

UConn Tent Plan Review & Inspection Form

Reference Documents: 2022 Connecticut State Fire Safety Code
2022 Connecticut Fire Prevention Code
NFPA 10 Standard for Portable Fire Extinguishers

INSTRUCTIONS: Please fill out this form as completely as possible and submit to firemarshal@uconn.edu.

Please attach the following documentation:

- Flame Resistance Certificates for tent materials (available from rental vendor).
- Floor plans and details for the event.

A tent review and inspection is required for tents greater than 400 square feet. Any fire code exceptions to this size will be reviewed by the Fire Marshal Unit.

Event Information:

Location: _____ Approximate # of Attendees: _____

Event Date (s): _____ Event Hours: _____

	Dimensions	Square Footage	Use	Capacity	Exit Travel Dist.
Tent 1:					
Tent 2:					
Tent 3:					
Tent 4:					
Tent 5:					

UConn Fire Marshal to Complete this Section

Date and Time Requested for Final Inspection: _____

Event Contact Information:

Tent Installation / Rental Company:

Function Coordinator / Event Planner:

Please complete required information on page 2 prior to submitting.

Required Tent Information (Prior to inspection for plan review)

1. Certificate of Flame Resistive Tent Construction submitted: _____
2. Seating and Table Plan submitted? _____
3. Will the tent have sides/walls installed? _____
4. Will the tent frame be metal? _____
(Grounding or bonding may be required depending on electrical service)
5. Will the event occur at night? _____
(If yes, illuminated exit signs and emergency lighting will be required)
6. Will electrical power be provided inside tent? _____
What type of service?
Generator _____
Temporary service/cord from building _____
UL Listed for Wet/Damp Locations _____
(Building permit may be required for power)
7. Will cooking be provided inside or near the tent? _____
Heating source (electrical, propane, other) _____
8. Will HVAC services be provided inside tent? _____
Electrical Heaters or AC Units _____
Gas/oil fired Heaters or AC Units _____

Please note the following additional requirements will be verified during inspection. Please see below form for additional requirements.

- Fire extinguisher placement and current inspection documentation
Maximum Travel Distances:
Class A Hazard 75'
Cooking Equipment 30'
See NFPA 10 Appendix E for further information
- Means of Egress/Exits from Tent
Two means of egress < 500 Occupancy
Three means of Egress >500 but < 1000 Occupancy
Four means of egress > 1000 Occupancy
- Signage Posted for Exits, No Smoking, Capacity (for Assembly areas)

TENT FIELD INSPECTION REPORT

(To be filled out by UConn FMU)

Inspection Date: _____ Owner/Occupant: _____

Tent Inspection

C=Compliant / N=Noncompliant

Observation	Compliance
• Tent and Skrim if provided has an attached display meeting the NFPA 701 standard	
• Flame Resistive Rating Certificate Provided	
• Ten feet <u>minimum distance</u> between stake lines / tie downs	
• Are tent sides attached? IF YES; Are EXITS clear and unobstructed	
• Electrical equipment use under tent? IF YES; <ul style="list-style-type: none"> ○ Is equipment grounded? ○ Are ground fault interrupters (GFI) provided? ○ UL Listed for Wet/Damp Locations? 	
• Is cooking equipment located under tent? <ul style="list-style-type: none"> ○ Electrical - Propane - Other: _____ 	
• Have fire extinguishers been provided within the Max Travel Distances?	
• No combustible/flammable liquids or vegetation observed under or within 10' of the tent.	
• Have HVAC services be installed inside tent? IF YES, what type; <ul style="list-style-type: none"> ○ Electrical - Propane - Oil - Other: _____ 	

Occupancy Review & Inspection

C=Compliant / N=Noncompliant

Observation	Compliance
• Capacity determined by tent size and posted.	
• Table and Chair Plan acceptable.	
• Travel distances acceptable.	
• If sides are attached, the Means of Egress are clearly indicated? <ul style="list-style-type: none"> ○ Two means of egress < 500, Three means of Egress >500 but < 1000, Four means of egress > 1000 	
• Crowd Management Plan for occupancies greater than 1000 is acceptable	
• Emergency Lighting, and/or Illuminated EXIT Signage in place if required and tested.	
• Required signage in place: EXIT _____ No Smoking _____ Capacity _____	
• Emergency Communications Plan / Equipment provided if required?	

Inspection Notes

Approved: _____

Inspector: _____ Date/Time: _____

A copy of this report shall be given to the occupant /owner and kept at the tent location during the event.