



EXCELSIOR FIRE DISTRICT

Minnesota State Fire Code and the Excelsior Fire District Inspection Pre-Event and Pre-Inspection Checklist

Events with Exhibitors, Vendors, Concessions, Food Trucks,
Trailers, Booths, Mobil Cooking Units, and Tents of all sizes

This checklist was created to help event planners prepare for the fire code and EFD requirements inspection. This checklist is for any event with exhibitors, vendors, concessions tents, food trucks, trailers, booths, and tents of any size. This checklist is for personal use and does not have to be turned into the Excelsior Fire District.

CONTACT AND INFORMATION

❖ Due at least a month before the event

- Organization name :
- Event name:
- Event contact:
- Crowd Manager(s):
- Tent size/sizes/square footage:
- Dates of operation:
- Times event is open to the public
- Tent sides: Yes No
- Tents location (s):

GENERAL REQUIREMENTS

❖ Due 2 weeks prior to the event

- Recreational Fire Burn Permit
- A bird's eye view sketch of the tent (s) locations should be provided to the Excelsior Fire District. Include the following:
 - Structures surrounding the tent (s) and approximate distance the structures are from the tent (s)
 - Other tents and structure included in the event
 - Streets, road ways, public way, trails and sidewalks
 - Exits and entrances out of tents and/or event
 - Indicate road closures
 - Any items in and around the tent, stage, tables, beer trailers, heating system, Displays, etc.....
 - Locations of exhibitors, vendors, and concessions tent/spaces
 - Provide the measurements and/or square footage of open floor space to the Excelsior Fire District

NOTIFICATION

- ❖ **Due 14 business days prior to event**
- Notify the buildings/business owners around the tents perimeter and those that will be affected by the tents placement.

PREPARING FOR THE FIRE CODE INSPECTION

- ❖ **Due 2 weeks prior to the event**
- ❖ **Send updates and/or new vendors info as received once the main list has been sent to EFD.**
- Arrange an inspection time with the EFD Fire Marshal
- Send exhibitors, vendors, and concessions inspections requirements
- Send exhibitors, vendors, and concessions tents safety information
- Send exhibitors, vendors, and concessions inspections inspection times
- Send exhibitors, vendors, and concessions information to the Excelsior Fire District:
 - Exhibitors, vendors, and concessions business name
 - Business address
 - Business owners/operators first and last name(s)
 - Phone number(s)
 - E mail(s)
 - Any special information that applies to the inspection

EMERGENCY PREPAREDNESS PLAN

- ❖ **Due 1 week prior to the event**
- ❖ **Required for events with 500 or more**
- ❖ **Plan provided information to the Excelsior Fire District Fire Chief**

RECREATIONAL BURN PERMIT

- ❖ **Due 1 week prior to the event**

DAY OF INSPECTION PREPARATION

- A member of the event planning team must do a pre-inspection. Make sure all the participants are present and ready for their inspection at the time set.

THE TOP COMMON VIOLATIONS

- Portable fire extinguishers with current inspection tag
- Portable fire extinguishers mounted or secured
- Extinguisher permanent signage
- Class K portable fire extinguisher
- LP gas secured
- LP-gas containers located outside
- LP-gas containers safety release valves pointed away from the tent
- LP-gas containers protected/impact protection
- Electrical cords that cross pedestrian pathways not protected from tripping
- Tents and their appurtenances anchored/secured
- Exit Signs shall be illuminated and Emergency Lighting must be present in tents over 200 square feet. Both must work when battery backup is tested.
NO EXCEPTIONS

TENTS, CANOPIES AND OTHER MEMBRANE STRUCTURES

- Tents in proper location
- Precautions taken to prevent hazards around support ropes, guy wires, and stakes
- Tents weighted down or secured
- Weights secured to each tent leg

EGRESS AND EXITS

- Exits in proper locations
- Exit signs in proper location
- Emergency Exit sign(s) illuminated
- Emergency Lighting provided /Means of egress illumination properly

- Exit Signs and Emergency Lighting shall be illuminated when battery backup is tested. NO EXCEPTIONS
- Exits, aisles, and passageways are clear and will remain clear
- Occupancy sign posted

PRECAUTIONS AGAINST FIRE

- Approved permanent “No Smoking” signs posted
- Proper clearance between the fabric envelope (walls and ceiling of the tent) and all contents located inside the tent
- No open or exposed flame
- No lit candles or sternos

FOOD PREPARATIONS

- Cooking and heating equipment in proper location
- Outdoor cooking within 20 feet (6096 mm) from a tent
- Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing installed properly

HEATERS

- Approved heaters
- No Torpedo style and tank mounted space heaters
- Patio heaters placed per manufactures instructions. Manufactures instructions must be available upon request. **NOT ALLOWED INSIDE THE TENT.**

FLAMMABLE & COMBUSTIBLE LIQUIDS (GAS)

- Flammable and combustible liquids stored properly

GENERATORS

- Generators and other internal combustion power sources properly located
- Generators protected from any type of impact and damage

HOUSE KEEPING

- Waste material kept clear of combustible waste

Note: This is a checklist only, details on requirements are in the tent requirements document that has been sent to the organization or can be found on the Excelsior Fire District website at www.excelsiorfire.org

Should you have any questions, please feel free to contact an Excelsior Fire District Inspector, Kellie Murphy-Ringate at 952-960-1692 or e-mail kmurphyringate@excelsiorfire.org

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Green Sheet