



Special Event Checklist:

Electrical:

NSP permit and inspection for installs over 6 outlets

Any installation of more than 6 receptacles will require a NS Power permit and inspection as per NSP bulletin 2009-03. The permit number is to be submitted as part of the event application when applicable. Confirmation of the NS Power approved inspection will be required at time of the site inspection prior to the commencement of the event.

Certified electrician

Any electrical installation required to be completed by a licensed electrician under the NS Electrical Installation and Inspection Act

General site safety

No apparent electrical hazards such as unprotected wiring or live components noted. Cabling in areas where there will be foot traffic are to be covered to avoid trip hazards and damage to cables.

Food vendors:

No open flame under tents, to be a minimum of 1.5m away.

Rated equipment

All cooking equipment is to be listed to CSA, ETL, ULc, or other accepted approval agency.

No fryers under tents

Stages:

Fire extinguishers

To be mounted as per NFPA 10 requirement,

Rated curtains/backdrops

Materials to be rated to Can/Ulc S109 or NFPA 701

Structurally sound

A visual inspection to confirm no apparent structural concerns are evident. For engineered stages the design should be available on site.

Electrical installation

No apparent hazards, to be installed by a qualified person. NSP inspections as applicable for larger installations.

Special Event Liquor License:

Approval sent to Alcohol and gaming based on approved plans

The proposed site plan will be reviewed for occupant load and safety of the area. Alcohol and Gaming will be given the occupant load and approval of the plan to move forward with the license ahead of the event. Final approval of the site will be given at time of inspection.

Site Inspection

The site inspection will confirm the site is as per the proposed plans. Any variations to the site from the proposed plans will be checked to ensure they are in compliance with the regulations. Upon confirmation the site is acceptable the final approval and occupant load sign will be provided as required.

Occupant load for licensed area to be posted if over 60.

In area where the occupant load exceeds 60 people an occupant load sign is to be posted as per NFC requirements in a clearly visible area.

Fencing requirements around the licensed area to be confirmed on site

Fencing requirements will be dictated by Alcohol and Gaming(A&G) as part of their approval of the liquor license. Where fencing or other type of enclosure is required by A&G, the exiting is to meet the exiting requirements for fenced areas.

Vendors at trade shows:

Food Preparation

1. All cooking equipment shall meet all Canadian certifications and standards for the intended use and shall be used as per manufacturer's instructions.

2. Products capable of producing grease laden vapours shall only be reheated or warmed at the event. The following are approved procedures for reheating or warming:

a. Electric warming lights or electric chaffing dishes (recommended).

b. Sterno chaffing dishes used in accordance with 2.4.3.3(1) of the National Fire Code (sterno cans shall be secured, protected, and not be placed directly on or close to a combustible surface).

c. If at the discretion of the AHJ, grease laden vapours are being produced the appliance shall require adequate ventilation or be removed. All deep fat frying including domestic type fryers shall be installed in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Please note that in accordance with NFPA 96 if the equipment is rated to meet the UL 197 standard or ANSI/UL 710B, it may be used without additional ventilation.

3. CGA equipment approved for indoor use shall be installed and used in accordance with manufacturers specifications. No propane tanks larger than 1lb. shall be used or stored inside.

4. All equipment shall be located so as not to place the general public at undue risk from burns or scalds and be attended at all times while in use.

5. All cooking appliances shall be used on a firmly supported, stable, noncombustible surface and adequately spaced from any combustible material.

6. A minimum 5lb. ABC type portable fire extinguisher shall be installed at each demonstration booth where cooking is being done.

7. All cooking vessels shall have an appropriate fitted lid, readily available while in use.

b. Portable electrical equipment shall be inspected for fire hazards and any defects shall be corrected before equipment is placed in service.

c. Electrical cables on the floor or ground subject to physical damage shall be protected by the use of electrical matting or an acceptable alternative.

d. A minimum of 1 metre (3 ft.) shall be maintained from electrical panels or any other emergency utility shut off at all times.

e. All electrical distribution panels and equipment shall be adequately secured so as not to be easily moved or knocked over.

b. A minimum 5lb. ABC type portable fire extinguisher shall be present at each display.

Display Booths

1. Drapes, curtains and decorative materials including textiles and films used shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistance Fabrics and Films" or an acceptable alternative as accepted by the authority having jurisdiction (AHJ) submitted prior to the event. This includes the drapes that separate the booths. All certification labels shall be visible, attached or available on site. If certification is not verifiable, the equipment shall be removed from the site.

2. At no time shall any booth, vendor or display be placed or expanded as to interfere with the required buildings life safety systems.

3. Portable fire extinguishers shall be installed in accordance with NFPA 10, "Standard for Portable Fire Extinguishers. At no time shall a display or booth block access to, or obscure from sight, a required portable fire extinguisher.

4. Electrical installations shall be used and maintained so as not to constitute an undue fire hazard.

a. All electrical equipment shall be approved for use in Canada and have the appropriate certification labels attached. Modified or non-approved equipment shall not be used. Accreditation for any third-party testing shall be kept on site with the equipment.

b. Portable electrical equipment shall be inspected for fire hazards and any defects shall be corrected before equipment is placed in service.

c. Electrical cables on the floor or ground subject to physical damage shall be protected by the use of electrical matting or an acceptable alternative.

d. A minimum of 1 metre (3ft.) shall be maintained from electrical panels or any other emergency utility shut off at all times.

e. All electrical distribution panels and equipment shall be adequately secured so as not to be easily moved or knocked over.

f. Any electrical equipment that does not meet these requirements shall be removed immediately from the site.

5. Vendors are permitted a maximum of 3 lit candles or open flame devices at each display as long as they are inaccessible to the public. Candles or open flame devices shall be enclosed in a non-combustible holder on a non-combustible surface.

a. These devices shall be located and protected so as to prevent accidental contact of the flame with combustible material.

6. Storage of combustible materials shall not create a fire hazard.

Where combustible materials such as bails of hay/straw, woodchips, mulch, bark or other similar materials are to be used as part of the display, proof of flame resistance treatment for combustible materials shall be supplied to and accepted by the AHJ prior to the event.

7. Live Christmas trees shall be placed in a water container of adequate size to supply the tree with sufficient quantities of water to maintain its freshness.

a. Cut Christmas tree boughs shall not be used for decorative or display purposes, as they are not capable of water absorption causing the boughs to dry out and cause a fire hazard.

b. Artificial Christmas trees and boughs shall be labeled or otherwise identified by the manufacturer as being flame resistant.

8. Motorized vehicles used or stored inside as displays are to have their batteries disconnected and the fuel tank cap locked or sealed for the duration of its stay in the building. All other motorized vehicles not designed to perform work inside the building are to be removed to the exterior of the building after their assigned task.

9. Displays containing foamed plastics which do not meet flame spread and smoke development restrictions for assembly occupancies, the displays shall be limited to the following:

a. Maximum area: 4.6 metres sq. (50 sq. ft.)

b. Minimum distance: 60 metres (197 ft.)

c. Displays shall not be placed in or near exits or corridors/aisles proving access to an exit.

d. Ignition sources including but not limited to lighting and electrical shall be placed no closer than 1 metre (3ft.) to displays involving these products.

e. Maximum duration of these displays is 72 hours.

10. No structure shall be constructed that will interfere with the design operation of the buildings sprinkler system. This includes but is not limited to structures/displays with roofs.

11. Tents used as part of a display shall meet either CAN/ULC S109 or NFPA 701 standards for flame resistance rating. Any tent must maintain safe clearances from any heating equipment or other potential source of ignition, and not interfere with the operation of sprinkler heads.

Exiting and Egress

1. Means of egress and access to exits shall be maintained at all times and be clearly marked visible from all areas.

2. Every required egress doorway shall be served by an aisle that,

a. has a minimum clear width not less than 1100mm (44inches).

b. has access to at least one additional egress doorway, and

c. at every point on the aisle provides a choice of 2 opposite directions by which to reach an egress doorway.

3. A subsidiary aisle with only a single direction of travel to an aisle described in sentence 3 is permitted provided it has a minimum clear width not less than 900mm (36 inches) and a length not greater than 7.5m (25 ft.) in a mercantile occupancy.

4. Doors in fire separations shall not be blocked or wedged open. If for the reason of patron traffic, doors are to be held open, provisions shall be made for the closure of the doors during activation of the fire alarm system.

a. this may include installation of approved electronic hold open devices which will release and allow the door to self-close and latch on the activation of the buildings fire alarm system, or

b. by assigning security personnel to each door who will maintain a presence at this door at ALL times, while they are held open. They will be responsible to close the doors immediately on the activation of the building's fire alarm system.