

# Benchmark

**MANAGEMENT GROUP, INC.**

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## Public Entity Application Convention/Civic Center Exposure (Exhibition Buildings, Arenas, Etc.) Questionnaire Q

*Note: If the entity operates more than one,  
a separate questionnaire must be completed for each.*

Legal Name of Public Entity: \_\_\_\_\_ Effective Date: \_\_\_\_\_

1. Description and address of each facility: \_\_\_\_\_  
\_\_\_\_\_
2. Number of days in use: \_\_\_\_\_  
\_\_\_\_\_
3. Description of any and all events or use: \_\_\_\_\_  
\_\_\_\_\_
4. Attach certificates of insurance secured from individuals or organizations using the facility(ies).
5. Area, square footage: \_\_\_\_\_
6. Total occupancy capacity: \_\_\_\_\_
7. Are regular inspections conducted of all premises? .....  Yes  No  
If yes, how frequently? \_\_\_\_\_
8. Are complaints and follow-up procedures documented in writing? .....  Yes  No
9. Are fire drills regularly conducted by employees with a goal of assisting the general public for evacuation purposes? .....  Yes  No  
If yes, frequency? \_\_\_\_\_
10. Is an Emergency Evacuation Plan in place? .....  Yes  No
11. Number of emergency exits: \_\_\_\_\_
12. Does the building have a sprinkler system? .....  Yes  No  
If yes:
  - a. How frequently is the system inspected? \_\_\_\_\_
  - b. When was the last inspection? \_\_\_\_\_
  - c. By whom? \_\_\_\_\_
13. Are smoke detector or fire alarms installed in buildings? .....  Yes  No  
If yes, are fire alarms inspected and tested at best biannually? .....  Yes  No  N/A
14. Does fire protection/prevention equipment meet the NFPA codes? .....  Yes  No

- 15. Are fire extinguishers visible, properly placed and inspected annually? .....  Yes  No
- 16. Are safety/first-aid procedures in place? .....  Yes  No
- 17. Are all building entrances and exits marked and unobstructed?.....  Yes  No
- 18. Do adequate secondary exits exist and is panic hardware operable? .....  Yes  No
- 19. Does emergency lighting meet NFPA codes?.....  Yes  No
- 20. Does this structure meet NFPA Life Safety Codes? .....  Yes  No
- 21. Are stairways, treads and handrails in good condition and free from tripping hazards?.....  Yes  No
- 22. Are parking areas lighted and marked?.....  Yes  No
- 23. Are sidewalks in good condition? .....  Yes  No