

TEMPORARY STRUCTURE SETUP AND DAILY CHECKLIST

NO	Item to Verify	YES	Corrective Action
<input type="checkbox"/>	Is structure at least 20 feet from any property lines?	<input type="checkbox"/>	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any property lines.
<input type="checkbox"/>	Is structure within 20 feet of any building?	<input type="checkbox"/>	Do not occupy or use structure. Structure needs to be relocated a minimum of 20 feet from any building.
<input type="checkbox"/>	Is structure within 20 feet of another structure?	<input type="checkbox"/>	Evaluate all structures within 20 feet of each other as a single structure meeting all applicable requirements.
<input type="checkbox"/>	Is structure within 20 feet of parking?	<input type="checkbox"/>	Restrict parking or relocate structure at least 20 feet from parking.
<input type="checkbox"/>	Is structure within 20 feet of any internal combustion engines?	<input type="checkbox"/>	Do not use internal combustion engine until relocated at least 20 feet from structure.
<input type="checkbox"/>	Are "No Smoking" signs posted inside and outside?	<input type="checkbox"/>	Do not occupy or use structure unless no smoking signs are posted and enforced.
<input type="checkbox"/>	Are fireworks and unapproved open flames prohibited inside and outside the structure?	<input type="checkbox"/>	Do not occupy or use structure unless fire works and all unapproved open flames are prohibited in the structure and within 20 feet of exterior of structure.
<input type="checkbox"/>	Are all points in the structure within 100 feet of an exit?	<input type="checkbox"/>	Do not occupy or use structure unless sufficient nearby exits are provided.
<input type="checkbox"/>	Are exits open and uncovered?	<input type="checkbox"/>	Do not occupy or use structure unless all required exits are functional.
<input type="checkbox"/>	Are all aisles at least 44 inches wide? Do aisles increase in width where required?	<input type="checkbox"/>	Do not occupy or use structure unless proper aisle widths are maintained.
<input type="checkbox"/>	Is the Occupant Load posted appropriately?	<input type="checkbox"/>	Do not occupy or use structure unless the correct occupant load is posted appropriately.
<input type="checkbox"/>	Ensure "Exit" signs are posted and clearly visible.	<input type="checkbox"/>	Do not occupy or use structure unless required "Exit" signs are provided.
<input type="checkbox"/>	Ensure "Exit" signs are illuminated.	<input type="checkbox"/>	Do not use or occupy structure unless illuminated exits are provided.
<input type="checkbox"/>	Ensure emergency lighting is provided.	<input type="checkbox"/>	Do not use or occupy structure unless emergency lighting is provided.
<input type="checkbox"/>	Is a label permanently affixed to the structure bearing the identification of size and material type?	<input type="checkbox"/>	Do not use or occupy structure unless label is present.
<input type="checkbox"/>	Ensure that exit signs have either two separate circuits or two sources of power depending on occupant load.	<input type="checkbox"/>	Do not use or occupy structure until a minimum of two circuits or sources of power are provided as required. Typically this is accomplished through the use of AC Powered Exit signs with internal battery backup.
<input type="checkbox"/>	2A:10BC Fire extinguishers are provided (see information packet for minimum number required).	<input type="checkbox"/>	Do not use or occupy structure until sufficient, properly sized, fire extinguishers are provided.
<input type="checkbox"/>	At least one 40BC rated fire extinguisher shall be provided for each kitchen, mess hall, power generator, or transformer and at locations where flammable or combustible liquids are used, stored, or dispensed.	<input type="checkbox"/>	Do not use or operate any of these hazards unless appropriate fire extinguishers are provided as described in Temporary Membrane Structures, Tents and Canopies document and applicable codes.
<input type="checkbox"/>	Weeds and other combustible vegetation shall be removed from within 30 feet of the structure area.	<input type="checkbox"/>	Do not use or occupy the structure unless combustible vegetation has been removed from the specified area.
<input type="checkbox"/>	The floor surface inside, including the grounds adjacent to or within 30 feet outside of temporary tents, canopies, and membrane structures, shall be kept free of combustible waste.	<input type="checkbox"/>	Do not use or occupy the structure unless combustible waste is removed or stored in proper containers.
<input type="checkbox"/>	Such waste shall be stored in approved containers until removed from the premises.	<input type="checkbox"/>	Do not use or occupy the structure unless trash containers have been emptied from the previous day.

Inspection performed by: _____ Date: _____

