

ORF Manual No.:

Title: **TENT ERECTION POLICY**

Release Date:

Supersedes:

A. PURPOSE:

Established under this chapter is the National Institutes of Health (NIH) policy governing the erection and anchorage of tents (or other light-weight temporary structures) for events on the NIH Bethesda Campus. This policy also provides information to coordinate other services that will be required for tent usage.

B. BACKGROUND:

Installation of below-grade tent stake anchors can result in intrusion of high voltage electric conduits and damage to underground utilities such as natural gas lines, security communication cables, street light cables, and sewer and water lines thus presenting a danger to public safety and a disruption of critical services. Damage to underground service lines results in economic loss as a result of repair and downtime. Fiber-optic cables that are not installed in coordination with a metallic tracer wire indicating cable location cannot be located to be avoided at potential tent stake underground anchors.

To ensure that service is provided, requestors must indicate the needs concurrent with the tent erection request.

C. POLICY:

In order to maintain public safety, and prevent damage to utilities and fiber-optic cabling, tents (or other light-weight temporary structures) shall be anchored by using above ground weights to maintain tent integrity. Under no circumstances will tent anchoring devices that penetrate the ground be allowed.

D. REFERENCES:

International Building Code 2000, Section 1605; Table 1604.5, Category IV wind factor Iw 0.87, and Table 1609.6.2.1 (1)

E. RESPONSIBILITY:

The requestor must submit a request for a tent along with other utility service requirements to Division of Events Management Services (DEMS), Office of Research Services (ORS). DEMS, ORS solicits vendors for tent proposals. Division of Policy and Program Assessment (DPPA), Quality Assessment Branch (QAB), Office of Research

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Facilities (ORF) are responsible to lead the technical and site approval process of the proposals submitted to DEMS, ORS. DPPA, ORF receives the proposals from DEMS, ORS and distributes, collects comments, and approves/disapproves the submittals for technical requirements and site selection and forwards results to DEMS, ORS for vendor selection from qualified proposals.

F. PROCEDURES:

- Tent Requestor submits a Tent Request, along with other service requirements, to DEMS, ORS a minimum of 60 days prior to the date they would like a tent erected.
- DEMS, ORS solicits proposals that include information from this tent policy, from their Approved Tent Supplier/Erector vendors.
- DEMS, ORS forwards the proposals to DPPA, QAB, ORF, for a two week review period. The data must include:
 - Description of tent anchorage that will be accomplished by an aboveground stabilization system,
 - Description of utility services (electrical or other) required for tent utilization,
 - Computations indicating the above-ground anchorage of the tent structure(s) will meet or exceed American Society of Civil Engineers/American National Standards Institute ASCE/ANSI 7-98/02 Wind Load requirements for Wind Speed 90 miles/hour (3 second gust Wind Speed); Exposure Class C.
- DEMS, ORS forwards the utility services requirements, along with tent vendor proposals to DPPA, QAB, ORF.
- DPPA, QAB, ORF forwards copies of the proposals to Division of Facilities Planning (DFP), Office of Research Facilities (ORF), for site review sign-off clearance. DPPA, QAB, ORF reviews that wind and hold-down computations meet or exceed NIH policy minimums stated above and indicates approval/disapproval of the calculations, tent anchorage, and site for the temporary structure.
- DPPA, QAB, ORF forwards utility services requirements to Division of Property Management (DPM), Office of Research Facilities (ORF) for review/approval of utility services requested.
- DPPA, QAB, ORF summarizes the findings of each proposal and indicates which proposals satisfy the technical and site requirements, and the results of the DPM, ORF review.
- DPPA, QAB, ORF forwards the findings to DEMS, ORS for vendor selection.
- DEMS, ORS follows standard office protocol to obtain the approved utility services at the site.
- DEMS, ORS selects the vendor from the qualified applicants.

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G. RECORDS RETENTION AND DISPOSAL: All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, Appendix 1, "NIH Records Control Schedule."

H. MANAGEMENT CONTROLS: The purpose of this manual issuance is to require tents (or other light-weight temporary structures) that will be erected for NIH events to be safely installed and able to withstand code mandated wind pressures. The overall objective is to maintain public safety and prevent disruption of critical services.

1. Office Responsible for Reviewing Management Controls Relative to this Chapter rests with DPPA, QAB, ORF consulting with Division of Property Management (DPM), and DEMS, ORS, as necessary.

2. Frequency of Review (in years):

Initial evaluation of implementation shall be made one year after issuance by DPPA, QAB, ORF, in consultation with DPM, ORF; DFP, ORF; and DEMS, ORS. After the first assessment, this group evaluation will be made every 3 years or if policy changes.

3. Method of Review:

DPPA, QAB, ORF, coordinating with DPM, ORF will evaluate the reduction of damage incidents to underground lines within one year and make a determination if this policy is being implemented. DEMS, ORS will be consulted as part of this evaluation.