



# MOBILE FIRE - RESCUE DEPARTMENT FIRE CODE ADMINISTRATION

## Ballroom Inspection

The following requirements are not all inclusive, but shall serve as general guidelines to aid event coordinators.

On the date of the event a Fire Code Administration Staff Captain will conduct a Fire Safety Inspection of all rooms used for catering and assembly. The Captain shall verify the following:

- Combustible decorative materials and tablecloths shall be treated for flame resistance to meet the flame propagation performance requirements criteria of NFPA 701, or such material shall be non-combustible.
  1. The Fire Inspector will cut a small piece of the decoration and while holding the piece with pliers, he/she will pass a flame underneath.
  2. Decorations which readily ignite and burn freely will not be permitted and shall be removed.
  3. The same test shall be applied to any ribbons or strings attached to balloons or other items.
  4. Tablecloths shall be kept clear (a minimum of 12 inches) of any heated dishes or serving trays. A non-combustible liner (such as an aluminum pad) shall be added where warmers are placed over tablecloths.
- Furnishings and other objects shall not be placed to obstruct visibility of exits from the rooms.
- Smoking is prohibited inside the building.
- Candles are prohibited.
- A minimum of one 2A 10BC Fire Extinguisher is required in each room.

Should any of the organizations require additional information or request a Fire Code Administration Staff Captain to test their decorations prior to the event, please have them to contact the Bureau of Fire Prevention at (251) 208-7484 or (251) 208-7497.