

Tent and Temporary Structure Site Inspection Checklist

OK	NO*	N/A	
LOCATION AND ASSEMBLY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground surface is stable, level, and hazard free.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located minimum 50' from building exits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located minimum 20' from buildings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located to not block area fire safety equipment, fire lane, or maintenance access to any area or features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located with adequate clearance to other temporary structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located a minimum of 10' from adjacent temporary structures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure is adequate supported and anchored. Staking only permitted where preapproved.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structure assembly is sound and utilizes standard manufactures connection methods.
FIRE SAFETY			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Retardancy verified by label, certificate, or applied treatments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No smoking permitted and posted as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grounds are clear of dry vegetation and combustible decorations are not excessive.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No open flames permitted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher provided where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limit posted if >50 occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No cooking in the structure open for guest use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cooking with grease laden vapors or flame not permitted in any temporary structure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat or fuel fired appliances minimum 10' from structure. Provide barrier to hot surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper utility connections provided.
EGRESS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits properly located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits signs\placards provided where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency lighting provided where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate normal use lighting provided.
MISCELLANEOUS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public announcement system provided where required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damages to grounds not incurred with delivery or removal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sketch the site plan and structure(s) here. Include the closest adjacent buildings, sidewalks, driveways, etc. with dimensions in feet. The structure details must indicate dimensions, exit openings, stake lines and site fencing if provided. Attach additional sheets as needed.

Check if attachments ____.

Comments:

Tent and Temporary Structure reviewed for general compliance with the guidelines.

Name: _____ Date: _____

*EXPLAIN ALL "NO" IN COMMENT SECTION