## Special Event Self-Checklist

Use this form to do your own self-inspection of special event facilities. You can save valuable time and costs by finding many deficiencies yourself, so then the Deputy Fire Marshal only has to inspect your facilities once. (The answer to each question should be yes, no, or N/A). If any question is unclear or needs additional explanation, please see our Special Events Requirements [link] which gives detailed information about these requirements.

### TENTS & CANOPIES

1. **Do tents/canopies have certification of being flame retardant?**
   - Yes □ No □ N/A □

2. **Are tents/canopies set up at least 10 feet from other tents/canopies at least 10 feet from cooking, and at least 20 feet from any building?**
   - Yes □ No □ N/A □

### COMPRESSED GAS CYLINDERS

3. **Do booths that use liquefied petroleum gas have no more than two-5 gallon cylinders which are located 5 feet from booths and 10 feet from an open flame (except barbecues)?**
   - Yes □ No □ N/A □

4. **Are compressed gas cylinders capped and secured in an upright position?**
   - Yes □ No □ N/A □

5. **Do liquefied petroleum gas cylinders have a current hydrostatic test date?**
   - Yes □ No □ N/A □

6. **Do propane fired devices have labels showing they are approved by UL or AGA?**
   - Yes □ No □ N/A □

### OPEN FLAMES: TORCH, CANDLES, ETC.

7. **Is the general public separated from open flames of any kind (including cooking)?**
   - Yes □ No □ N/A □

8. **Will an approved fire extinguisher be provided at booths with open flames?**
   - Yes □ No □ N/A □

### HEATING AND COOKING APPLIANCES/Food Vendors (Including BBQs)

9. **If cooking is done in a permanent trailer does it have an approved fire extinguishing system with an approved service label?**
   - Yes □ No □ N/A □

10. **If grease cooking is being done, is a K-rated fire extinguisher available? (PLEASE NOTE: Grease cooking is only allowed under the circumstances of #9)**
    - Yes □ No □ N/A □

11. **If open flame cooking is being done in a tent, is the tent flame retardant as noted above? (Barbecuing and grease cooking may not**
    - Yes □ No □ N/A □
be done in tents.)

12) Are tents, trailers and other structures a minimum of 10 feet from buildings and other structures?  
   Yes □  No □  N/A □

13) Will barbecues be at least 10 feet from any combustible walls or roofs and at least 20 feet from any building air intake, door, or window?  
   Yes □  No □  N/A □

14) Does each trailer, tent or canopy have at least one clear exit?  
   Yes □  No □  N/A □

15) Will all tents that prepare or serve hot food have a fire extinguisher?  
   Yes □  No □  N/A □

**ELECTRICAL**

16) Are all generators at least 25 feet from any structure, isolated from the public, and of sufficient capacity to run without refueling during the event?  
   Yes □  No □  N/A □

17) If you are using temporary lighting, do you know if you need an electrical permit and if so, do you have one?  
   Yes □  No □  N/A □

18) Are extension cords plugged directly into approved outlets, serving only one fixture, secured to prevent tripping hazards and not connected in series?  
   Yes □  No □  N/A □

**SEATING FOR PLACES OF ASSEMBLY (OVER 50 PEOPLE)**

19) Are aisles at least 36” wide where obstructions are on one side, and 44” wide where obstructions are on both side?  
   Yes □  No □  N/A □

20) Are chairs not less than 12” back to front and 33” back to back?  
   Yes □  No □  N/A □

21) Are there no more that 14 chairs in any row of seats?  
   Yes □  No □  N/A □

22) If more than 300 chairs are in use are they bound together in groups of at least three?  
   Yes □  No □  N/A □

**PARKING**

23) Are all emergency access areas unobstructed for emergency vehicles?  
   Yes □  No □

24) Are fire lanes identifiable?  
   Yes □  No □

**MEANS OF EGRESS**

25) Number of exits and width sufficient for posted occupancy?  
   Yes □  No □

<table>
<thead>
<tr>
<th>Occupant load (floor area of tent)</th>
<th>Number of exits (minimum)</th>
<th>Minimum width/exit (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>1</td>
<td>36-44</td>
</tr>
<tr>
<td>Between 10 to 199</td>
<td>2</td>
<td>72</td>
</tr>
<tr>
<td>Between 200 (1400 sq ft) &amp; 499 (3493 sq ft)</td>
<td>3</td>
<td>72</td>
</tr>
<tr>
<td>Between 500 (3500 sq ft) &amp; 999 (6993 sq ft)</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>More than 1000 (7000 sq ft)</td>
<td>5 (more may be needed)</td>
<td>120</td>
</tr>
</tbody>
</table>

26) Are EXIT signs and emergency lighting provided?  
   Yes □  No □  N/A □

27) Are exits spaced at approximate intervals so no point is further than 100’ from the nearest exit?  
   Yes □  No □