

FIRE SAFETY CHECKLIST
for
TEMPORARY TENTS, CANOPIES, and MEMBRANE STRUCTURES

Reference: 2011 Ohio Fire Code, Chapter 24

This checklist is designed to educate and assist you and your organization on the importance of fire safety rules and regulations when using tents, canopies, and membrane structures (known as "structures" herein). If you have any questions regarding any of the following, please contact us at 419-897-7052. Thank you.

1. Permits:

- Must be obtained at the Maumee Building Inspection Division, located at 400 Conant St., 2nd floor – or call 419-897-7075.

2. Labeling:

- Flame retardant material or flame resistant treatment is required.
- Labels are required to be affixed to structure or submit evidence of certification.

3. Egress:

- Maximum travel distance shall not be greater than **100 feet**.
- There shall be a minimum of 2 exits, and more exits shall be required as occupant load exceeds 199.
- Exit widths shall be a minimum of 36" for occupant loads of 199 or less, and wider exits shall be required as occupant loads exceed 199.
- Exit openings shall remain open unless covered by a flame-resistant curtain. Curtain shall be free-sliding on a metal support, shall not obstruct the exit, and shall be of a color that contrasts with the color of the tent.

4. Exit signs:

- Required for occupant loads of 50 or more.
- Exit signs shall be clearly marked and installed.
- Exit signs shall be an approved self-luminous type or shall be internally or externally illuminated.

5. Fire Extinguishers:

- A minimum 4A:60BC fire extinguisher shall be required every **75 feet** of travel.

6. Smoking:

- Smoking shall not be permitted in any structure.
- "NO SMOKING" signs are required to be adequately displayed.

7. Combustible materials inside:

- Hay, straw, shavings or similar combustible materials shall not be located within any structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
- Combustible materials shall not be under stands or seats at any time.
- Combustible trash shall be removed daily from the structure.

8. Combustible materials outside:

- A minimum of **20 feet** adjacent to the structure shall be maintained clear of all combustible materials and vegetation that could create a fire hazard.

9. Interior clearance:

- There shall be a minimum clearance of **3 feet** between the fabric envelope and all contents located inside the structure.

10. Exterior clearance:

- Structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles, generators or internal combustion engines.

11. Heating and cooking equipment:

- Location - Cooking and heating equipment shall not be located within **10 feet** of exits or combustible materials.
- Tents where cooking is performed shall be separated from other structures by a minimum of **20 feet**.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within **20 feet** from any structure.

12. LP gas:

- All LP containers shall be located outside tents. Distances shall be as follows:
 - Containers of 500 gallons or less = Minimum **10 feet**
 - Containers of 500 gallons or more = Minimum **25 feet**
- All LP containers shall have safety release valves pointed away from the structure.
- All LP containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location.
- All LP containers shall be kept secured at all times.

