



Office of Environmental Health and Safety

333 South Beaudry Avenue
Los Angeles, CA 90017
Phone: (213) 241-3199
Fax: (213) 241-6816



ACTIVITY CHECKLIST FOR CARNIVALS AND OTHER EVENTS

The following guidelines are recommended to ensure that a safe environment is provided for a successful event. The administrator or activity delegate is responsible for completing the form and fulfilling the requirements of the checklist.

Preliminary Procedures

- Secure authorization from the Fire Prevention Bureau, Schools and Churches Unit or the local City or County Fire Department. L.A. City 213-978-3660/3, L.A. City (Valley Bureau) 818-374-1110, L.A. County Fire 818-362-5472, 323-264-7342 or 310-217-8395.
- Check for compliance with regulations and guidelines outlined in applicable bulletins and memorandums.
- Check area suitability for the proposed activity.
- Include a detailed list of all games or contests, with the "Request for Authorization for Student Body Expenditure and Receipt" or "Notice of Intent".
- All events must have permission to use the school property from Leasing and Asset Management before the event can occur. All events must comply with all LAUSD, city, state and federal regulations.
- It is the responsibility of the school to verify with the assistance of Risk Management that vendors have proper liability insurance.

The Los Angeles Unified School District will not approve the following types of activities: Sharp Darts or Arrows, Throwing of an Object at a Person (pies, sponges, balloons, etc.), Dunking Pupils or adults into Water Tanks, Destruction of Old Automobiles Using a Hammer or Other Means, Animal Rides, Trampolines, Climbing Walls, Bungee Jumping Equipment, Gyroscopes, Giant Slides, Food Eating Contests and Car Washes. See Bulletin 5353.0 for policy on mechanical rides. This is not an exclusive list and all activities are subject to review.

Activity Checklist

1. Booths, Bleachers, Platforms, etc.

- Install booths made of non-combustible or fire resistive materials (plywood, pressed wood at least 1/4" thick or metal).
- Have Maintenance personnel inspect temporary seating, bleachers, etc., authorized by Civic Center permits and/or the individual school with final approval from the Office of Environmental Health and Safety (OEHS).
- If an aisle is only on one side, no more than 7 chairs may be bound together for any one group of chairs. The use of individual loose chairs is permitted up to total room capacity in rooms having an occupant load of 200 or less.

2. Decorations

- Use flameproof material. No flammable materials permitted.
- Stage seats, curtains, draperies, floats, wrapping paper, streamers & signs shall be made of flame retardant materials. Butcher paper may be used as a table cover if secured at all ends with no overhang.

3. Electrical, Fire, Lighting

- Temporary wiring, lighting, and appliances usage must be approved by the Electrical Technical Unit prior to event.
- Do not use any open flames, flame producing devices, candles, oil lamps or lanterns.
- Have an adequate number of portable fire extinguishers with proper classifications available or garden hoses.
- Fireworks and other pyrotechnic devices must be validated with a Fire Department Fire Permit obtained through the local fire authority having jurisdiction for the area the school is located.
- Barbeques and grills are approved for use when permitted by the local fire authority having jurisdiction. Only adults are permitted to use barbeques; no children may use equipment.
- Do not chain any doors closed.

4. Food and Refreshments

- Food preparation areas must be fully enclosed & have a cleanable floor surface.
- Water must be supplied through a food grade hose or stored in approved food grade containers
- Hot water shall have a minimum temperature of 120 degrees
- All booths that handle non -packaged food (including beverages) must have hand washing facilities within the booths.
- All booths using utensils require a 3 compartment metal sink.
- Approved toilet facilities must be located w/in 200' walking distance of all food booths
- All food or beverages that have been stored or prepared in a private home may not be offered for sale or given away. The only exception is non-potentially hazardous baked goods or candy.
- Food and beverages dispensed through LAUSD cafeteria kitchens must have a LAUSD Food Service Representative on site.
- Follow all applicable Health and Safety codes.

5. Parking

- Arrange parking in designated areas with permission of Principal. Locations must comply with Fire Department regulations.

6. Rubbish

- Provide metal rubbish containers for waste and empty them regularly
- Rubbish containers shall not obstruct aisles, pathways or exits.

7. Salvage/Rummage Drives

- Arrange for constant supervision during the removal of salvage/rummage goods.
- Loading and unloading of salvage must be conducted by authorized personnel such as a District person or other individuals trained for this activity.
- Used clothing is not approved for rummage sales.

8. Screens and Barricades

- Barricades shall not obstruct aisles, pathways or exits.
- Barricades shall be secured against falling.