

Building and Fire Safety
1901 Y Street
Lincoln, NE 68588

Building & Fire Safety, a division of Facilities Planning and Construction, is dedicated to the safety of all individuals and to the efficiency of well-planned and executed events. As a host of public functions, you are also well aware that safety must remain foremost in your efforts. We believe communication is the key to successful relationships and we look forward to working with you in our community.

This document is provided to address our common goal of public safety. Reference for these requirements can be found in the *National Fire Protection Association (NFPA) Life Safety Code 101*, and related publications, as currently adopted by the Nebraska State Fire Marshal. While the information set out below does not completely address all regulations contained in the list of applicable documents, it should answer most questions relating to public assembly functions and occupancies. For further information or clarification, contact UNL Building & Fire Safety via email at: buildsafe@unl.edu.

FLOOR PLAN APPROVAL PROCEDURES

UNL Building & Fire Safety (B&FS) uses one primary tool for reviewing events for public assemblies. This medium is known as the “Special Event Information Form/Permit Form”.

This form, and the layout drawings required therein, shall designate booth spaces, island spaces, aisle widths, storage areas, relationships of the exhibit and event spaces to the physical requirements of the facility or enclosed space, configuration and width of all emergency exit aisles, and, in general, conformance to the Fire and Life Safety Codes.

The responsible party for each event shall submit an electronic copy of the proposed master set-up floor plan, drawn to scale, to the B&FS for review. This plan must be received by B&FS **no later than 14 days prior to event date**. The master set-up floor plan shall include the following information:

Detailed floor plans, including:

1. Facility floor plans drawn to scale and depicting all main perimeters and cross aisles, all booth and table locations and dimensions. Boundaries should be defined and heights shall be specified (i.e., 8’ hard wall, 3’ wing drape, rope and stanchion, etc.). Aisle locations and dimensions:
2. Distances between rows of chairs and/or tables. Booths or displays are prohibited in any main perimeters or cross aisles, including pre-function areas.
3. Cross aisles shall be clearly marked on all floor plans.
4. Aisles shall flow and converge toward emergency exits.
5. All exit components (corridors, stairways, doors, etc.) from the event area to the public way.
6. Keep in mind that required widths shall be maintained.

7. There shall be no storage, booths, or obstructions in front of exit doors. The width of all exit door(s) shall be maintained.
8. Concession areas, temporary cafeterias, concession seating areas, and lounges must be specifically identified as such. The type of food preparation equipment shall be provided.
9. Dimensions and locations of any staging, floor lighting, and emergency lighting.

Locations of Fire Protection and Life Safety equipment, including their respective locations and required clearance dimensions:

1. Fire extinguisher locations.
2. Manual fire alarm stations – 36-inch clear space and a clear 36-inch path to adjacent aisle/corridor.
3. Fire standpipe valves – 36-inch radius and a clear 36-inch path to adjacent aisle/corridor.
4. Fire sprinkler control valves – 36-inch radius and a clear 36-inch path to adjacent aisle/corridor.
5. Fire alarm control panel – 36-inch clear space and a clear 36-inch path to adjacent aisle/corridor.
6. Electrical control panels – 36-inch clear space and a clear 36-inch path to adjacent aisle/corridor.

Keep in mind that:

1. Seats shall be securely fastened to the floor. Where fastening of seats to the floor is impracticable, the seats shall be fastened together with approved fastening devices in minimum groups of 3 and maximum groups of 14.
2. Assembly areas of concentrated use, such as no fixed seating or with chair set-ups, shall have the total square footage for the area divided by 7 square feet per person.
3. Assembly areas of less concentrated use, such as table and chair set-ups, shall have the total square footage for the area divided by 15 square feet per person.
4. Exhibit areas shall be calculated based on the net square feet divided by 7 square feet per person. Each mobile display and exhibit booth shall be figured with an occupant load of 2 and added to the total occupant load.
5. **Note:** *When the occupant load number is greater than 49, then additional exiting and other Fire/Building code requirements shall be required.*

Additional considerations:

- Carefully review the returned master plan set-up plans comment sheet from B&FS. When required, the master set-up plan shall be corrected by the show management and an electronic copy re-submitted for review.
- Should any circumstance require a major and/or significant change in the reviewed plans, the new master set-up plan must be resubmitted to the B&FS for review as soon as such changes become known to show management.