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 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