# APPENDIX A

## STAGE TENT AND CANOPY FIELD AUDIT

**Date:**

________________________________

**Auditor(s):**

________________________________
________________________________

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### Event Information

Name of Organizing Department:  

________________________________

Name of Responsible Person for Event:  

________________________________

Responsible Person's Phone Number:  

________________________________

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### Structure Information

Location:  

________________________________________________________________________________________

Type:  

- [ ] Stage
- [ ] Tent
- [ ] Canopy

Size:  

- Height _____________
- Length ______________
- Width_______________

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### Inspection Criteria

<table>
<thead>
<tr>
<th>Inspection Criteria</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is tag visible stating contractor has inspected &amp; approved the installation?</td>
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<tr>
<td>2. Does the tag include name and contact information of contractor, person providing final approval, and their contact information?</td>
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<tr>
<td>3. Where applicable, are railings in place?</td>
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<tr>
<td>4. Where applicable, are stairs and handrails in place?</td>
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<tr>
<td>5. If auxiliary heating is present, are heat sources located outside of the structure (ducting of heat into tent is allowed) and no indoor propane heaters present.</td>
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<tr>
<td>6. Are authorized persons identified?</td>
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<td></td>
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<tr>
<td>7. Was the authorized person present during the audit?</td>
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<tr>
<td>8. If food preparation is present with a warming device (e.g., grill, deep fat fryer, or open flame), are devices outside the tent at least 10 feet away?</td>
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<tr>
<td>9. If generators are present and in use, are they at least 10 feet from the structure and properly grounded?</td>
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<tr>
<td>10. If cooking activities are performed inside structure, tent is not attached to other membrane structures.</td>
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</tbody>
</table>

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Comments:  

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