



**APPENDIX A – STAGE TENT AND CANOPY FIELD AUDIT**

Auditor / Installation Information			
<b>Audit Date:</b>		<b>Structure Install Date:</b>	
<b>Auditor(s):</b>		<b>Structure Removal Date:</b>	
Event Information			
<b>Name of Organizing Department:</b>			
<b>Responsible Person for Event:</b>			
<b>Responsible Person’s Phone Number:</b>			
Structure Information			
<b>Location:</b>			
<input type="checkbox"/> Stage	Width _____	Length _____	Height _____
<input type="checkbox"/> Tent	Width _____	Length _____	
<input type="checkbox"/> Canopy	Width _____	Length _____	
Inspection Criteria			
Are responsible person(s) identified for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If <b>stages</b> are present, are 42 in. railings in place, where applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If <b>stages</b> are present, are stairs & handrails in place, where applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are ramps properly marked to identify transition points?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are exit signs visible and illuminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are fire extinguishers inspected and accessible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are extension cords protected from accidental damage and appropriate for the weather conditions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are walking surfaces free of slip/trip hazards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are cross supports for open-sided tents marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If auxiliary heating is present, are heat sources located outside the structure (ducting of heat into tent is allowed) and no indoor propane heaters present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If generators are present and in use, are they at least 10 ft. from the structure and properly grounded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If food preparation is present with a warming device (e.g., grill, deep fat fryer/open flame), are devices outside tent at least 10 ft. away?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If cooking activities are performed inside structure, is tent not attached to other membrane structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Additional Notes / Comments			