



Smithsonian Institution

FOLKLIFE FESTIVAL

Design Standards

November 2013



Smithsonian Institution



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Introduction

Rooted in the complementary principles of social equality and cultural democracy, we support the sustainability of cultural heritage and diversity in communities across the United States and around the world. We work with others to promote cultural scholarship, artistry, and participation as forms of civic engagement.

*Mission Statement,
Center for Folklife and Cultural Heritage*

The Smithsonian Institution's Folklife Festival is an outdoor festival that occurs for two weeks of every year on the National Mall. Although temporary, it is one of the most highly visited exhibits in the Institution. The program includes a wide range of performances, exhibits, and food services that offer a unique view of diverse cultures, including structures that may be indigenous to those traditions. The goal of this guide is to clarify requirements for fire and life safety, structural safety, and accessibility in order to enhance the experience of visitors, participants, volunteers and staff.

Planning for the themes and programs begins years in advance, but most of the actual design and construction for the current event comes together in the five months before the festival opens. A number of structures are reused from previous years, or, like tents, are under contract for multiple years. Several structures each year are new or one-of-a-kind that may be vernacular structures built using materials and methods unfamiliar to the SI review staff or public. This guide will combine institutional memory and current codes to create a document that distills recurring requirements into checklists for each type of structure. It will also allow vendors to know what design guidelines must be met.

Principal Review Entities and Considerations

The design review is a collaborative process by a team of architects, structural engineers, fire protection engineers and safety consultants, and accessibility experts, with the common goal of putting on the Festival in a safe and accessible manner. The Smithsonian is its own Code Authority, however, the Folklife Festival takes place on the National Mall, which is controlled by National Park Service (NPS), so it must also comply with NPS, and DC codes. The checklists included in this booklet cover the major criteria of each discipline, and can be used in the office for design and layout, for plan review or in the field for site verification.

The departments and/or disciplines responsible for review include:

Center for Folklife and Cultural Heritage (CFCH). CFCH hosts the Festival, working for years in advance to find and curate the exhibits and performers, and assist them in determining their needs for equipment and tents or unique structures. They must verify that the exhibit and structure design meet the goals of the festival. They are the conduit from the exhibitors to the Review Staff. As Festival lead player, they are responsible for contracts with the National Park Service (NPS) and vendors, and permits with NPS, DC Water, DC Fire Department, and DC Health Department.

Office of Engineering Design and Construction (OEDC). This office reviews for general design and compliance and structural design. The OEDC Design Manager will also distribute the documents to other Departments for review. We are including accessibility in this part of the checklists because of its adoption by the building code.

Office of Safety Health and Environmental Management (OSHEM). OSHEM is responsible for fire safety, life safety, and jobsite safety. They will review the structure and tent layouts for fire and life safety issues, and make frequent inspections during the festival to make sure the requirements are maintained. They will review the Site Safety Plan for each structure, and provide worker safety equipment and awareness training for Smithsonian employees.

Accessibility Program (AP) Reviews the designs for compliance with ADA and ABA requirements, and makes inspections during the Festival. By including their items in the checklists, these issues will become part of each design early in the process.

Office of Protective Services (OPS) This office's role in the Festival is limited to the Administration Compound and the Market Sales Tent. They provide and monitor alarms in the compound and Sales Office, and CCTV at the registers.

Sustainability Initiative: The Smithsonian Institution is committed to good stewardship of our environment and natural resources. While the temporary nature of the festival structures does not lend themselves to LEED certification, there are a number of ways in which the Institution can show leadership through its Festival program and activities. Examples include providing filtered water, using biofuels in generators, reusing sign structures, platforms and pylons, renting (reusing) tents, prudent material choices, and composting and recycling waste.

Timeline and Review

National Park Service information for events on the National Mall blocks out a yearly recurring time period for the Smithsonian Folklife Festival. CFCH applies for the yearly permit almost a year in advance, and is responsible for their first major submission to NPS by 1 February – a site plan showing the festival layout. From that time onward, submissions for review and permitting are practically nonstop.

The next pages show:

- *General Timeline and Submittals Checklist*: A spreadsheet timeline for reviewers, partners and contractors that illustrates how and when tasks must come together.
- *NPS Requirements List*: A table of NPS specific requirements that CFCH must handle.



General Timeline and Submittals Checklist

Month	KEY TASKS OR EVENTS	NPS Requirements	CFCH Tasks/Reqmts	OFEO/AP Tasks/Reqmts	Vendor Task/Reqmts	Other Permits	Status
July	End of Previous Festival						
	Tear down/ Load out/ Cleanup/ Depart NPS and CFCH post event walk-thru	Post-event walk-thru with CFCH	Tear down/etc;; Post event walk thru with NPS				
Aug	CFCH submits to NPS Special Events Permit		Submit for permit one year in adv .				
Sept	CFCH issues RFPs for vendors		Issue RFPs for vendors				
Oct	Vendors respond to CFCH				Vendors respond to CFCH		
Nov	CFCH review vendors' responses		Review vendor responses				
Dec	Vendors develop submission items				Vendors develop plans, menus, etc.		
Jan	CFCH prepares Operating Plan (OP) for submission to NPS	OP required on or before 1 February	CFCH: Prepare Operating Plan for submission to NPS on or before 1 FEB				
Feb	Submit Operating Plan to NPS CFCH weekly meetings NPS reviews OP	1 February at latest for 28 day NPS review of OP	CFCH weekly meetings				
Mar	NPS comments on OP to SI NPS food vending permit CFCH weekly meetings, updates OP to NPS CFCH submits food vending permits Vendors submit plans, menus, etc. OFEO review submissions USPH reviews/ issues food vending permit	1 March, comments to SI Food vending permit	CFCH weekly meetings Monthly updates on OP to NPS Submit Food Vending permits	OEDC, OSHEM, OPS, AP review plans, as received	Vendors submit plans, menus, etc.	USPH: Review and issue food vending permit application	
Apr	Permit to NPS, including menus CFCH: Cultural Food Service Vending CFCH weekly meetings, updates OP to NPS CFCH applies for propane permit OFEO review submissions NPS: review/ issue propane permit	mid April – 70 days prior to opening	CFCH weekly meetings Monthly update on OP to NPS Apply for DC propane storage and use permit.	OEDC, OSHEM, OPS, AP review plans, as received		NPS: Review and issue propane permit	
May	CFCH: Risk Management Plan CFCH weekly meetings, updates OP to NPS CFCH: Sign Plan OFEO review submissions Final OFEO review, 30 May	Mid May – 45 days prior to opening 30 days prior	CFCH weekly meetings Monthly update on OP to NPS	OEDC, OSHEM, OPS, AP review plans, as received			
LAST DATE FOR PLAN REVIEW SUBMISSION TO OFEO: 30 MAY							
June Week 1	CFCH & NPS review on site prior to set up CFCH weekly meetings, updates OP to NPS Set-up Festival on Mall	Review site conditions with NPS prior to set up;	CFCH weekly meetings. Monthly updates on OP to NPS Site review with NPS			DC Water: Review and Issue permits for hydrant use	
Week 2	NPS toilet contracts, insurance forms CFCH submits additional forms Set up Festival on Mall CFCH, OFEO & AP: Pre-event Walk thru DC Water reviews/ issues hydrant permit	14 days prior: toilet contract, insurance forms, etc.	CFCH: submit additional forms Walk-thru with OFEO	Walk-thru with CFCH prior to their NPS walk-thru			
Week 3	NPS coordinate permits Set up Festival on Mall NPS & CFCH: Pre-event Walk thru OEDC, AP, OSHEM walk-through 3 rd party inspections prior to opening DC Water reviews/ issues hydrant permit Final Inspections 4 days prior to opening	7 days prior: coord utilities & water, media permits; 48hrs prior: walk-thru	Walk-thru with NPS	FINAL APPROVALS - 7 DAYS PRIOR OEDC, AP, OSHEM walk-through Final inspections 4 days prior to opening	Set up Festival on Mall 3 rd party tent inspection prior to opening		
Week 4	First Week of Festival OSHEM bi-daily walk-through			OSHEM bi-daily walk-through			
July Week 1	Second Week of Festival OSHEM bi-daily walk-through			OSHEM bi-daily walk through			
Week 2	Tear down/ Load out/ Cleanup/ Depart NPS and CFCH post event walk-thru	Post-event walk-thru with CFCH	Tear down/etc;; Post event walk thru with NPS				

Note:
CFCH: Center for Folklife and Cultural Heritage
OFEO: Office of Facilities Engineering and Operations
OEDC: Office of Engineering Design & Construction
OSHEM: Office of Safety, Health & Environmental Management
OPS: Office of Protective Services

AP: Accessibility Program
USPH: United States Public Health
DCFD: District of Columbia Fire Department
DC Water: District of Columbia Water and Sewer Authority
RFP: Request for Proposal

NOTE: Print at 11”x17” for full size sheet



Schedule of NPS Specific Submittal Requirements*

Note: All submittals to NPS unless otherwise noted.

Item	Deadline	Responsible party	Status
Special Events Permit	One year in advance; Has been August in past.	CFCH	
Operating Plan <ul style="list-style-type: none"> General layout of thematic areas High and low impact activities timeline 	On or before 1 February; NPS comment by 1 March Monthly update thereafter	CFCH	
NPS: possible collaborative exhibits	Submit by 1 March; SI review by 1 April	CFCH	
Temporary Cultural Food Service Vending Permit <ul style="list-style-type: none"> Proposed Temporary Cultural Food Menu Documentation of Food Handling Qualifications Written interpretive component explaining cultural significance of menu items 	At least 70 days before opening day (Mid April)	CFCH CFCH submits to US Health Dept. for food service permit	
<ul style="list-style-type: none"> Site plan Risk management plan (outlining equipment set-up, equipment operation, materials storage and handling, fire protection, property and personnel protection 	At least 45 days before opening day (Mid May)	CFCH CFCH submits to DC Fire Dept. For food service permit	
<ul style="list-style-type: none"> Sign Plan 	30 days prior	CFCH	
<ul style="list-style-type: none"> Portable toilet contract Evidence of liability insurance Cost recover funds W-9 form Electronic mail form 	At least 14 days before opening day	CFCH	
<ul style="list-style-type: none"> Contact utility company for marking and/ or use of non-Park owned utilities 	At least 7 days before setting up	CFCH CFCH submits to DC Water for hydrant use	
<ul style="list-style-type: none"> Contact Park representative to set up pre-event and post event walk-through 	At least 48 hours prior to setup	CFCH	
<ul style="list-style-type: none"> In case of significant rainfall or inclement weather conditions, contact designated Park representative to determine site conditions and accessibility 	Prior to set up	CFCH	

CFCH: Center for Folklife and Cultural Heritage

*Verify each year with NPS for possible changes

CODE SUMMARY CHECKLISTS

- Critical Elements of Design Guidelines
- Folklife Festival Reference Checklist
 - Program/ Exhibit Teams
 - Concession Tents – Food and Sales
 - Tents & Structures
 - Sustainability Principles

This section should be used by planners, exhibit designers, and vendors to elevate their awareness of code requirements.





Critical Elements of Design Guidelines

1. Submit all designs in adequate time for proper review and approval.
2. All structures and programs will comply with Federal accessibility laws and standards.
3. Use only non-combustible and/or fire retardant materials for all construction.
4. Provide remote exits and maintain adequate exit aisles
5. Provide exit signs.
6. Provide fire extinguishers.
7. Store and use propane per IFC and NFPA codes and SI Safety Manual.
8. Cover all cables to protect and eliminate tripping hazard.
9. All structural design approved and/or sealed by a professional structural engineer.
10. Provide all construction in accordance with approved site safety plan.
11. All structures inspected and approved prior to occupancy.
12. Follow sustainable practices.



SI Folklife Festival Reference Checklist – Program/ Exhibit Teams

Access/ Egress paths

- Primary = 60” clear minimum
- Secondary = 44” clear minimum
- Staff only = 36” clear minimum
- Mark egress paths clearly
- Passing, pivoting/ turning spaces = 60” minimum
- All Entrances/exits accessible (not separate ADA)
- No protrusions into accessible paths greater than 4” between 27” and 80” vertically
 - Banners and signs above at tent openings must be 80” above ground level
 - Guy wires must be marked in contrasting color, and tripping hazards presented by them below 27” must be eliminated (by fencing, blocking or equivalent) and approved by SI Accessibility Program
 - Provide tent panels or planters at cross bracing

Ground Surface

- Stable, slip-resistant, compacted
- Changes in level compliant
 - Threshold – ½” max with ADA bevel (1:12)
 - Ramp – 1:12 max with 60” x 60” level platform @ top and bottom
 - Cable covers – pre-engineered ADA crossings – totaling 60” wide at major walks and 36” wide at secondary walks
 - Provide temporary portable polypropylene, HDPE sheets or other suitable solutions for use at muddy or unstable ground conditions

Building Materials

- Class A or B Interior Finish
- Wood – Fire Retardant Pressure Treated
- Paint – Non flammable
- Tent materials – Manufacturer Certified flame retardant (NFPA 701 pass)
- Refer to Tent & Structures Reference Checklist for additional information.
- Materials sourced outside of the U.S. will be treated locally if needed.

Programs in Large Performance Tents-Structures

- Performance directors trained in Crowd Management per NFPA 101 & NPS requirements (online course available from Maryland Fire Rescue Institute (MFRI))

Closed Tents or Tent Areas

- Exits travel distance less than 100’
- Primary exit openings 60” inches clear; 36” at office or greenrooms
- Maximum occupancy loads posted
- Exit signs, self-illuminating for exits from closed tents

Decoration Materials

- Fabrics, draperies - Manufacturer Certified flame retardant (NFPA 701 pass)



SI Folklife Festival Reference Checklist – Program/ Exhibit Teams

Exhibits and Displays

- 30" x 48" clear viewing area at each display (overlaps general viewing space)
- Viewing heights for displays between 36" and 39" above grade
- Wall mounted displays 54" to centerline.
- Text on graphics meets ADA font size, contrast and other related requirements.

Demonstration Cooking Areas

- Type K fire extinguishers
- Non-combustible cooking surfaces. No plastic
- Non-combustible mirrors above cooking surfaces
- Non-combustible tent materials
- Position exhaust vents away from adjacent tents/ structures

Heat Producing Equipment

- Heat producing electrical items on non-combustible surfaces, and UL listed
- Extension cords properly loaded; no daisy-chaining
- Wires and cables secured to floor or structure
- Non-combustible surroundings for lit candles, open flames, foundries, etc. and cooling areas (SI Safety Manual)

Propane Use

- Allowable quantities – Limit to "In-use" serving Cooking Appliances
- Stored properly at vendors and compound – Secured & Chained
- Minimum 10' from tents and structures
- Piped individually & protected from physical impact
- Follow NFPA 58 & International Fire Code
- Propane cylinder valve connections shall face away from tent

Fire Extinguishers

- Mounted securely
- Class ABC 10# typical
- Class K in cooking areas



SI Folklife Festival Reference Checklist

Concession Tents – Food and Sales

Structures and Materials

- Food cooking tents located 20' from other structures (structure includes ropes and guy wires)
- Tents greater than 10,000 sf located 20' from other structures (structure includes ropes and guy wires)
- Tent materials – Manufacturer Certified flame retardant (NFPA 701 pass)
- Decoration materials - Fabrics in curtains, draperies Manufacturer Certified flame retardant (NFPA 701 pass)
- Building Materials - Class A or B Interior Finish; Wood –Fire Retardant Pressure Treated; Paint – Non flammable
- Materials sourced outside of the U.S. will be treated locally if needed
- See Tent & Structures Reference Checklist for additional typical information

Closed Tents or Tent Areas

- Exits travel distance less than 100'
- Primary exit openings 50" inches clear; 36" at office or greenrooms
- Maximum occupancy loads posted
- Exit signs, self-illuminating for exits from closed tents

Access/ Egress paths

- Primary = 60" clear minimum
- Secondary = 44" clear minimum
- Staff only = 36" clear minimum
- Mark egress paths clearly
- Passing, pivoting/ turning spaces = 60" minimum
- All Entrances/exits accessible (not separate ADA)
- No protrusions into accessible paths greater than 4" between 27" and 80" vertically
 - Banners and signs above at tent openings must be 80" above ground level
 - Guy wires must be marked in contrasting color, and tripping hazards presented by them below 27" must be eliminated (by fencing, blocking or equivalent) and approved by SI Accessibility Program
 - Provide tent panels or planters at cross-bracing

Ground Surface

- Stable, slip-resistant, compacted
- Changes in level compliant
 - Threshold – ½" max with ADA bevel (1:12)
 - Ramp – 1:12 max with 60" x 60" level platform @ top and bottom
 - Cable covers – pre-engineered ADA crossings – totaling 60" wide at major walks and 36" wide at secondary walks.
 - Provide temporary portable polypropylene, HDPE sheets, or other suitable solutions for use at muddy or unstable ground conditions

Sales Areas



SI Folklife Festival Reference Checklist

Concession Tents – Food and Sales

- Provide sales register accessible for both staff and visitors with 30” x 48” clearances that do not obstruct path of travel

Exhibits and Displays

- 30” x 48” clear viewing area at each display (overlaps general viewing space)
- Viewing heights for displays between 36” and 39” above grade
- Wall mounted displays 54” to centerline
- Text on graphics meet ADA requirements for font size, contrast, etc.

Fire Extinguishers

- Mounted securely
- Class ABC 10# typical
- Class K in cooking areas

Propane use

- Allowable quantities – Limit to “In-use” serving Cooking Appliances
- Stored properly at vendors and compound – Secured & Chained
- Minimum 10’ from tents and structures
- Piped individually & protected from physical impact
- Follow NFPA 58 & International Fire Code
- Propane cylinder valve connections shall face away from the tent

Heat Producing Equipment

- Heat producing electrical items on non-combustible surfaces, and UL listed
- Extension cords properly loaded; no daisy-chaining
- Wires and cables secured to floor or structure
- Non-combustible surroundings for lit candles, open flames, foundries, etc. and cooling areas (SI Safety Manual)
- Keep all indoor cooking appliances at least 2 feet from tent walls
- All outdoor cooking appliances are at least 10 feet from the tent structure

Flammable products

- Stored in flammables cabinet in compound

Food Trucks

- Meet all conditions of DCRA licensing, including health and fire inspection.
- Must have DC certified food manager on board (DCRA)
- Must have Class K fire extinguisher (NPS)
- Keep cooking appliances outside of food truck at least 10’ away from the food truck, a tent structure and propane tanks.
- Prevent accumulation of grease on tent from food truck hood exhaust fan, by pulling tent piece back from hood, or having two piece tent (DCFD)



SI Folklife Festival Reference Checklist – Tents & Structures

Tent Structures, pre-engineered

- Certified by professional engineer registered in the US
- Designed according to ANSI E 1.21-2006
- Secured by staking or ballast; designed and shown
- Third-party inspection prior to opening

One-of-a-Kind Structures, domestic

- Certified by professional engineer (PE) registered in the US
- Designed according to ANSI E 1.21-2006
- Secured by staking or ballast; designed and shown
- Inspection by certifying PE prior to opening

Unique Vernacular Structures

- Certified by professional engineer/architect registered in the featured country or US
- Reviewed by professional engineer (PE) registered in US utilizing ANSI E 1.21-2006
- Secured by staking or ballast; designed and shown
- Inspection by reviewing PE prior to opening

Other General Requirements

- Guy wires must be marked in contrasting color, and tripping hazards presented by them below 27" must be eliminated (by fencing, blocking or equivalent) and approved by SI Accessibility Program
- Provide fencing at light/sound towers, jumbotrons, etc
- Tents greater than 10,000 sf are located 20' from other structures (structure includes ropes and guy wires). Multiple tents with aggregated area of 10,000 sf are not required to have separation
- One-of-a-Kind conventional and unique vernacular structures are located 30' from other structures (structure includes ropes and guy wires)

Tent Materials

- Tent materials – Manufacturer Certified flame retardant (NFPA 701 pass)
- Materials sourced outside of the U.S. will be treated locally if needed.

Large Performance Tents-Structures

- Performance directors trained in Crowd Management per NFPA 101 & NPS requirements (online course available from Maryland Fire Rescue Institute (MFRI))

Closed Tents or Tent Areas

- Exits travel distance less than 100'
- Primary exit openings 50" inches clear; 36" at office or greenrooms
- Maximum occupancy loads posted
- Exit signs, self-illuminating for exits from closed tents
- Install emergency lighting at every exit opening and one in the center of the tent



SI Folklife Festival Reference Checklist – Tents & Structures

Worker Safety

- Follow Site Safety Plan
- Use Personal Protective Equipment



SI Folklife Festival – Sustainability Principles

The Smithsonian Institution (SI) complies with several Executive Orders mandated by the President of the United States as well as Smithsonian Directives related to sustainable agency operations:

- Executive Order 13101: *Greening the Government through Waste Prevention, Recycling and Federal Acquisition* (1998)¹
- Executive Order 13423: *Strengthening Federal Environmental, Energy, and Transportation Management* (2007)²
- Executive Order 13514: *Federal Leadership in Environmental, Energy, and Economic Performance* (2009)³
- Smithsonian Directive 422: *Sustainable Design of Smithsonian Facilities* (2006)
- Smithsonian Sustainability Requirements Related to Design and Construction (2011)⁴

Recycling

- cardboard
- mixed paper
- plastic bottles and utensils, aluminum cans, other metals

Composting

- food waste

Environmentally Preferable Purchasing

- Energy Star product
- Federal Energy Management Program (FEMP) designated product
- Sustainable cleaning products and materials

Material Resources and Characteristics: Construction Section

- Reuse structures, ramps, platforms, cable covers, signage, and other elements as appropriate and as storage allows
- Locally source materials (with-in 500 miles), unless integral to exhibit
- Use recyclable materials, and materials with recycled content as appropriate
- Use rapidly renewable products as appropriate
- Use low VOC products as appropriate
- Minimize dust generated

Resource Protection

- Protect trees, shrubs, lawns, irrigation lines, electrical conduits, benches, etc. from adverse effects. Do not attach wires or cables from trees, other vegetation, or park elements
- Protect turf from heavy equipment and stockpiling using load spreading techniques acceptable to NPS
- Water trees in treed panels, per NPS permit

¹ <http://www.epa.gov/epp/pubs/13101.pdf>

² http://www.whitehouse.gov/omb/assets/procurement_green/eo13423_instructions.pdf

³ <http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf>

⁴ http://www.ofeo.si.edu/ae_center/pdf/2013/SI-D-C-Sust-Req.pdf



SI Folklife Festival – Sustainability Principles

Site Restoration

- Restore site to pre-Festival condition

List of Reusable Items

The following items are typically reused from year to year, and should be inspected and/or recertified yearly prior to use.

OEDC Structural

- ☐ Pylons/signage supports; require recertification of system
- ☐ Pre-fabricated stages; require recertification of system
- ☐ Ramps; requires code compliant adaptation to current use
- ☐ 4' high containment fences
- ☐ Protection for electrical cords
- ☐ Code compliant standard layouts of performance, food demo, and concession venues
- ☐ Code compliant seating charts
- ☐ Utility plan
- ☐ Previous permit applications as references

Accessibility Program

- ☐ Assistive listening devices
- ☐ Audio loops
- ☐ Signage and graphic templates
- ☐ Sound amplification systems
- ☐ Cautionary tape
- ☐ Cable carpets

OSHEM

- ☐ Self-illuminated exit signs, inspect/certify yearly prior to festival
- ☐ Fire extinguishers and stands, inspect/certify yearly prior to festival
- ☐ Personal protective and safety equipment (PPE), inspect/certify yearly prior to festival

OPS

- ☐ Security dialer
- ☐ Security alarm system
- ☐ Cameras
- ☐ CCTV cameras

OCIO

- ☐ Cash registers
- ☐ Radios
- ☐ Telephones
- ☐ Computer monitors

OFEO DESIGN REVIEW CHECKLIST

The following Review Checklist is to be used by the CFCH planners and design reviewers for each individual structure, first during the design phases to assure plans conform to requirements, then in the field to verify the as-built structures conform to the requirements. One checklist should be used for each structure.

Note: this checklist should be an e-document in a format similar to I-Manage to allow all entries to be compiled in a single place to determine if a structure is ready for occupancy.





Minimum Design Inspection Requirements: [name of structure]

	No.	Item	Review	Inspection	Ref.	Department
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GENERAL REQUIREMENTS

See also *ADDITIONAL REQUIREMENTS* specific to structure types & functions

GENERAL REQUIREMENTS	GR1	Submittal is clear, complete, and at a reasonable scale.	X		10	OEDC
	GR2	Structure is secured to ground by stakes or ballast, submitted for review and approval.	X	X	4, 6	OEDC
	GR3	Submittal requires third party inspection sign-off prior to move-in.		X	10	OEDC
	GR4	Third party inspection prior to move-in has occurred. Copy of Inspection Report sent to OEDC Files.		X	10	OEDC
	GR5	Walkthrough scheduled prior to move-in.		X	10	OEDC
	GR6	Clear primary access path of at least 60" wide throughout the inside of tent. 44" secondary, 36" staff.	X	X	1, 3, 4	OSHEM
	GR7	Maximum occupancy load signs posted.	X		4, 6	OSHEM
	GR8	Fire extinguishers are secured to poles, structures or stands.	X	X	5	OSHEM
	GR9	Fire extinguishers are Class ABC 10 lb., typical, and a Class K where oils are used as a cooking medium.	X	X	5	OSHEM
	GR10	All extension cords are properly loaded. Daisy chaining is prohibited.	X	X	7	OSHEM
	GR11	All wiring and cables are properly covered or secured to floor or structure, with no tripping hazard.	X	X	7	OSHEM
	GR12	Width of circulation path: 60" wide at major pathway, including passing spaces and pivoting/ turning spaces; 44" minimum in public areas, and 36" in non-public spaces.	X	X	1, 3, 4	AP
	GR13	Ground/floor surface is stable, slip resistant, and compact. Grass is mown.	X	X	1	AP
	GR14	Changes in level at ramps, thresholds, and cable covers are compliant.	X	X	1	AP
	GR15	An area is designated for accessible seating.	X	X	1	AP
	GR16	Entrances are accessible.	X	X	1	AP

Minimum Design Inspection Requirements: [name of structure]

	No.	Item	Review	Inspection	Ref.	Department
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ADDITIONAL REQUIREMENTS

These requirements supplement the GENERAL requirements above

STRUCTURES	TENT STRUCTURES					
	S1	Tent structure is designed and certified by a professional engineer registered in the US.	X	X	10	OEDC
	S2	Tent structure is designed according to ANSI E 1.21-2006, as recommended by ESTA.	X	X	6	OEDC
	S3	All building materials for tents, buildings and decorations certified "pass" flame retardant per NFPA 701, Class A or B (flame spread 75 or less) per ASTM-E84, or treated with NoChar and meet the SI standards.	X	X	4, 8	OSHEM
	OTHER PRE-ENGINEERED STRUCTURES					
	S4	Preengineered structures, such as stages, show manufacturers design load calculations and be US certified.	X	X	10	OEDC
	S5	Pre-engineered platform structure owned and reused by SI are complete and in good condition.	X	X	10	OEDC
	CONVENTIONAL STRUCTURES					
	S6	New conventional structure is designed and certified by a professional engineer registered in the US.	X	X	10	OEDC
	VERNACULAR OR UNIQUE STRUCTURES					
	S7	Unique vernacular structure is certified by a professional engineer/architect registered in the native country or US, and reviewed by US registered PE.	X	X	10	OEDC
ENCLOSED SPACES	ENCLOSED SPACES INCLUDING TENTS					
	P1	Maximum exit access travel distance less than 100'.	X	X	3, 4	OSHEM
	P2	Exits are remotely located, at opposite ends of tents.	X	X	4	OSHEM
	P3	Exit signs direct people to exits.	X	X	3, 4	OSHEM
	P4	Exit signs are self illuminated.	X	X	3, 4	OSHEM



Minimum Design Inspection Requirements: [name of structure]

PROGRAMS AND FUNCTIONS	No.	Item	Review	Inspection	Ref.	Department
	P5	All entrances and exits are accessible (not separate ABA entrances).	X	X		OSHEM
	P6	Emergency lighting has been provided at all exits and in the center of the tent	X	X		OSHEM
	PERFORMANCE STRUCTURES					
	P7	Video captioning is available where videos are shown.	X	X	1	AP
	P8	Assistive listening systems and devices are available and connected to sound system at all venues with amplified sound.	X	X	1	AP
	P9	Where appropriate for public or performers, provide ADA access to stage by compliant ramp to stage with stable bottom landing, or a portable lift.	X	X	1	AP
	EXHIBITS, DISPLAYS & SALES					
	P10	Provide 30" x 48" clear space at each display.	X	X	1	AP
	P11	Viewing heights: centerlines of displays to floor between 36" and 39", 54" for wall hung displays.	X	X	10	AP
	P12	Representative samples in the preferred viewing area.	X	X	10	AP
	P13	At least one sales station is accessible for visitors and staff.	X	X	10	AP
	FOOD PREPARATION/ SALES STRUCTURES					
	P14	All heat producing items are properly wired and placed on non-combustible material.	X	X	4	OSHEM
	P15	Propane is within allowable limits per NPS.	X			OSHEM
	P16	Propane tanks, piping, and equipment is in compliance with NFPA 58 and NPS requirements. Tanks are 10' from tent structures.	X	X	2	OSHEM
	P17	Provide grease waste disposal plan	X	X	4	OSHEM
	P18	No lit candles, open flames, cooking, or propane use in tent, unless adequate plans and safety measures.	X	X	4, 7	OSHEM
	P19	At least one sales station is accessible for visitors and staff.	X	X	10	AP
	P20	All outdoor cooking appliances are at least 10 feet from the tent structure.	X	X		AP
	EATING, INFORMATION, ETC.					
	P21	Table & counter heights are between 27" and 34" above ground.	X	X	1, 10	AP



Minimum Design Inspection Requirements: [name of structure]

	No.	Item	Review	Inspection	Ref.	Department
	P22	Minimum knee clearance of 11" at 9" above ground, and 8" at 27" above ground. Minimum knee clearance width of 30".	X	X	¹	AP
FOOD	FOOD TRUCKS					
	F1	Meet all conditions of DCRA licensing	X	X	¹⁰	OEDC
	F2	Have DC certified food manager on board	X	X	¹⁰	OEDC
	F3	Have Class K fire extinguisher	X	X	⁹	OSHEM
	F4	Keep cooking appliances outside of food truck at least 10' away from the food trucks, tent structures and propane tanks	X	X	¹¹	OSHEM
	F5	Prevent accumulation of grease on tent from food truck hood exhaust fan, by pulling tent piece back from hood, or having two piece tent	X	X	¹¹	OSHEM

Ref.: 1. ABA: Architectural Barriers Act Guidelines

2. NFPA 58, Liquefied Petroleum Gas Code – 2011: National Fire Protection Association, latest ed.

3. NFPA 101, Life Safety Code - 2012: National Fire Protection Association, latest edition.

4. IFC 2012: International Fire Code – 2012 International Code Council, latest edition.

5. NFPA 10, Standard for Portable Fire Extinguishers – 2010: National Fire Protection Association, latest edition.

6. IBC 2012: International Building Code, latest edition. Section 3103, Temporary Structures, except as pertains to building structure.

7. SI SM: Smithsonian Safety Manual

8. SI FPLS: Smithsonian Fire Protection and Life Safety Design Manual

9. National Park Service Permit requirements

10. Agreed upon through interviews with SI and Design Standards review meetings.

11. DCFD: District of Columbia Fire Department.



SI Folklife Festival – Appendix

APPENDIX

Standard Drawings, Details, and Product Data

- Typical Performance Tent Layout
- Typical Food Sales Tent Layout
- Market Sales Tent at NMAH
- Accessibility Sketches
- Typical ADA Cable Cover Detail
- Typical ADA Low Step Ramp
- Typical Fire Extinguisher Mounting Detail
- Event Marker
- Gate Entrance Pylon
- Fire Pad
- Slat House and Story Circle

Attachments for Vendors

- Tent Purchase Order Attachment
- Vendor Fire/Life Safety Checklist Attachment

Site Specific Safety Plan (SSSP)

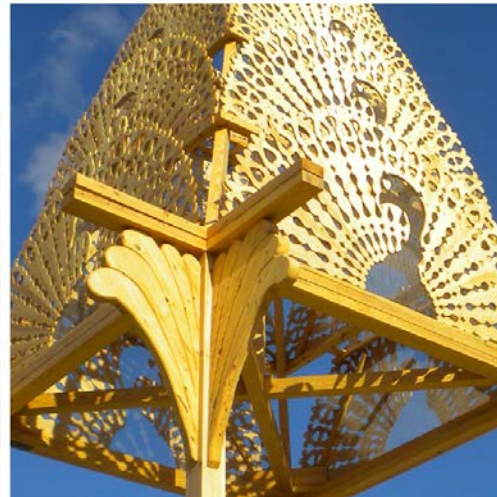
Applicable Codes, Standards, and References



SI Folklife Festival – Appendix



SI Folklife Festival – Standard Drawings & Details





SI Folklife Festival – Standard Drawings & Details



SI Folklife Festival – Performance Tent Layout

LEGEND:

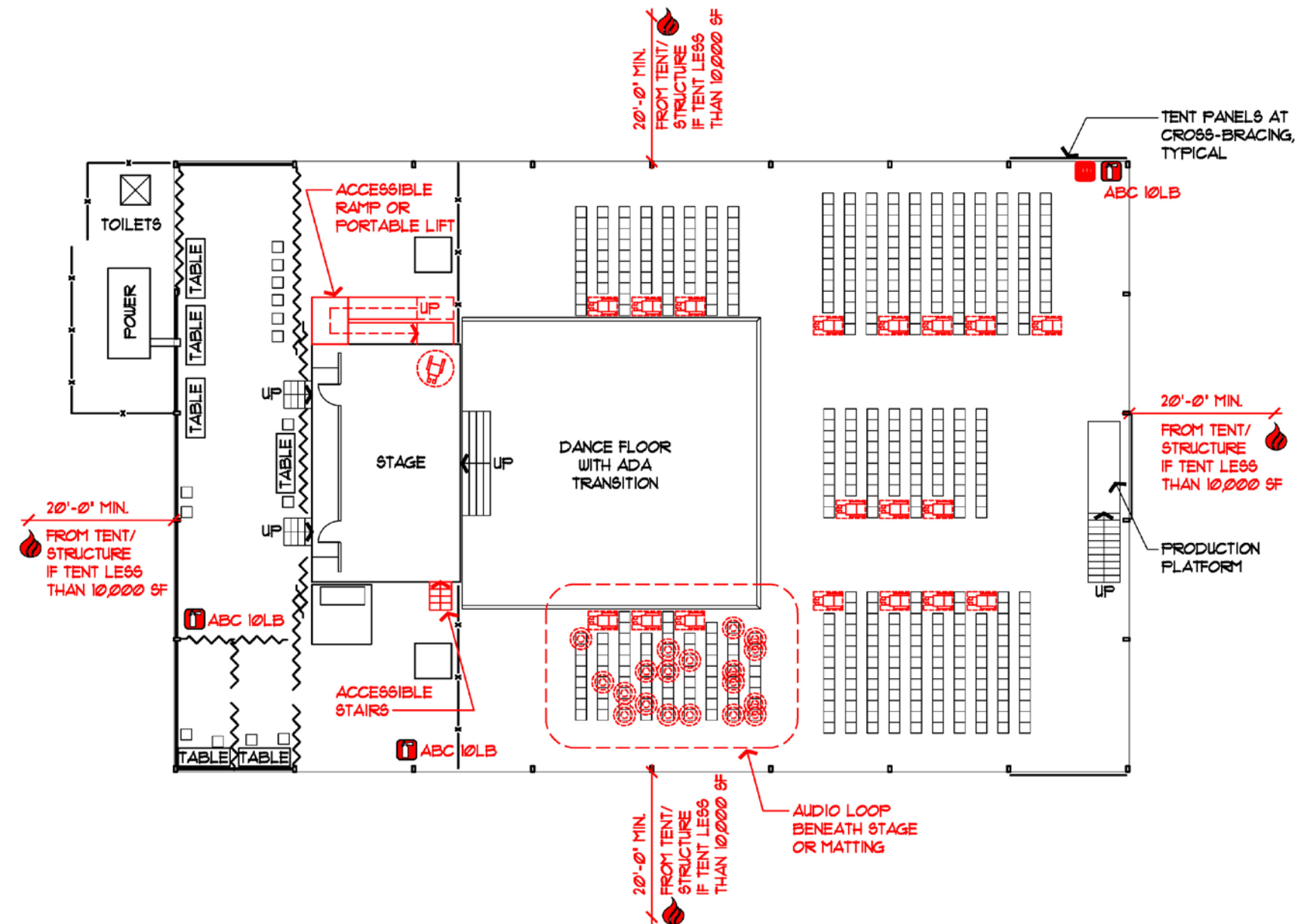
- MAX. OCCUPANCY SIGN
- OPEN OR EXPOSED FLAME
- FIRE EXTINGUISHER
- METAL BARRICADES
- AUDIO LOOP
- DESIGNATED SEAT FOR ASSISTIVE LISTENING
- DRAPE WITH SAME FLAMMABILITY STANDARDS AS TENTS
- MOVABLE SEAT

NOTE:

- APPROVAL FROM FIRE CODE OFFICIAL REQUIRED FOR TENT AREA OF 400 SQ. FT. OR MORE.
- ALL DRAPES, STAGE PROPS, COVERS AND EQUIPMENT/STRUCTURES TO MEET FLAMMABILITY STANDARDS OF TENTS.

NOTE:

THIS DRAWING IS INTENDED TO SHOW MINIMUM CLEARANCES/ DIMENSION REQUIREMENTS AND TYPICAL PLACEMENT OF SIGNS AND FIRE EXTINGUISHERS



ASSISTIVE LISTENING SIGNAGE



ASSISTIVE LISTENING SEATS LABELED WITH PEEL AND STICK SIGNAGE



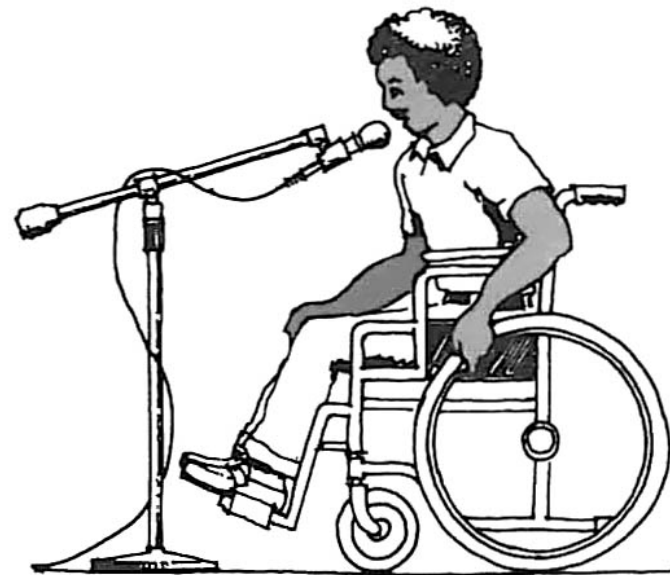
REMOVABLE SEATS TIED TOGETHER WITH ZIP-TIES, LABELED WITH PEEL AND STICK SIGNAGE



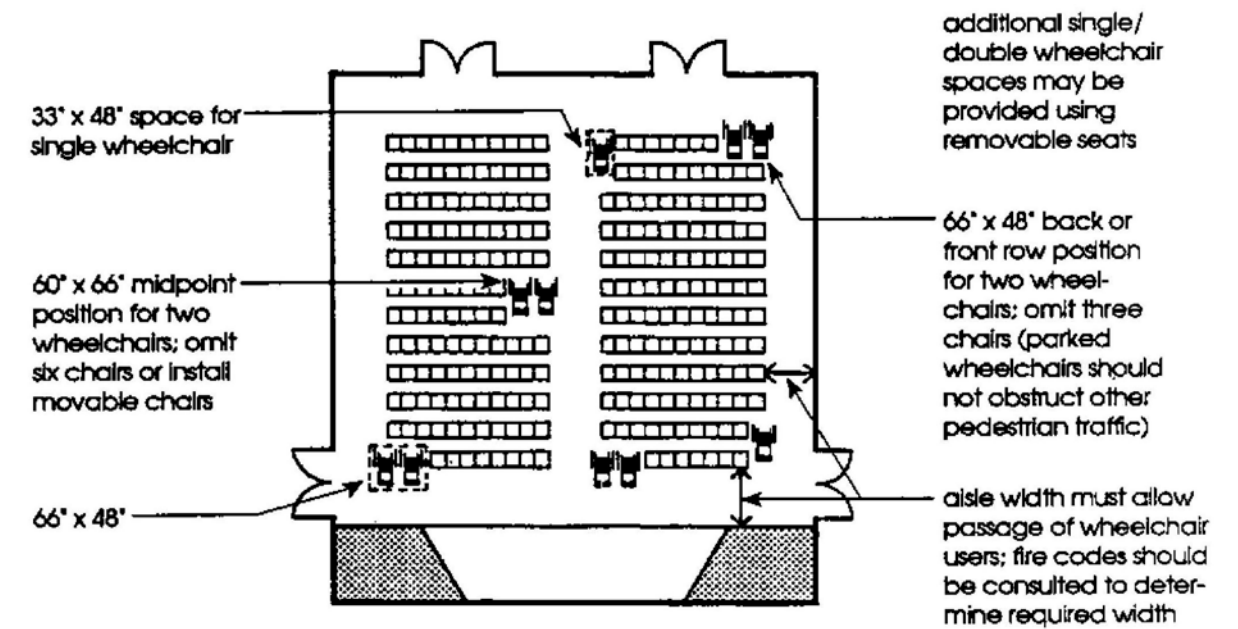
Accessible spaces adjacent to fixed seating allow a person in a wheelchair to sit with persons with whom they may be traveling.



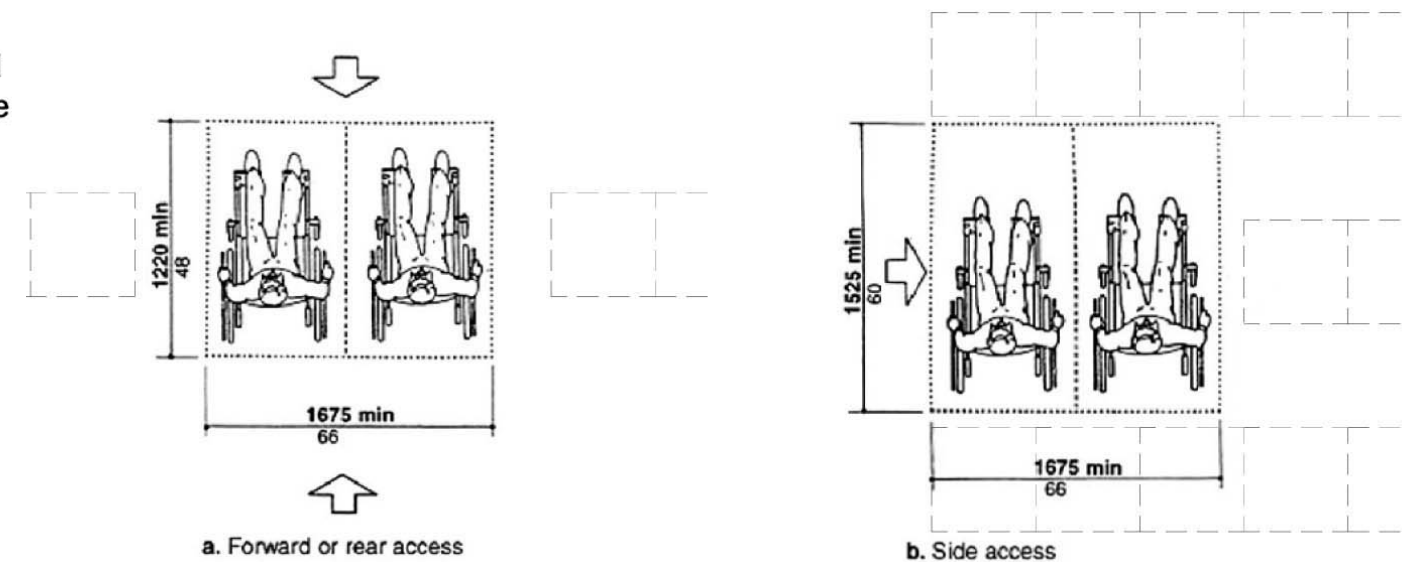
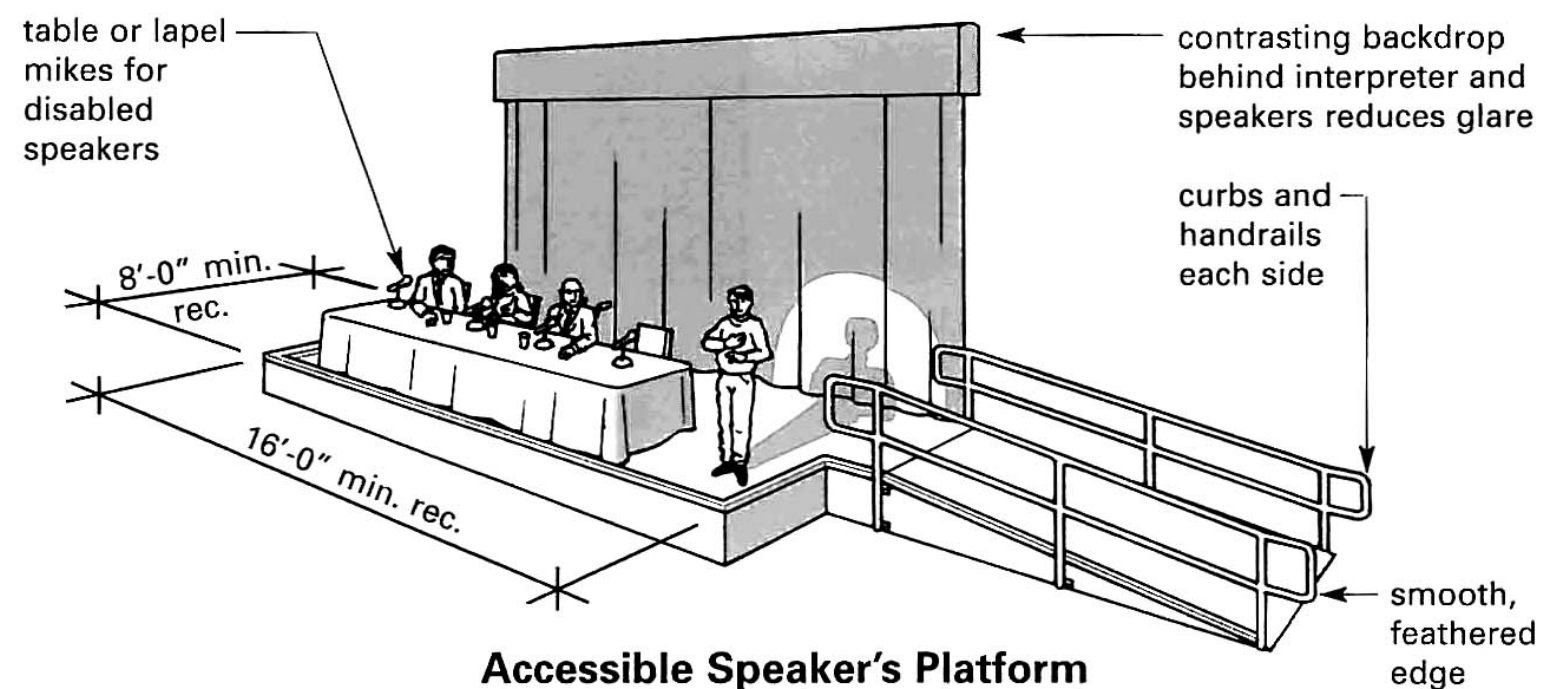
SI Folklife Festival – Performance Tent Layout



Participants May Have Disabilities



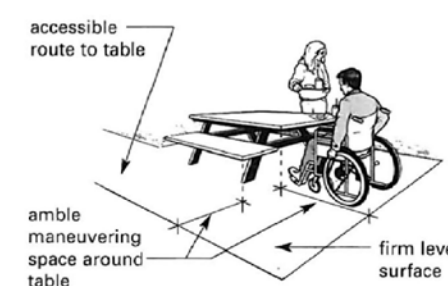
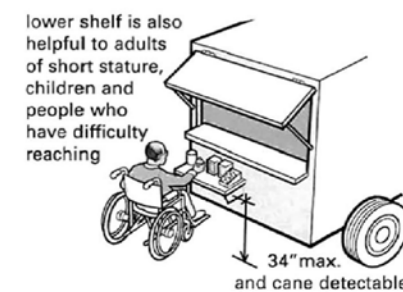
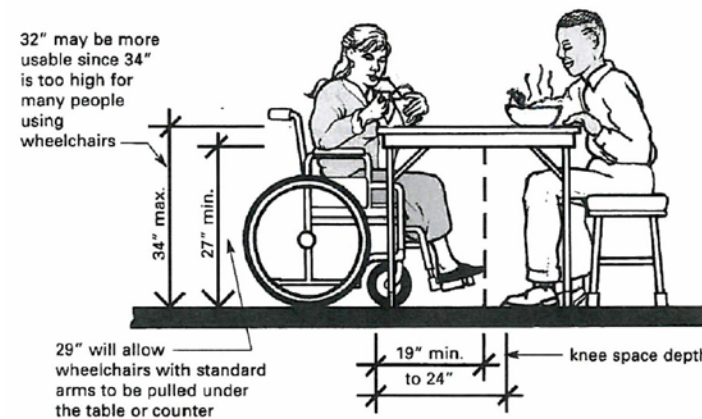
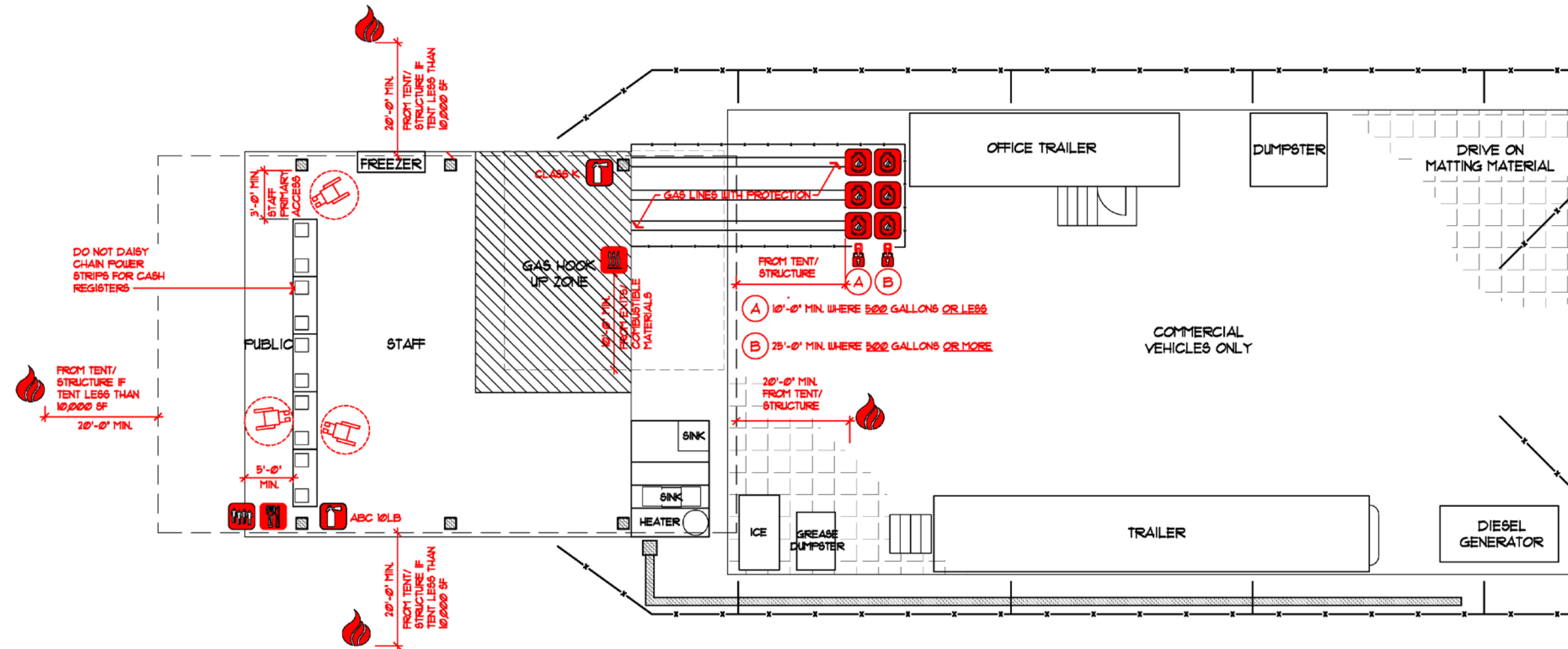
Spaces for people using wheelchairs must be an integral part of the seating plan and must always be near fixed seating



Maneuvering Clearances



SI Folklife Festival – Food Sales Tent Layout

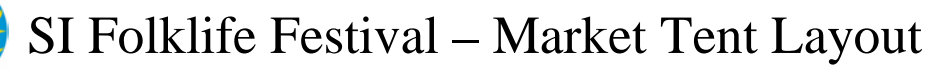


LEGEND:

NOTE:

- APPROVAL FROM FIRE CODE OFFICIAL REQUIRED FOR TENT AREA OF 400 SQ. FT. OR MORE.
- ALL COVERS, DRAPES AND OTHER EQUIPMENT/ STRUCTURES TO MEET FLAMMABILITY STANDARDS OF TENTS.

NOTE:
THIS DRAWING IS INTENDED TO SHOW MINIMUM CLEARANCES/ DIMENSION REQUIREMENTS AND TYPICAL PLACEMENT OF SIGNS AND FIRE EXTINGUISHERS

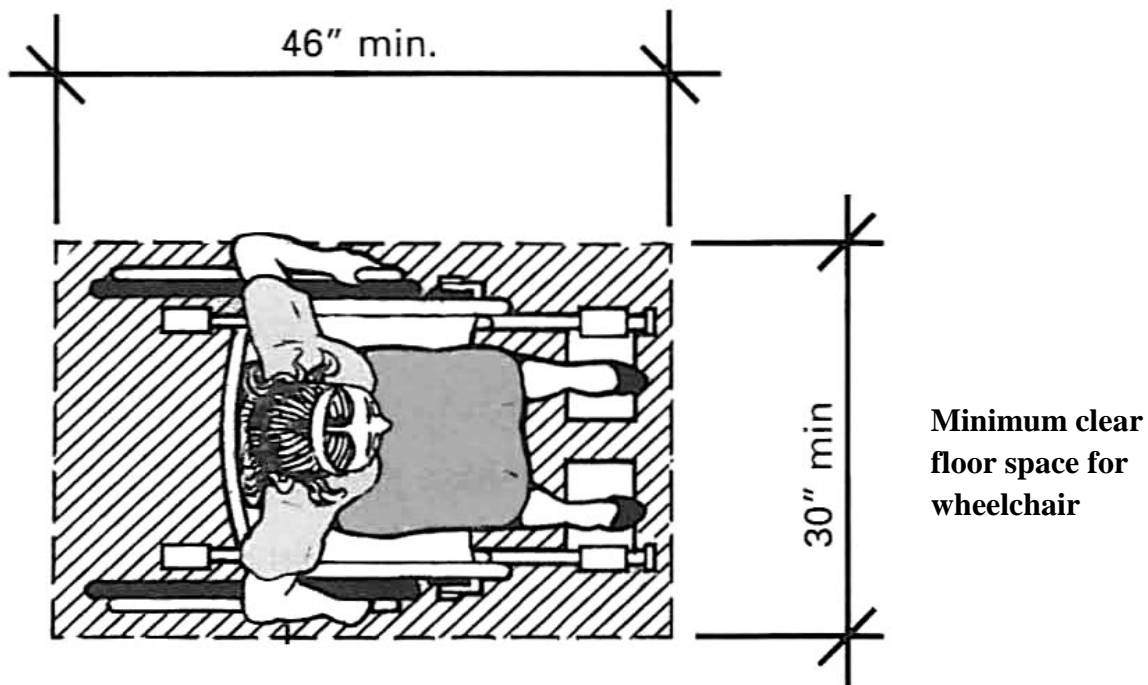


NOTE: PRINT AT 11" X 17" FOR FULL SIZE SHEET



SI Folklife Festival – Accessible Design

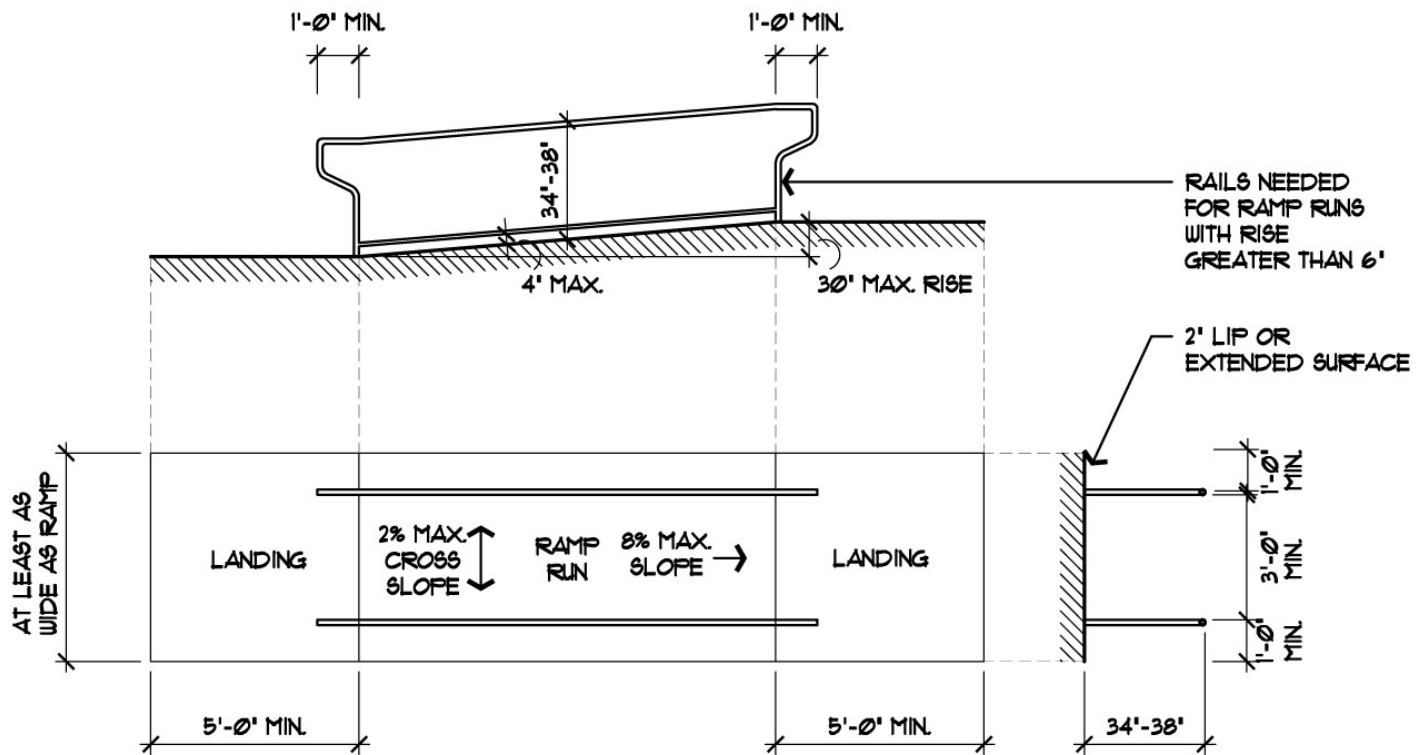
Performers, speakers and participants may have disabilities. Designing for people with accessibility is required by Code.



*Sketches courtesy of NC State University, College of Design,
The Center for Universal Design*

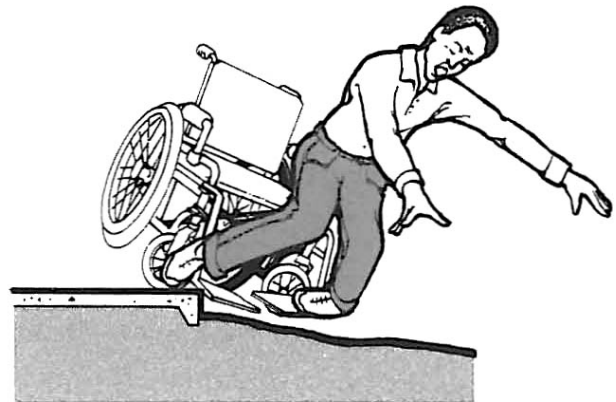
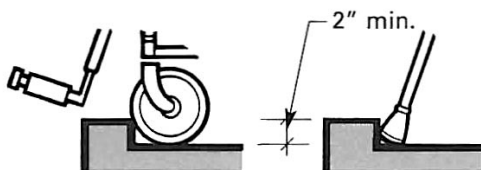


SI Folklife Festival – Accessible Design



ACCESSIBLE RAMP

**Lack of Edge Protection at Curb Ramps
With Drop-Offs Can Be a Hazard**



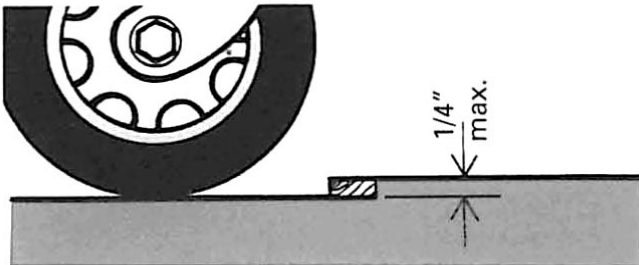
*Sketches courtesy of NC State University, College of Design,
The Center for Universal Design*



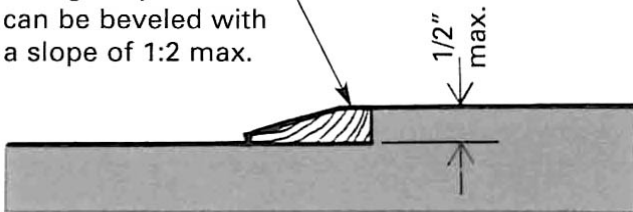
SI Folklife Festival – Accessible Design

Features of an Accessible Ramp

vertical changes
1/4" max.

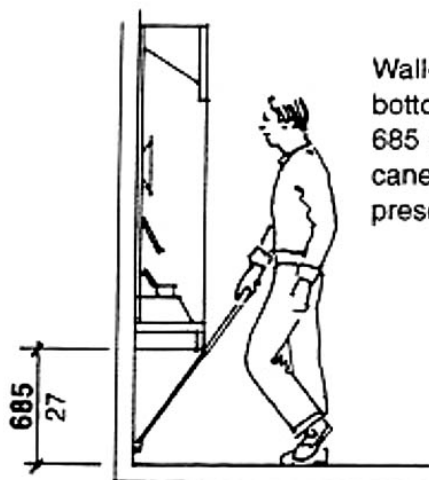


changes up to 1/2"
can be beveled with
a slope of 1:2 max.

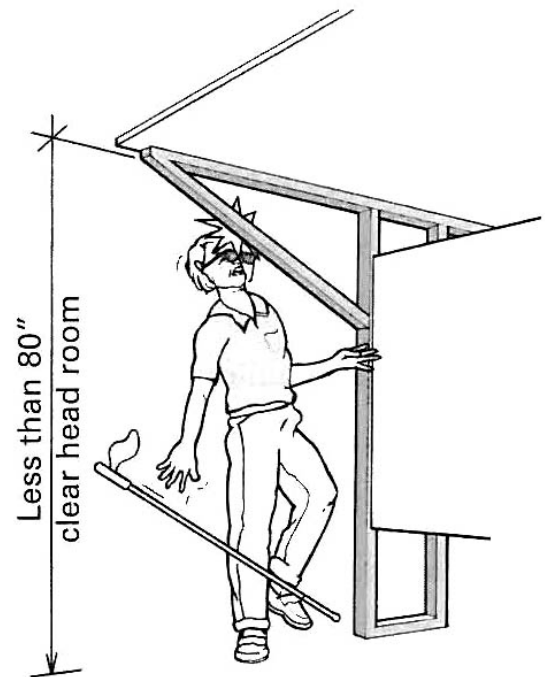


Mitigate Abrupt Vertical Changes

Ensure Adequate Clearance for Protruding Objects



Wall-hung objects with
bottom edges below
685 mm (27 in.) alert
cane users to their
presence

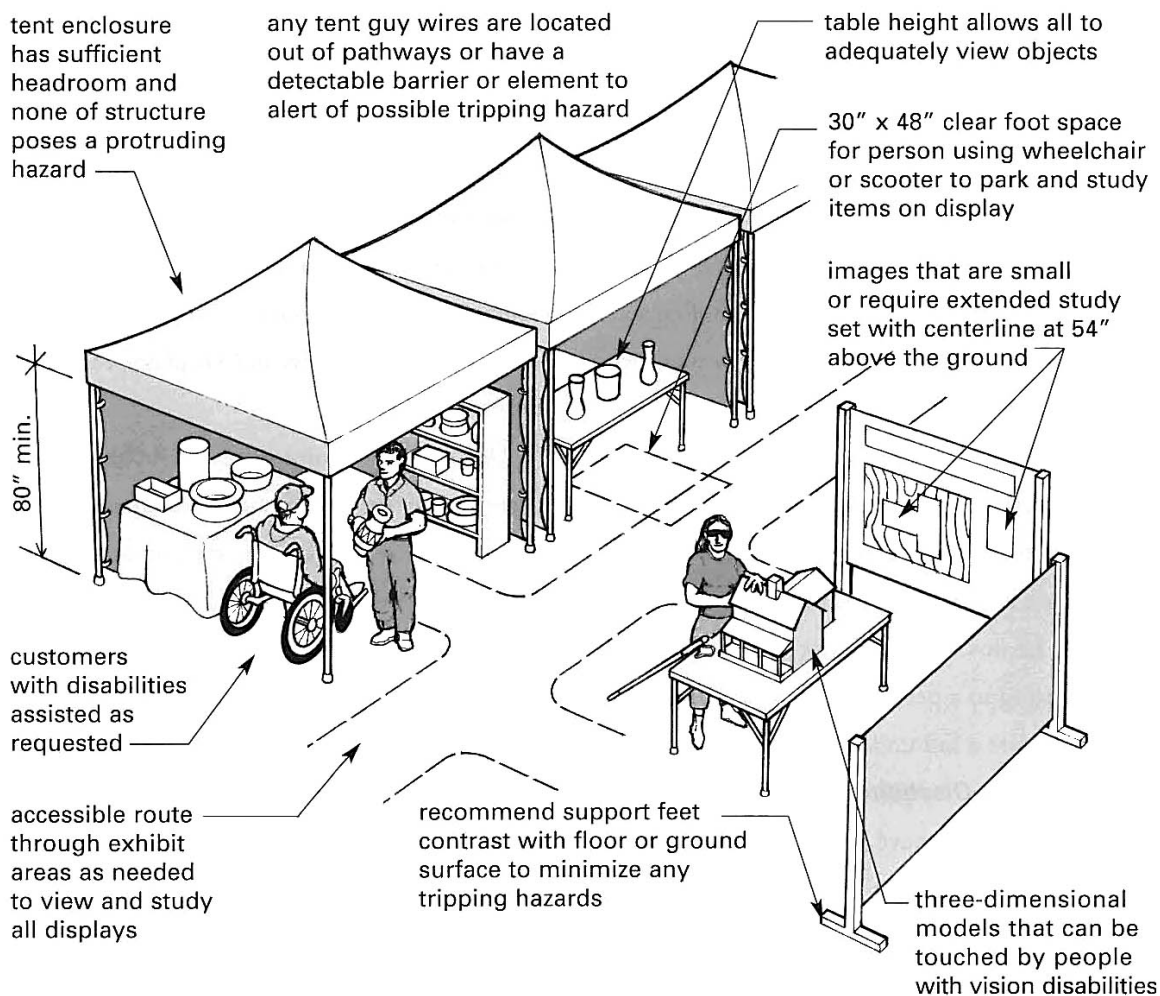


Cane Detection of Protruding Objects

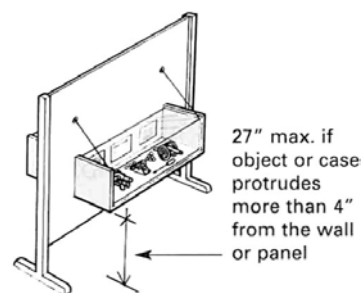
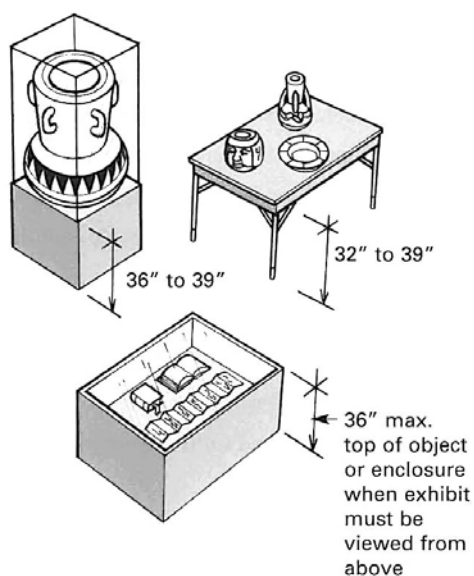
Sketches courtesy of NC State University, College of Design,
The Center for Universal Design



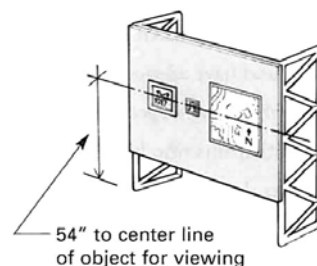
SI Folklife Festival – Accessible Design



Features of an Accessible Exhibit



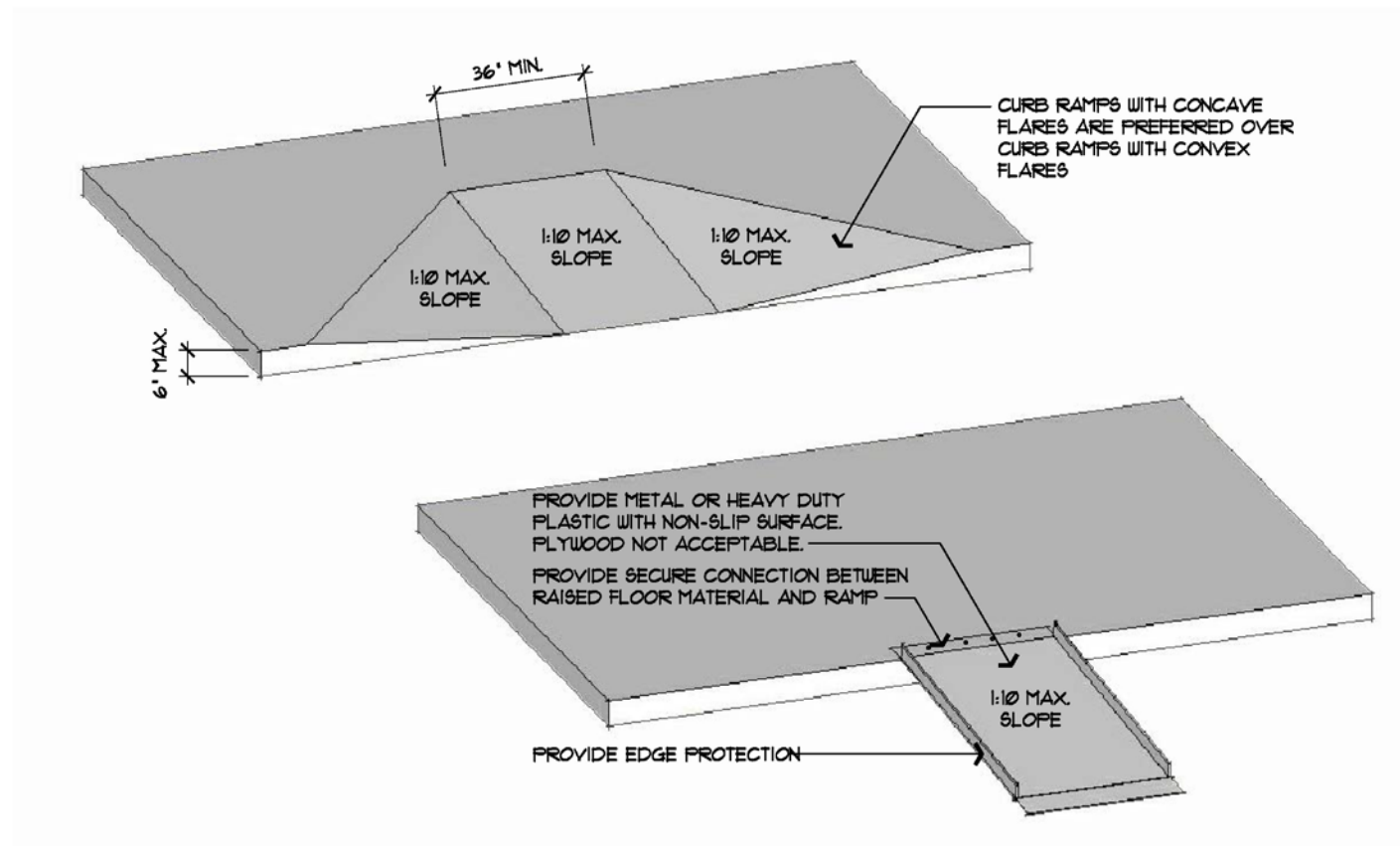
Recommended Heights for Wall-hung Display Cases or Objects



Sketches courtesy of NC State University, College of Design,
The Center for Universal Design



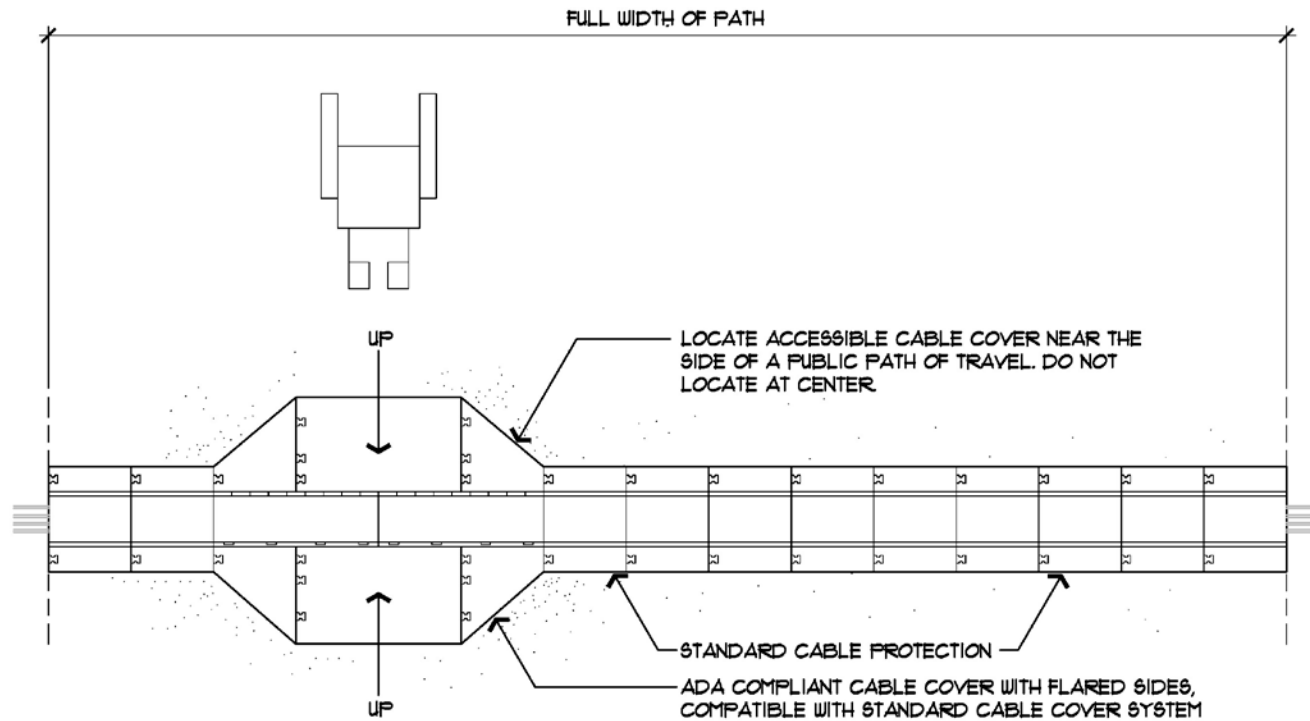
SI Folklife Festival – Accessible Design



ACCESSIBLE RAMP TYPES
FOR CHANGES IN LEVELS UP TO 6"



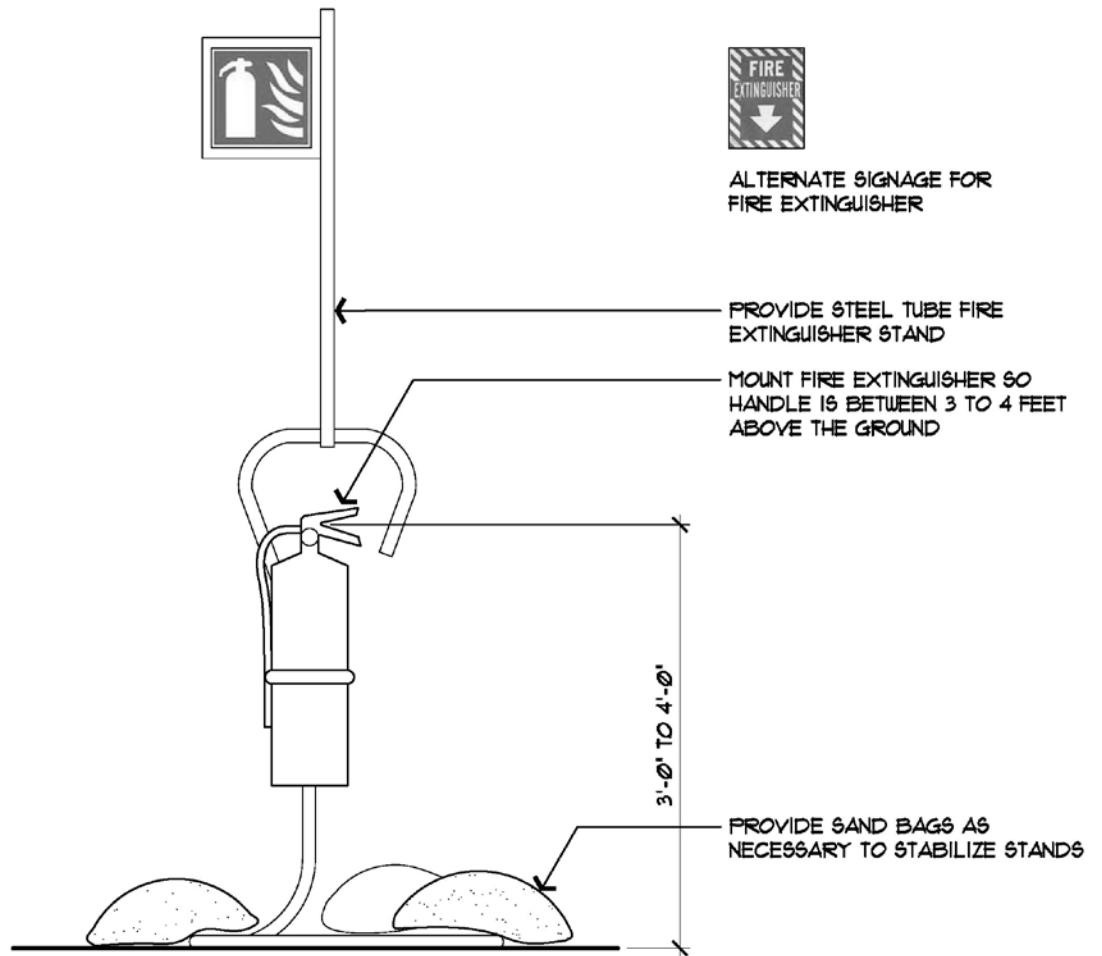
SI Folklife Festival – Accessible Design



ADA COMPLIANT CABLE PROTECTION



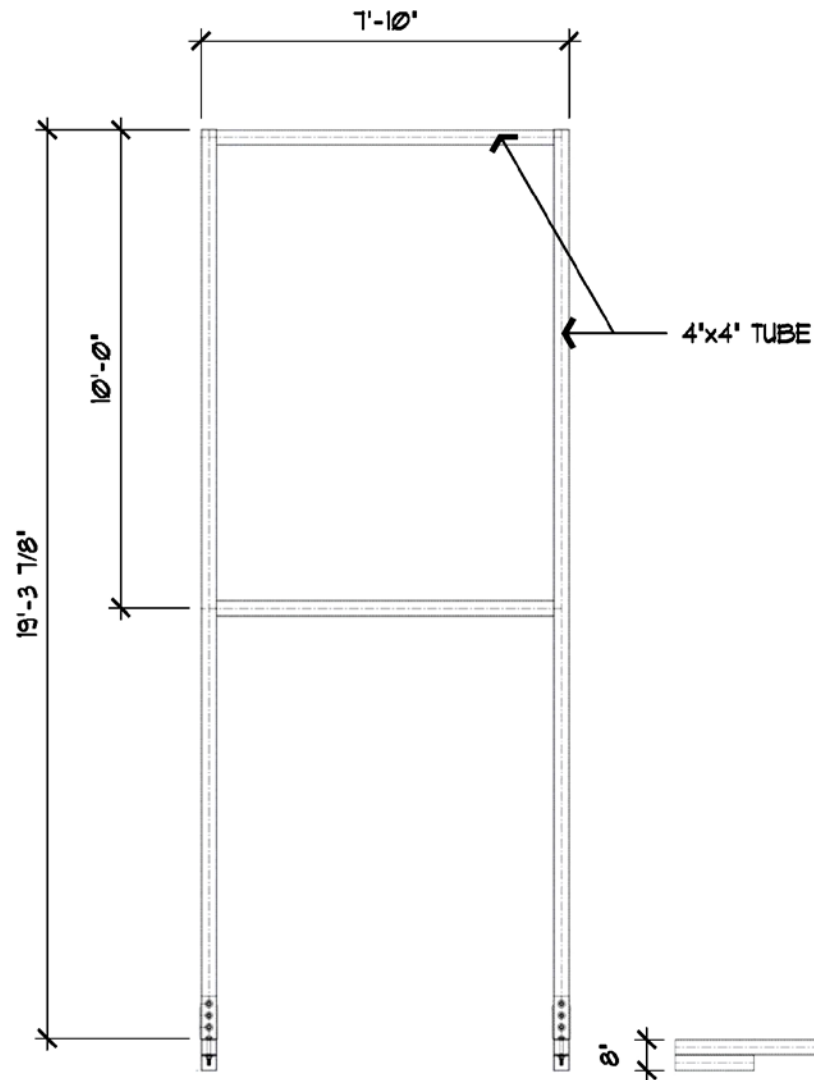
SI Folklife Festival – Typical Fire Extinguisher Mounting Detail



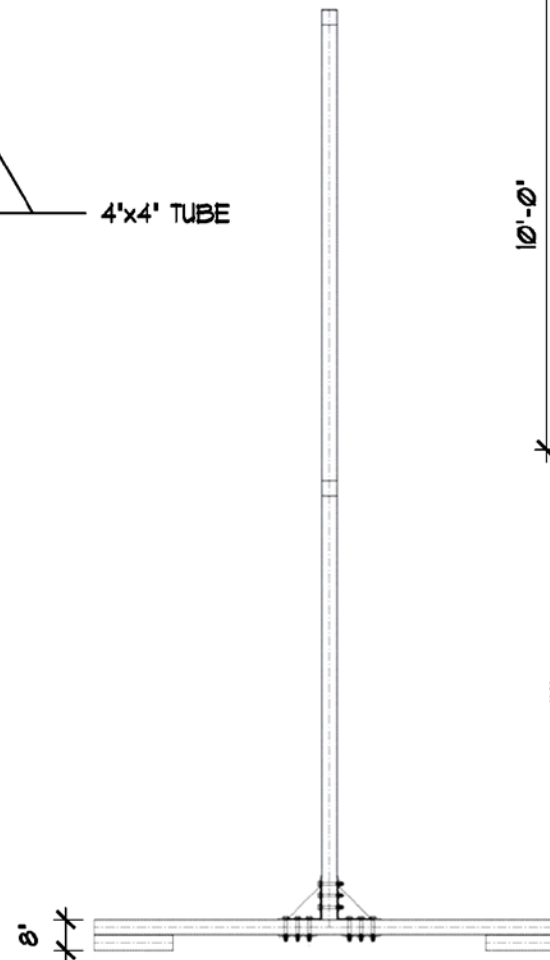
FIRE EXTINGUISHER
MOUNTING DETAIL



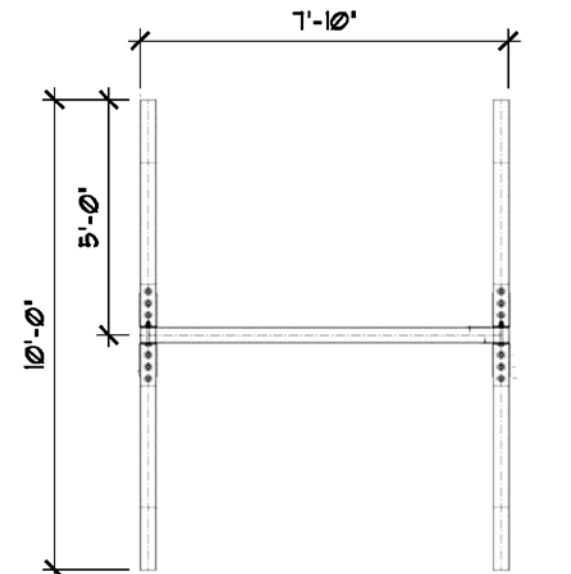
SI Folklife Festival – Event Marker



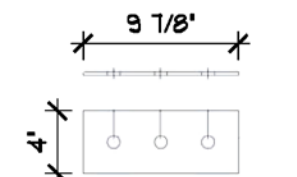
FRONT ELEVATION (N.T.S.)



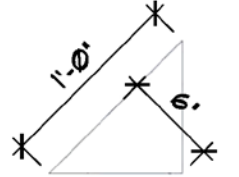
SIDE ELEVATION (N.T.S.)



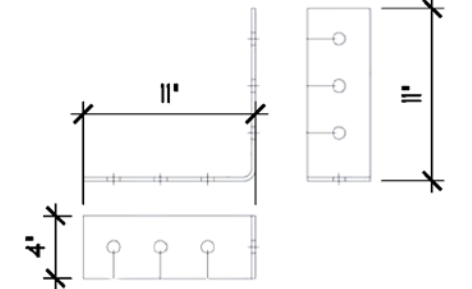
PLAN (N.T.S.)



BOTTOM PLATE (N.T.S.)



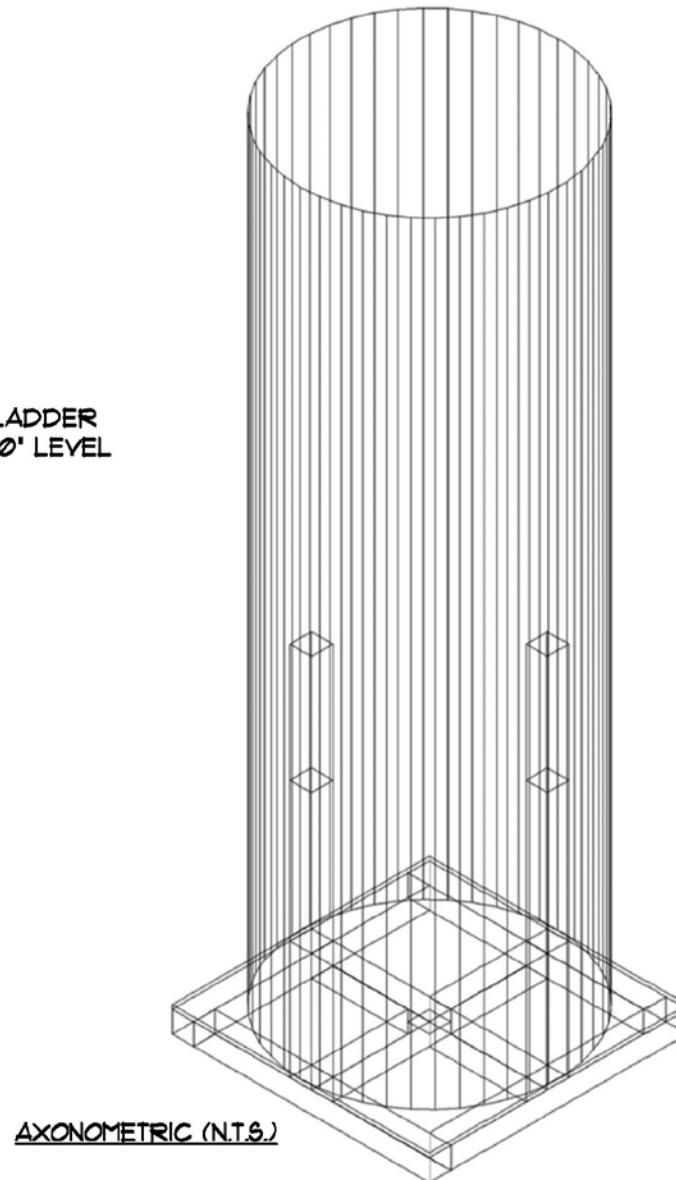
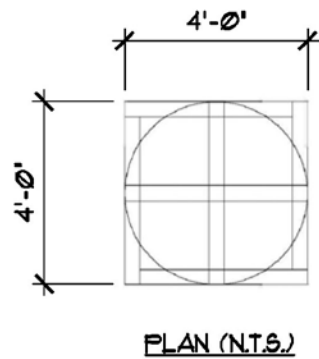
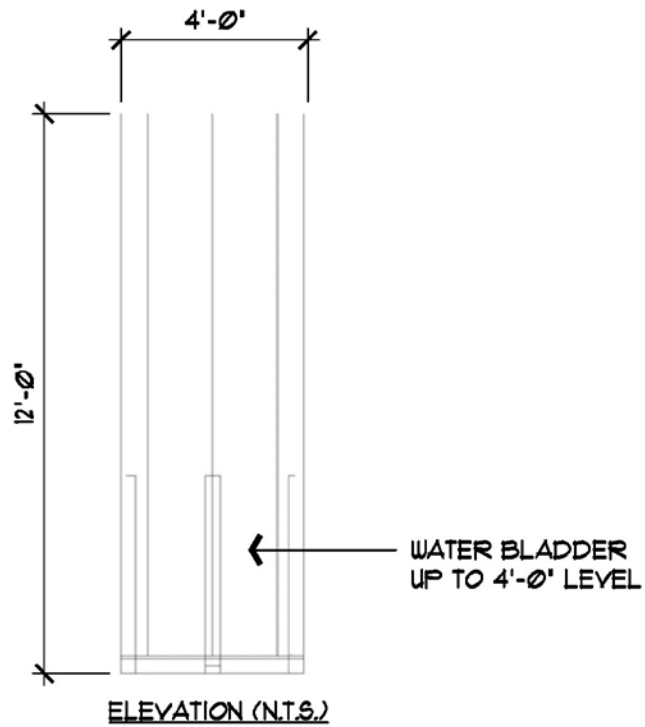
GUSSET (N.T.S.)



ANGLE PLATE (N.T.S.)

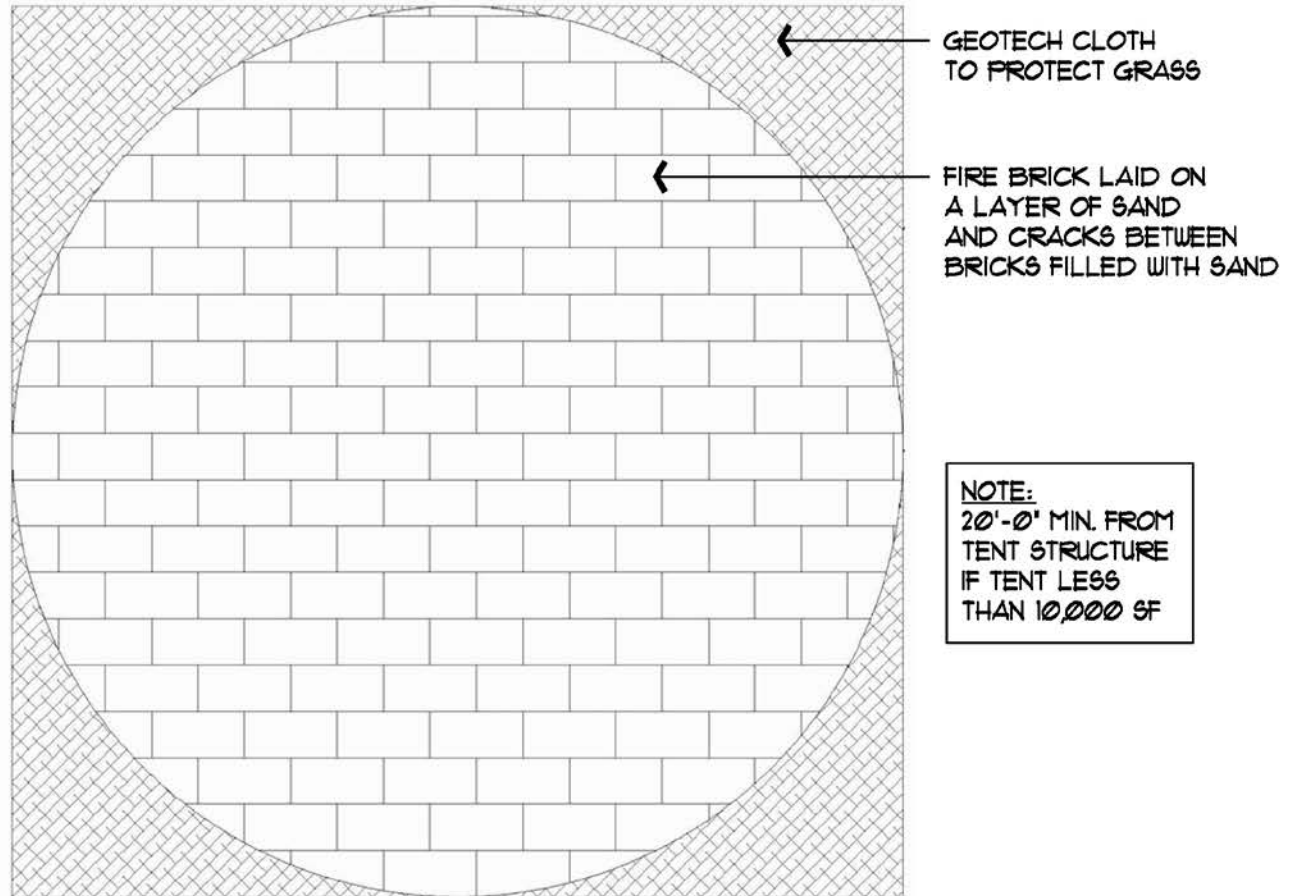


SI Folklife Festival – Gate Entrance Pylon





SI Folklife Festival – Fire Pad



PLAN (N.T.S.)



SI Folklife Festival – Slat House & Story Circle



SLAT HOUSE
Reused Structure

STORY CIRCLE
Reused Structure



SI Folklife Festival – Attachment for Vendors

The following are to be attached to or incorporated into purchase orders with vendors, as indicated.





SI Folklife Festival – Attachment for Vendors



SI Folklife Festival – Tent Purchase Order

Attachment to Tent Purchase Order

1. All tents including hold downs, stakes, ballast, ropes, connections, poles and fabric shall be capable of safely withstanding design wind and rain loads according to ANSI E 1.21-2006, as recommended by ESTA.
2. Cooperate fully with the reviewing agency and provide calculations stamped and certified by a Professional Engineer (PE) registered in the United States of America.
3. Provide backup test data on the pull out capacity of stakes.
4. All tents should be erected in accordance with the manufacturers' guidelines/ instructions along with the OSHA fall protection guidelines and OSHA guidelines for the proper use of lift vehicles and ladders.
5. Submit design drawings showing full layout of all elements stamped and certified by a Professional Engineer registered in the United States.
6. Provide complete written instructions on the recommended erection method.
7. Engage the same certifying Professional Engineer to inspect the tent and all connections and attachments and issue a written report stamped and signed with PE stamp prior to occupancy.
8. Tent must be certified by tent manufacturer and labeled as flame retardant, passing NFPA 701. Permanent label indication certification must be attached to the tent. Installer or field applied fire retardant treatments are not permitted.
9. Access: SI will distribute vehicle access passes issued by the US Park Police for use only when delivering or removing tent structure. Observe the following conditions:
 - Enter/exit at 7th Street, southern gravel walkway. Do not enter from Madison or Jefferson Drives.
 - It is prohibited to traverse or park on treed panels and/or on turf or walkway areas.
 - Exercise extreme caution when driving on the gravel walks. Do not exceed 5 mph, and provide a walking spotter for trucks exceeding 7500 pounds, GVW, or when moving heavy equipment.
 - Maintain pedestrian traffic at all times, unless prior arrangements have been confirmed.



SI Folklife Festival – Vendor Fire/ Life Safety Checklist

Tent /Structure Number: _____

Vendor: _____

Vendor Contact: _____

Date: _____

Free standing structures and tents and adjacent functions						
No.	Requirement	Yes	No	NA	Remarks	Reference
1	All building materials for tents, building and decorations are of low flammability or treated with No Char or approved fire retardant and meet the SI standards. Certifications provided by tent suppliers, vendors.					FP&LS DM IFC-CH 24 NFPA 701 ASTM E 84
2	There is a clear access path of at least 60” wide throughout inside of tents where public has access.					NFPA 101 IFC-CH24
3	For closed tents, there are self illuminated exit signs installed directing people to nearest exits.					NFPA 101 IFC-CH 24
4	Exits are on opposite ends and remotely located. Tent sides are open at exit aisles.					IFC-CH 24
5	Fire extinguishers are installed on approved stands or brackets, and signage is provided.					NFPA 10
6	All wiring and cables are properly covered or secured to floor or structure, with no tripping hazard.					SI SM
7	All candles are reviewed and approved by OSHEM, and properly placed in non-combustible material or holders.					IFC 308.3
8	For closed tents, maximum occupancy load signs are posted.					IFC-CH 24
9	If provided, electrical irons are properly wired and placed on non-combustible material.					IFC-CH 24
10	All extension cords are properly loaded.					SI SM
11	All propane tanks are properly secured and chained. Propane lines from tanks to appliances are protected and piping is approved material.					IFC-CH 38 NFPA 58
12	Propane tank tanks are chained and secured with barriers in parking areas to avoid possible impact by vehicles.					IFC-CH 24 IFC-CH 38
13	Propane tank are located at least 10 ft from any structure.					IFC-CH 24 IFC-CH 38
14	The number of propane tank are compliant approved permit.					IFC-CH 24
15	Propane storage tanks, valves and piping are certified by vendors to comply with NFPA 58 & International Fire Code?					IFC-CH 38 SI SM NFPA 58
16	Heat producing equipment is properly located and in accordance with approved permit.					IFC-605
17	Class K fire extinguishers are used in cooking areas.					NFPA 10
18	Two (2) ABC10 minimum rated fire extinguishers are used in tents (non-cooking areas).					NFPA 10



SI Folklife Festival – Vendor Fire/ Life Safety Checklist

19	Open flame devices are compliant with approved permit conditions.					IFC 308.3
20	Cooking grease is properly stored, used and disposed of.					IFC CH 24
21	All park resources are protected from harm.					NPS
22	All back-up fuel for generators is stored in fuel depot and access is provided for refuel vehicles to avoid use of hand-carried portable containers for refilling.					IFC-CH 34
23	Stairs are need on all trucks parked on the Mall. Handrails are required for stairs with 4 or more risers. Handrails may be removable.					SI SM

References:

NFPA 101, Life Safety Code 2009 Edition (LSC)

NFPA 10 – 2010 Edition

NFPA 58 – Liquefied Petroleum Gas Code - 2010

OSHEM Fire Protection & Life Safety Design Manual (FP&LS DM)

SI Safety Manual (SI SM)

International Fire Code 2009 (IFC); Temporary Structures

NFPA 701-2010 Edition

ASTM E-84



SI Folklife Festival – Site Specific Safety Plan

The following is the required format for the Site Specific Safety Plan (SSSP). The SSSP must accompany the tent or structure submittal.





SI Folklife Festival – Site Specific Safety Plan

Site Specific Safety Plan (SSSP) Format

A Site Specific Safety Plan (SSSP) is a safety and health policy and program document and outlines how the contractors will safely conduct their work. The following areas are typically addressed in an SSSP, but this plan shall be job-specific and shall also address any unusual or unique aspects of the project or activity for which it is written.

The SSSP shall interface with the employer's overall safety and health program, and a copy shall be available on the work site. Any portions of the employer's overall safety and health program that is referenced in the SSSP shall be included as appropriate.

≥ For LIMITED-SCOPE SERVICE, SUPPLY AND R&D CONTRACTS, for example, mowing (only), surveying, industrial cleaning, inspecting, the Contracting Officer and Facility Safety Coordinator may allow the use of an ABBREVIATED SSSP (customized SSSP requirements and waive the more stringent elements of this section). > See section 11.

Site Specific Safety Plans may be submitted electronically or in hard copy depending upon the size and complexity of the project.

Section 1 SIGNATURE SHEET. Title, signature, and phone number of the following:

- a. Plan preparer (Qualified Person, Competent Person, such as corporate safety staff person, QC);
- b. Plan must be approved, by company/corporate officers authorized to obligate the company;
- c. Plan concurrence (e.g., Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC). Provide concurrence of other applicable corporate and project personnel (Contractor).

Section 2 BACKGROUND INFORMATION. List the following:

- a. Contractor;
- b. Contract number;
- c. Project name;
- d. Brief project description, description of work to be performed, and location; phases of work anticipated these will require a Job Hazard Analysis (JHA's).

Section 3 STATEMENT OF SAFETY AND HEALTH POLICY. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.

Section 4 RESPONSIBILITIES AND LINES OF AUTHORITIES. Provide the following:

- a. A statement of the employer's ultimate responsibility for the implementation of Safety and Health on the job site;
- b. Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes. Qualifications shall include the OSHA 30-hour course or equivalent course areas as listed here:
 - (1) OSH Act/General Duty Clause;
 - (2) 29 CFR 1904, Recordkeeping;
 - (3) Subpart C: General Safety and Health Provisions, Competent Person;
 - (4) Subpart D: Occupational Health and Environmental Controls, Citations and Safety Programs;

- (5) Subpart E: PPE, types and requirements for use;
- (6) Subpart F: understanding fire protection in the workplace;
- (7) Subpart K: Electrical;
- (8) Subpart M: Fall Protection;
- (9) Rigging, welding and cutting, scaffolding, excavations, concrete and masonry, demolition; health hazards in construction, materials handling, storage and disposal, hand and power tools, motor vehicles, mechanized equipment, marine operations, steel erection, stairways and ladders, confined spaces or any others that are applicable to the work being performed.
- c. The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached. Requirements that no work shall be performed unless a designated competent person is present on the job site;
- e. Requirements for pre-task safety and health analysis;
- f. Lines of authority;
- g. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;
- h. Provide written company procedures for holding managers and supervisors accountable for safety.

Section 5 SUBCONTRACTORS AND SUPPLIERS. If applicable, provide procedures for coordinating **Safety and Health** activities with other employers on the job site:

- a. Identify key personnel of subcontractors and suppliers (if known);
- b. Establish how safety responsibilities of subcontractors and suppliers will be communicated and managed.

Section 6 TRAINING.

- a. Requirements for new hire Safety and Health orientation training at the time of initial hire or transfer of each new employee to the job site.
- b. Requirements for all employees to be briefed and familiar with the contents of the SSSP prior to beginning their assigned work.
- c. Requirements for mandatory training and certifications that are applicable to this project (e.g., explosive actuated tools, confined space entry, respiratory protection, crane operator, fall protection, vehicle/equipment operators, HAZWOPER training and certification, PPE etc.) and any requirements for periodic retraining/recertification.
- d. Procedures for periodic safety and health training for supervisors and employees to include “Tool Box” safety meetings.

Section 7 SAFETY AND HEALTH INSPECTIONS.

- a. Specific assignment of responsibilities for a minimum daily/weekly job site safety and health inspection during periods of work activity: Who will conduct (e.g., Site Superintendent, Safety Professional, Project Manager, QC, supervisors, employees – depends on level of technical proficiency needed to perform said inspections), proof of inspector's training/ qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow-up procedures;

Section 8 ACCIDENT REPORTING The Contractor shall identify person(s) responsible to provide the following:

- a. Exposure data (man-hours worked);
- b. Accident investigations, reports, and logs: Report all accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/ Representative (COTR). The contractor shall thoroughly investigate the accident and submit the findings of the investigation along with root causes and appropriate corrective actions to the COTR as soon as possible but no later than five (5) working days following the accident. Implement corrective actions as soon as reasonably possible;
- c. The following require **immediate** accident notification:
 - (1) A fatal injury;
 - (2) The hospitalization of one or more people resulting from a single occurrence;
 - (3) Injuries to employees, SI staff, visitors, or members of the public requiring emergency response and/or transport to the hospital;
 - (4) Any damage to SI property.

Section 9. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks and compliance plans. Using the 29 CFR 1926 and/or current and accepted procedures in the EM 385-1-1 as a guide, plans must include but not be limited to:

a. Layout plans/Temporary Facilities (04.A.01)

Plans for the layout of temporary construction buildings, facilities, lay down area, fencing, and access routes and anchoring systems for temporary structures shall be submitted.

b. Emergency response plans:

- (1) Procedures and tests (01.E.01); 1926.35

- (2) Spill plans (01.E.01, 06.A.02);
 - (3) Firefighting plan (01.E.01, Section 19); 1926.24
 - (4) Posting of emergency telephone numbers (01.E.05); 1926.50
 - (5) Medical Support. Outline on-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, and the name(s) of on-site Contractor personnel trained in first aid and CPR. A minimum of one employee shall be certified in CPR and first-aid per shift/site (Section 03.A.02; 03.D); 1926.50(c)
- c. Plan for prevention of alcohol and drug abuse (01.C.02); Drug-Free Workplace Act 1988
 - d. Site sanitation plan, housekeeping (Section 02); 1926.25, 1926.51
 - e. Access and haul road plan (4.B); Access/haul roads shall be designed in accordance with current engineering criteria.
 - f. Respiratory protection plan (05.G); 1910.134
 - g. Health hazard control program (06.A); 1926.53
 - h. Hazard communication program (06.B.01); 1910.1200(e)
 - i. Process Safety Management Plan (06.B.04); 1926.64 and 1910.119
 - j. Lead abatement plan (06.B.05 & specifications); 1910.1025 and 1926.62
 - k. Asbestos abatement plan (06.B.05 & specifications); 1910.1001, 1926.1101 and 40 CFR 61, Subpart M
 - l. Radiation Safety Program (Ionizing & Non-Ionizing) (06.E.03.a); 1926.53, 1926.54
 - m. Abrasive blasting (06.H.01); 1926.57
 - n. Inclement Weather/Heat/Cold Stress Plan (06.I.02) Plan shall developed to outline actions when there are warnings or indications of impending severe weather (heavy rains, thunderstorms, damaging winds, tornados, hurricanes, floods, lightning, etc.). Weather conditions shall be monitored using appropriate weather station or similar notification system. Appropriate precautions shall be outlined and taken to protect personnel and property from the effects of the severe weather. Employers shall also develop a comprehensive written activity/site -specific heat/cold stress monitoring plan.
 - o. Crystalline Silica Monitoring Plan (Assessment) (06.M); 1926.55 and 1910.1000
 - p. Night operations lighting plan (07.A.08); 1926.56
 - q. Fire Prevention Plan (09.A); 1926.24, 1926.151,
 - r. Hot Work Plan; The plan shall include the name of the person in charge of hot work safety for the contractor and will designate who maintains the hot work plan and ensures that hot work safety guidelines are implemented for all hot work activities. The plan will also include written verification of employees who are trained and authorized to conduct hot work operations and the names of those who are designated and trained as fire watch. The plan will contain a description of anticipated site specific hot work activities and outline the process for obtaining SI hot work permits and ensuring conditions are in accordance with SI hot work permit requirements before hot work begins. SI Safety Manual Chapter 14, NFPA 51B;

- s. Hazardous energy control plan (12.A.01); 1910.147
- t. Crane and Hoisting Safety Plan (16.H); 1926.1400 Subpart CC
- u. Site-Specific Fall Protection & Prevention Plan (21.C); The plan shall describe in detail, the specific practices, equipment, and methods used to protect workers from falling to the next lower level. Fall protection competent person(s) will be identified, worker training verified, description of fall hazard tasks, anchorage and fall arrest systems, and rescue procedures will be outlined as a minimum. 1926.501, Subpart M
- v. Demolition plan (to include engineering survey) (23.A.01); 1926.850
- w. Excavation/trenching plan (25.A.01); 1926.652
- x. Concrete Formwork and shoring erection and removal plans (27.C); 1926.703, Subpart Q
- y. PreCast Concrete Plan (27.D); 1926.704
- z. Lift slab plans (27.E); 1926.705
- aa. Steel erection plan (27.F.01); 1926.752
- bb. Confined space Program (34.A); 1910.146
- cc. Protection of the staff, visitors, and public; A detailed plan shall describe procedures taken to protect staff, visitors, and members of the public from construction activities including but not limited to signs, barricades, engineering controls; pedestrian and traffic control; lighting requirements; falling object protection; protection from heavy equipment operation; protection from noise, vibration, dust, etc.

Additional plans listed in EM 385-1-1 that although not normally part of SI Construction projects, should be reviewed for applicability:

- Man overboard/abandon ship (Section 19.A.04);
- Wild Land Fire Management Plan (09.K);
- Float Plan (19.F.04);
- Compressed air plan (26.I.01); 1926.803
- Emergency rescue (tunneling) (26.A.);
- Underground construction fire prevention and protection plan (26.D.01); 1926.800
- Site Safety and Health Plan for HAZ Waste Site Cleanup work (28.B); 1926.65(b)
- Blasting Safety Plan (29.A.01); 1926 Subpart U
- Diving plan (30.A.13); 1910 Subpart T

Section 10 RISK MANAGEMENT PROCESSES Detailed project-specific hazards and controls shall be provided by a Job Hazard Analysis for each major phase/activity of work, including but not limited to work involving confined space, fall protection, trenching/excavation, crane/rigging, steel erection, hot work, protection of the public, scaffolding, and other activities that involve high risk potential. 01.A.13;
OSHA 3071

Section 11 ABBREVIATED SITE SPECIFIC SAFETY PLAN (SSSP) for LIMITED-SCOPE SERVICE, SUPPLY AND Research & Development (R&D) CONTRACTS.

If service, supply and R&D contracts with limited scopes are awarded, the contractor may submit an abbreviated Site Specific Safety Plan. This SSSP shall address the following areas **at a minimum**. If other areas of OSHA 1910 and 1926 are pertinent to the contract, the contractor must assure these areas are addressed as well.

- a. Title, signature, and phone number of the plan preparer.
- b. Background Information to include: Contractor; Contract number; Project name; Brief project description, description of work to be performed, and location (map); The project description shall provide a means to evaluate the work being done (see **JHA requirements in OSHA 3071**) and associated hazards involved. Contractor's SSSP shall address the identified hazards involved and the control measures to be taken.
- b. Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.
- c. Responsibilities and Lines of Authorities – to include a statement of the employer's ultimate responsibility for the implementation of his Safety and Health Program; Identification and accountability of personnel responsible for safety at all levels to include designated Site Safety and Health officer (SSHO) and associated qualifications.
- d. Training - new hire Safety and Health orientation training at the time of initial hire of each new employee and any periodic retraining/recertification requirements.
- e. Procedures for job site inspections - assignment of responsibilities and frequency.
- f. Procedures for reporting man-hours worked and reporting and investigating any accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (COTR). An accident that results in a fatal injury, permanent partial or permanent total disability shall be immediately reported to the (COTR).
- g. Emergency Planning. Employees working alone shall be provided an effective means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.
- i. Drinking Water provisions, toilet and washing facilities.
- j. First Aid and CPR training (at least one employee on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kit (types/size).
- k. Personal Protective Equipment.
 - (1) WORK CLOTHING - Minimum Requirements. Employees shall wear clothing suitable for the weather however minimum requirements for work shall be short-sleeve shirt, long pants

(excessively long or baggy pants are prohibited) and leather work shoes. If Job Hazard Analysis (JHA) determines that safety-toed (or other protective) footwear is necessary (i.e., mowing, weed eating, chain saw use, etc), they shall be worn.

- (2) Eye and Face Protection. Eye and face protection shall be worn as determined by an JHA of the operations being performed HOWEVER, all involved in chain saw use, chipping, stump grinding, pruning operations, grass mowing, weed eating and blowing operations shall be provided safety eyewear (Z87.1) as a minimum.
- (3) Hearing Protection. Hearing protection must be worn by all those exposed to high noise activities (to include grass mowing and trimming, chainsaw operations, tree chipping, stump grinding and pruning).
- (4) Head Protection. Hard hats shall comply with ANSI Z89.1 and shall be worn by all workers when a head hazard exists. At a minimum, hard hats shall be worn as determined by JHA.
- (5) High Visibility Apparel shall comply with ANSI/ISEA 107, Class 2 requirements at a minimum and shall be worn by all workers exposed to vehicular or equipment traffic.
- (6) Protective Leg chaps shall be worn by all chainsaw operators.
- (7) Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants.
- (8) If work is being performed around water and drowning is a hazard, PFDs must be provided and worn as appropriate.
- l. Machine Guards and safety devices. Lawn maintenance equipment must have appropriate guards and safety devices in place and operational.
- m. Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a hazard communication program must be in effect and MSDSs shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.
- n. Traffic control shall be accomplished in accordance with DOT's Manual on Uniform Traffic Control Devices (MUTCD).
- o. Control of Hazardous Energy (Lockout/Tagout). Before an employee performs any servicing or maintenance on any equipment where the unexpected energizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of this energy.
- p. Driving, working on (i.e., working with equipment/mowers) while on slopes, working from/in boats/skiffs, etc shall also be considered and dealt with accordingly.



SI Folklife Festival – Codes, Standards, and References

Applicable Codes, Standards, and References

IBC 2012: International Building Code, latest edition. Section 3103, Temporary Structures, except as pertains to building structure.

Applies to locations of structures, means of egress, accessibility, light, ventilation, and sanitary requirements. Is supplemented by other codes. Available in most public libraries.

ANSI E1.21 – 2006: American National Standards Institute; Entertainment Technology Temporary Ground-Supported Overhead Structures Used to Cover the Stage Areas and Support Equipment in the Production of Outdoor Entertainment Events.

Applies to temporary and tent structures. This document was developed by ANSI and ESTA, Entertainment Services and Technology Services. It is available from the COTR upon request, or may be purchased at the ANSI or ESTA Foundation bookstores:

<http://webstore.ansi.org/RecordDetail.aspx?sku=ANSI+E1.21-2006#.UTUBEzf-tRw>

<http://www.estafoundation.org/pubs/browse.php>

NFPA 101, Life Safety Code - 2012: National Fire Protection Association, latest edition.

Applies to Fire Safety and Life Safety. Available in most public libraries.

NFPA 58, Liquefied Petroleum Gas Code – 2011: National Fire Protection Association, latest ed.

Requirements for use and storage of propane. Available in most public libraries.

NFPA 10, Standard for Portable Fire Extinguishers – 2010: National Fire Protection Association, latest edition.

Requirements for type, location, and mounting of fire extinguishers. Available in most public libraries.

NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents and Membrane Structures – 2011 National Fire Protection Association, latest edition.

Requirements for flammability of materials; applies mainly to grandstands and seating. Available in most public libraries.

NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films – 2010 National Fire Protection Association, latest edition.

Applies to Fire Safety and Life Safety. Available in most public libraries.

IFC 2012, International Fire Code – 2012

International Code Council, latest edition.

Applies to Fire Safety and Life Safety. Available in most public libraries.

ASTM E-84, Standard Test Method for Surface Burning Characteristics of Building Materials - 2008 National Fire Protection Association, latest edition.

Applies to Fire Safety and Life Safety. Available in most public libraries.

OSHA: Occupational Safety and Health Administration Guidelines. <http://www.osha.gov/law-regs.html>

Federal Law setting standards to assure a safe and healthful work place.



SI Folklife Festival – Codes, Standards, and References

2010 ADA Standards for Accessible Design, US Department of Justice,

http://www.ada.gov/2010ADASTandards_index.htm

Federal Law setting minimum requirements for public accommodations and commercial facilities to be readily accessible to and usable by individuals with disabilities.

ABA: Architectural Barriers Act Accessibility. Standard for Federal Facilities

<http://www.access-board.gov/aba/>

Federal Law setting minimum requirements for public accommodations and Federal facilities to be readily accessible to and usable by individuals with disabilities.

ATE: Accessible Temporary Events, A Planning Guide: Produced by the Center for Universal Design, College of Design, North Carolina State University for the Southeast Disability and Business Assistance Technical Center under a grant from the National Institute on Disability and Rehabilitation Research.

<http://design-dev.ncsu.edu/openjournal/index.php/redlab/article/viewFile/123/68>

Information on how to plan, promote, and provide accessible temporary events.

SI Safety Manual

http://www.ofeo.si.edu/safety_health/Safety_manual/safety_manual_toc.asp

Provides SI management and staff with guidance and direction to create a comprehensive, self-sustaining culture of safety performance that enables employee effectiveness, productivity, and professional fulfillment in executing the SI mission.

SI Fire Protection and Life Safety manual

http://www.ofeo.si.edu/safety_health/oshem_home.asp

Builds upon current codes, establishes an appropriate level of fire protection and life safety for all Smithsonian facilities, staff and operations. Provides for the life safety of Smithsonian staff and visitors through measures which control fire growth and ensure adequate means for egress are available for safe evacuation.

Smithsonian Standards and Guidelines on Accessibility. Smithsonian Directive 215, Accessibility for People with Disabilities Policy (SD 215). access@si.edu

SI accessibility policy for all construction and exhibits, whether SI owns or leases the land. Available through Smithsonian Accessibility Program Office.

SI Guidelines for Accessible Exhibit Design (SGAED)

http://www.ofeo.si.edu/ae_center/pdf/Accessible-Exhibition-Design.pdf

Provides guidance in implementing SD 215 as it pertains to exhibits.

SI Sustainable Building Implementation Plan

<http://www.cadencemarketing.com/ae/docs/2010%20Smithsonian%20Sustainable%20Buildings%20Implementation%20Plan.pdf>

Planning, designing, constructing,, and operating facilities consistent with Federal environmental and energy management requirements.



SI Folklife Festival – Codes, Standards, and References

NPS: National Park Service, National Capitol Regions, Requirements for Special Events Held on Parkland. <http://www.nps.gov/nama/planyourvisit/upload/Special%20Event%20Guidelines%20-%20Version%208-6-07-A.pdf>

Requirements for holding a special event on the National Mall.

NPS Coop: National Park Service Cooperative Agreement 2000.

Outlines conditions for Smithsonian Folklife Festival. Available from Smithsonian Institution upon request.

Photographs

Cover

Background: http://www.festival.si.edu/2012/creativity_and_crisis/

Top: http://www.festival.si.edu/2012/campus_and_community/

Second from top: <http://blogs.smithsonianmag.com/aroundthmall/2009/02/save-the-date-smithsonian-folklife-festival-featuring-wales-las-america-african-american-oral-tradition/>

Middle: http://www.festival.si.edu/2012/campus_and_community/

Second from bottom: http://www.folklife.si.edu/education_exhibits/cultural.aspx

Bottom: <http://www.flickr.com/photos/avatar1/9153516386/>

Page 2.1

Top left: <http://www.festival.si.edu/2012/outing-our-humanity-a-personal-professional-reflection-on-the-2012-creativity-and-crisis-folklife-festival/>

Top right: <http://www.greenforwardblog.com/2013/07/recycling-and-composting-at-smithsonian.html>

Bottom left: <http://theclicksofmyshutter.blogspot.com/2013/07/siletz-dee-ni-tribe.html>

Bottom right: <http://artsy4ever.wordpress.com/2011/07/02/on-the-national-mall-this-week-the-smithsonian-folklife-festival/>

Standard drawings and details page

Top left: <http://www.wtop.com/?nid=740&sid=623712>

Top right: <http://peacecorpsonline.org/messages/messages/2629/4003773.html>

Bottom left: <http://www.concordmonitor.com/home/7349043-95/carpenters-build-hungarian-village-on-dc-mall>

Bottom right: www.planetvisioncreation.com

Attachment for vendors page

<http://www.welovedc.com/2010/06/01/we-love-music-june-music-preview/>

Site specific safety plan page

Top left:

<http://www.flickr.com/photos/perspective/9115519334/in/set-72157634275473567>

Top right:

http://www.washingtonpost.com/lifestyle/style/2011-smithsonian-folklife-festival/2011/06/24/AG6k1FjH_gallery.html#photo=3

Bottom left:

<http://www.nbcwashington.com/the-scene/events/Smithsonian-Folklife-Festival-Closed-Today-160942565.html>

Bottom right:

<http://www.flickr.com/photos/perspective/9120742717/in/set-72157634275473567/>



SI Folklife Festival Design Standards
