

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 Fire Prevention Division 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 [Special Events Requirements](#) for detailed information..

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 be done in tents.* Yes No N/A

- 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 than 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

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

- 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