



The Playhouse Theatre Market Street West Preston

House Manager Pre Performance Checklist

Date

Performed by

Production

House Manager

On Arrival

1st priority is to ensure all FOUR roller shutters on emergency doors are open and emergency doors are unobstructed

Main Front Doors

Main theatre doors to remain shut until all checks have been carried out.

Car Park

Open car park barriers & ensure cones are in position to avoid obstruction of emergency exits.

Switch on Car Park floodlight (green button in Main Electrical Cupboard)

Put Chain across car park at 7pm

Main Foyer

Check Fire Alarm Panel for fault indicator lit

Switch on all Foyer Lights

Ask Box Office if any disabled attendees

Bar

Check the telephone is in working order

Designate a **Specific** FoH staff member to call 999 in the event of an emergency.

Ensure bar staff aware of Fire Evacuation Procedure cards

NAME OF DESIGNATED PERSON:-

Ensure Bar is operational before opening main doors to public

Ensure DPS Authorisation Letter is Signed

Rear of Bar

Switch on rear yard floodlighting

(Switch next to rear double doors)

Passageway unobstructed

Rear Fire Exit Route

At all times

Evacuation Passageway unobstructed

Emergency Exit to lower Yard unobstructed

If Snow is present

Ensure emergency exit path and all steps are clear of snow & safe to use.

i.e. salt & gritted

Green Room

No obstructions to fire exit route

Toilets

Switch corridor & toilet lights on

Familiarise with disabled toilet door lock release & check alarm system

Stage

Confirm with Stage Manager if there will be SMOKING or NAKED LIGHTS during performance YES/NO

If YES, confirm that there are ashtrays on stage filled with sand.

Confirm Performance start, interval & finish times.

Check there are no obstructions to Fire Extinguishers in wings

Control Room

Ensure Sound & Lighting Staff are aware of

Fire Evacuation Procedure cards

Auditorium

All gangways unobstructed

Position barrier across auditorium doors & only open barrier to Auditorium on Stage

Manager clearance, and pin back all

Auditorium doors

All Dressing Rooms

Check all fire doors are closed

Emergency Lighting

Ensure all emergency exit signs are working

Check FOH & Cast signing in sheets are completed

Once all checks are complete the main theatre doors can be opened to the public

The outside doors must be padlocked open when public are on the premises.

NAME OF STEWARD

Checklist Completed by

SIGNATURE

NOTES AND COMMENTS

ON THE REVERSE OF THIS SHEET

End of Performance remove Car Park Chain

NOTES AND COMMENTS



Complete regular fire and safety checks throughout the performance.