



Production Services Standard Operating Procedure (S.O.P.)

Department: Production Services	Title: Decorations and Theatrical Scenery
Supervisor: Stage Operations Manager	Date: 10/21/15
Manager: Production Manager	Space: All performance spaces within the Center

This Standard Operating Procedure for the Production Services Department of the Clarice Smith Performing Arts Center is designed to create safe and efficient work practice for all staff members, departments, students, residence artists and related personnel. Please see the Manager of the Standard Operating Procedure for any additional questions.

Definitions

Fire Certificate: A written certificate from the manufacturer accompanying the material used to produce a decoration and/or theatrical scenery that indicates the material has been independently tested and shown to meet or exceed the minimum requirements of the NFPA 701 fire code.

Standard Procedure

1. File a certificate of fire rating with The Clarice representative placed in charge of the event three weeks prior to the loading in of any such materials.
2. All materials used for decorations and theatrical scenery, including the drop used behind stages, must be Class "A" rated for flame spread.
3. DES Fire Marshals may ask to see these certificates prior to the start of an event. [Example Certificate](#)
4. Decorations must not block exits or fire safety equipment.

Exception

The DES Fire Marshal's office can allow exceptions when no documentation to certify that the material is acceptable, DES Fire Marshals may be requested to perform a NFPA 701 Small Scale Flammability Test. A small sample of the material is required for the test. Materials that fail the test must not be used.