

*University of Rochester  
Environmental Health & Safety  
Fire Marshal's Office  
Special Event Checklist*

*Event Name:* \_\_\_\_\_

*EH&S Inspector:* \_\_\_\_\_ *Date:* \_\_\_\_\_

- 1) *Propane used for any part of this function* YES:  NO:   
     *a) If yes, permit obtained from the city* YES:  N/A:
  
- 2) *Flame Resistance Certificate* YES:  NO:
  
- 3) *Combustible Material > 20' from tent* YES:  NO:
  
- 4) *"No Smoking" signs posted* YES:  NO:
  
- 5) *Open or Exposed Flame > 20' from tent* YES:  NO:
  
- 6) *Lighting > 6' away from combustibles or protected by non-combustible material* YES:  NO:
  
- 7) *Occupant Load posted for tent* YES:  NO:
  
- 8) *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 (IN)</u>
Between 10 To 1992                      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

- 9) *Exit and Exit Directional signs clearly marked* YES:  NO:

**10) Exit Requirements for All Tents**

- Is there a minimum 3' clearance between the fabric envelop and the inside contents? YES:  NO:
- Are exits spaced at approximate equal intervals around the perimeter of the tent? YES:  NO:
- Are *Exits* located so all points are < 100' to an exit? YES:  NO:
- Is the minimum width of an *Exit* not less than 72"? YES:  NO:
- Do guy wires or guy ropes cross an exit at a height less than 7 feet? YES:  NO:
- Is there a clear exit path where tents are placed near fences or other obstructions? YES:  NO:
- Are tent stakes railed off, capped or covered? YES:  NO:
- Are unobstructed aisles a minimum of 44 inches and do they increase 1 foot for each 50 persons served by such aisle at that point? YES:  NO:
- Is cooking or heating equipment located a distance > than 10 feet of an exit or combustible materials? YES:  NO:
- When curtains are used for privacy or that would block wind do they comply with the NYS state Fire Code section 2410.3? YES:  NO:

**11) Fire Protection Equipment**

- One portable fire extinguisher (ABC type) at each exit of an enclosed tent. YES:  NO:
- Commercial cooking equipment such as grills and broilers, used with proper ventilation, fire suppression systems and a minimum of 20' from the occupied tent. YES:  NO:
- LP gas containers having a capacity of 500 gallons or less shall be properly secured at least 10 feet away from the tent. YES:  NO:
- Cooking: area must have a minimum of 20 BC rated fire extinguisher and if using a deep fryer a "K" rated extinguisher. Fire extinguishers shall show proof of inspection within the last twelve months. YES:  NO:
- Appliances: isolated from the public by at least four feet between the cooking device and the public. Cooking appliances, U.L. listed, shall have clearances of not less than 36 inches at the backsides, and 48 inches at the front. YES:  NO:

**12) Electrical**

- The electrical system and equipment isolated from the public by proper elevation or guarding. Cables on the ground, in areas traveled by the public must be placed in trenches or protected by approved covers. **YES:**       **NO:**
- All electrical systems properly grounded. **YES:**       **NO:**
- For occupant loads of 300 or less, two separate circuits are required. For occupant loads greater than 300, one of the two circuits must be from an approved emergency system. **YES:**       **NO:**
- Generators must be a minimum of 20' from the tent and fenced in. **YES:**       **NO:**
- Portable generators shall be U.L. listed or equivalent. **YES:**       **NO:**
- Generators capable of running continuously, without refueling for the entire length of the event. **YES:**       **NO:**

**13) Site:**

- Access to fire hydrants for Fire Department vehicles unobstructed at all times. **YES:**       **NO:**