NOTIFICATION TO CONSTRUCT TEMPORARY STRUCTURES

NOTE: This form must be submitted to the Georgia Tech Environmental Health and Safety (EHS) Office at least 2 weeks prior to beginning construction. Forms should be sent to Aleece Foxx, General Safety Manager at (404) 894-5042 (fax) or Email: aleece.foxx@ehs.gatech.edu

I. Organization Name: _______________________________________________
   Address: _______________________________________________________
   Point of Contact: ______________________________________________
   Cell Phone: ___________________________ Email: ____________________

II. Brief Description of Proposed Temporary Structure (Please attach any photos, construction plans or diagrams):
    __________________________________________________________________
    __________________________________________________________________

III. Anticipated maximum Occupant Load (including number of people and types of equipment):
    __________________________________________________________________

IV. Duration of Temporary Structure Use: _______________________________

V. Temporary Structure Shall:
   □ Not occupy any Georgia Tech parking spaces
   □ Not interfere with streets or driveways, permanent structure ingress or egress, or in any way restrict access by emergency vehicles
   □ Comply with safety, health, environmental and construction standards, including but not limited to:
     ▪ The National Electric Code
     ▪ State and Federal Fire Codes
     ▪ State and Federal Construction/Structural Codes
     ▪ State and Federal Health and Safety Regulations
     ▪ State and Federal Environmental Regulations
   □ Be inspected prior to use by the Georgia Tech EHS Office. Date of EHS Site Visit ____________________
     Note: It is strongly recommended that organizations contract with a licensed professional (structural) engineer to certify the structural integrity of all temporary facilities before they are used for events
   □ Be disassembled and the site restored to its original condition within 15 days.

Print: Name of Organization Responsible Official __________________________ Date __________________________

__________________________
Signature

EHS/General Safety