

Relocatable Structure Permit

(See ES&H Manual Fire Protection Supplement, Chapter 2, Appdx 2, Section 3)

To Be Completed By The Supervisor or SOTR:

INTRODUCTION					
Start Date:		End Date:		Building & Structure #	
Special Considerations may justify an exemption:				Division:	NP (Nuclear Physics) EN (Engineering) AO (Accelerator Operations) FM (Facilities Management)
			Division Rep or SOTR	Cell Phone:	
			Does the structure meet the fire rating requirements for Relocatable Structures?		YES <input type="checkbox"/> NO <input type="checkbox"/>
			Is the structure permanent, semi-permanent or portable?		

FPE INITIAL INSPECTION CHECKLIST	
	Building sprinkler piping within reasonable distance from Room?
	Use of flammable or combustible materials within the Room?
	Extension cords managed to avoid overload and tripping hazards?
	Room blocks or impedes egress from the building?
	Room blocks or impedes access to building fire alarm or extinguisher?
SUPV/SOTR MONTHLY HOUSEKEEPING INSPECTION CHECKLIST	
	Flammable or combustible materials not required for science work are removed from the room?
	Extension cords managed to avoid overload and tripping hazards?
	No materials blocking the exit from the room.
	NOTES:

PROTECTION REQUIREMENTS		
Determine the square footage and circle the applicable protection requirements:		
Points of Consideration	Vinyl Sided Rooms	
This structure is square feet.	Protective Features	
	Sprinkler	Extinguisher
1. Rooms or tents less than or equal to 65 ft ² (on or off wheels)	No	No
2. Rooms greater than 65 ft ² but less than 130 ft ²	No	Yes
3. Rooms equal to or greater than 130 ft ²	Yes	Yes
The size, location and processes to be performed in the room will dictate the number of sprinklers required or other protective measures as may be required by the FPE.		
<i>FOR THE LIFE OF THE ROOM:</i>		
INDICATED PROTECTION MUST BE MAINTAINED.		
THIS PERMIT MUST BE DISPLAYED PROMINENTLY ON THE OUTSIDE OF THE ROOM.		

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(See ES&H Manual Fire Protection Supplement)

AUTHORIZATIONS

Supervisor
/SOTR:

Date:

Division Safety Officer:

APPROVAL

FPE Approval

Date:

MONTHLY HOUSEKEEPING INSPECTION

For the Year:

Sign on appropriate month:

1		2		3		4		5		6		7	
8		9		10		11		12					

Distribution:

Supervising Authority: Forward the completed Relocatable Structure Permit Form to the Division Safety Officer for concurrence.

Division Safety Officer: Forward the approved original form to the Fire Protection Engineer for final approval.

Fire Protection Engineer: Review and approve/reject. Hang permit on the room. Arrange for protection installation.

Supervising Authority: Call the Fire Protection Engineer when the room is no longer needed. Protection shall be removed prior to dismantling room.

Fire Protection Engineer: Arrange to have protection removed from the room. File permit.

ISSUING AUTHORITY	FORM TECHNICAL POINT-OF-CONTACT	APPROVAL DATE	REVIEW DATE	REV.	Page
ESH&Q Division	Tim Minga	06/02/16	06/02/19	1.6	2 of 2