systems, fire extinguishers

1. Fire Sprinkler System
 - a. Annual inspection/maintenance must be up-to-date, if installed
 - b. Riser must have inspection tag
2. Fire Alarm
 - a. Annual inspection/maintenance must be up-to-date, if installed
 - b. Control panel status should be "Normal"
3. Kitchen Hood Suppression System
 - a. Semi-annual inspection/maintenance
 - b. All indoor cooking must be in a commercial kitchen hood system
 - c. Class K (Silver) extinguisher needed near deep fryers
4. Fire Extinguishers
 - a. Annual inspection/maintenance must be up-to-date
 - b. Fire extinguishers must be tagged
 - c. Fire extinguishers must be accessible, visible, and mounted

B. CAPACITY: 50 is an important number

1. Doors must swing out when a building or space hits 50 people—if planning on more than 50 people and the doors swing in, secure the doors in the open position
2. At a capacity of 50, exit signs and emergency lights are required
3. More than one exit is required at a capacity of 50 or more
4. Keep crowd size manageable—Do not exceed posted capacity, if provided

C. EXITING

1. Keep exit aisles and marked exit doors unobstructed both inside and outside
2. All exits must be usable—do not lock
3. Exit doors must easily operate

D. FIRE DOORS

1. All fire-doors must self-close and latch
2. Do not prop fire doors open

E. New Construction: Contact the Building Official at 1120 Monroe NW or 616.456.4100

1. Stages, tents, temporary structures, the use of a building that is unoccupied, or a large gathering/event in a building not normally used as an assembly requires approval from the Building Department
2. Contact the Building Official with any structural questions



GRAND RAPIDS FIRE DEPARTMENT

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THE ART

- A. Keep the art from blocking the fire protection systems or exits
- B. Do not hang anything from fire sprinkler heads or sprinkler piping
- C. Do not overload extension cords, use only in a manner that prevents damage to the cord, and plug extension cords directly into an outlet—an extension cord should never get warm
- D. Only use electrical components that are in good condition
- E. Stay away from using large quantities of untreated materials that can easily burn—examples include: paper, hay, foam insulation, dried natural vegetation
- F. Pyrotechnics and open flames require an operational permit from GRFD
- G. Keep anything that can burn away from heat sources
 - 1. Fabric and light fixtures
 - 2. Sparks and paper
 - 3. Oil paint and furnace

THE INSPECTION

- A. Venues will be prioritized based on life safety risk. Not all venues will be inspected based on this prioritization.
- B. Fees
 - 1. Compliant inspections No charge
 - 2. Inspection with violations
 - a. \$84.25/hour with a minimum charge for 1 hour
 - b. Re-inspection of violations will be free, if violations are corrected

CONTACT INFORMATION

City of Grand Rapids
Building Department
1120 Monroe NW
616.456.4100
(ask for the Building Official)

Grand Rapids Fire Department
Fire Prevention Captain
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