



Dalton State College
Environmental Health and Occupational Safety
650 College Drive
Dalton, GA 30720
Ph: 706-272-4463 Fax: 706-272-4688

Open Flame/Candle Request Form

Person, Group or Organization making request: _____

Date of Event: _____

Name of Event: _____

Location (building & room #) of Event: _____

Is the building equipped with a fire alarm system? _____

Is the building equipped with a fire sprinkler system? _____

Number of people expected to attend this Event: _____

Describe the open flame devices you wish to use and how they will be used: _____

Who will provide fire watch (has hands-on fire extinguisher training and has an ABC fire extinguisher readily available): _____

Provide a layout of the venue that includes the location of the devices, location of the audience, and the location and number of fire extinguishers.

Approved: ___ Denied: ___ By: _____ Date: _____

Comments: _____

Send completed form to EH&OS office at least seven (7) days prior to the event.

Contact the EH&OS office if there are any questions: 706-272-4463