SHREVEPORT FIRE

D E P A R T M E N T

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Ronald C. Mulford, Fire Chief

Fire Prevention Inspection Division

Fire Code Requirements

Nightclub and Assembly Occupancies

This checklist provides some of the basic regulations governing the operation of **General Nightclub and Assembly Occupancies.** It is not possible to cover all regulations. If you have questions or concerns, please call or fax the Shreveport Fire Prevention Division at **(318) 673-6740** or fax **(318) 673-6744**.

1. Permits

A. A valid certificate of occupancy from Zoning is required.

B. Any renovation to the occupancy shall be authorized by the Building Department and Fire Prevention.

C. Fire Investigation Division personnel must approve all fireworks/pyrotechnic display or flames acts, and a permit must be obtained.

2. Exits

A. Doors must be unlocked and unblocked when building is occupied.

B. Required width of an exit or pathways shall be unobstructed.

C. Exit signs must be illuminated.

D. Panic hardware on exit doors must operate as designed.

E. Provide panic hardware for exit doors from areas having an occupant load of 50 or more.

F. If exit pathways lead through a courtyard or patio, gates must be marked with illuminated exit signs and must have panic hardware.

G. Post occupant load sign of all rooms and levels that are assembly occupancies. These signs must be seen and read from the entry doorway. Overcrowding and admittance of persons beyond the approved capacity for each room or level is prohibited.

3. Fire Lanes and Access

A. Properly marked and clear of obstructions.

B. Limited access control gates installed must meet requirements of the Gate Code Ordinance.

C. Knox Box requirements.

4. Fire Extinguishers

A. Typically, one 2A-10BC extinguisher is required for every 3,000 sq. ft. of floor space or within 75 ft. of travel distance. Special hazards may have additional requirements.

B. Fire extinguishers shall be mounted in conspicuous accessible locations. When mounted, bottom of the extinguisher must be at least 4 in. from the floor and the top no greater than 5 ft above the floor. Top shall be no greater than 3.5 ft. if extinguisher weighs more than 40 lbs.

C. Fire extinguishers must be inspected for proper maintenance annually by a state licensed individual or company.

D. Fire extinguishers shall be recharged or replace after use by a state licensed individual or company.

5. Fire Alarm/Detection Systems

A. Approved fire alarm system shall be installed in accordance to NFPA 72 National Fire Alarm Code.

B. Systems shall be maintained in an operative condition at all times, and replaced or repaired when defective by State licensed individuals. Immediately notify the Shreveport Fire Department at **(673-6740)** if fire alarm system becomes non-operational or is out of service for more than four (4) hours in a twenty four (24) hour period**.**

C. Written operating instructions provided and maintained at an approved location.

D. Manual alarms and smoke alarms shall be tested at least annually and after modifications by state licensed individuals.

6. Sprinkler Systems

A. Approved sprinkler systems shall be installed in accordance to NFPA 13.

B. Systems shall be maintained in approved working condition and repaired when defective by a State licensed individual. Immediately notify the Shreveport Fire Department at **(673-6740)** if system become non-operational or is out of service for more than four (4) hours in a twenty four (24) hour period.

C. Identify controls, drains, and test control valves with approved signage.

D. Access to valves and/or fire department connections shall not be obstructed.

E. A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building shall be provided for a system as follows:

1). Less than 300 system heads, a minimum of 6 spare heads.

2). 300 to 1000 system heads, a minimum of 12 spare heads.

3). Over 1,000 system heads, a minimum of 24 spare heads.

F. Maintain an 18-inch clearance between sprinkler heads and storage.

G. Systems shall be tested at least annually.

7. Flammable Liquids

A. Post “No Smoking” signs in all areas where smoking or open flames might be hazardous.

B. Store flammables in approved containers and must not exceed allowable quantities. Amounts in excess of ten (10) gallons shall be stored in approved cabinets or rooms.

C. Flammables shall not be stored near exit doorways, stairways, or other locations that would impede egress.

D. Flammable spray finishes may not be applied outside of an approved spray booth or room.

8. Storage

A. Storage shall be maintained 2 ft. or more from the ceiling in non-sprinkler areas of buildings.

B. Storage is prohibited in boiler rooms, electrical rooms, mechanical rooms, stairwells, exit ways, and within 10 feet of incinerators.

C. Outside storage of combustible materials shall not be located within 10 ft. of a property line.

D. Combustible storage in the open shall not exceed 20 ft. in height.

9. Kitchens

A. Fire extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors.

B. If vent hood has a fire-extinguishing system, one K Class fire extinguisher must be provided within 30 feet.

C. Fire extinguishing systems must be serviced at least every 6 months and after activation.

D. Maintain stove and vent hoods free of grease.

10. Miscellaneous

A. Remove combustible trash daily.

B. Combustible decorations must be flame proof /frame retardant.

C. Maintain a 24-inch clearance between storage and ceiling.

D. Provide cover plates for all electrical panels, outlets, boxes, and junctions.

E. Extension cords shall not be utilized in place of permanent wiring.

F. Post a correct address visible form the street. In complexes with multiple buildings, each building must be designated.

G. Secure compressed gas cylinders in an upright position.

H. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.

I. Replace all missing or broken electrical outlets or switch covers.

J. Keep all fire rated doors closed at all times.

K. Replace all missing ceiling tiles.

L. Contact Fire Prevention concerning display of live Christmas Trees within occupancy.