



TIPI Installation & Storage – Pre-Submission Checklist For Service Request (SR) Submission to Operations

AF174-A
09/2025

School:

Month/Year of Planned Event:

Guidelines and Procedures

I. Responsibilities of Operations (to be confirmed or reviewed with Operations)

- Installation location approved by Operations
- Storage location approved by Operations (See Tipi Storage Requirements Section Below)
- Installation/storage equipment requirements confirmed (school cost)
- All utility lines located and marked
- Areas of school responsibility clarified

II. Responsibilities of the School

- ☐ Approval received from the Director of Indigenous Learning
- ☐ Tipi procured
- ☐ Jurisdiction contacted and permits obtained (if required)
- ☐ Final Operations approval received
- ☐ Tipi installation, dismantling, and storage plan confirmed

III. Indigenous Learning Department Approval

- ☐ Tipi purchase approved by the Director of Indigenous Learning

IV. Tipi Information to Provide to Operations

- ☐ Fabric type specified
- ☐ Pole length provided
- ☐ Tipi diameter and height listed
- ☐ Number and depth of anchor points included

V. Location of Tipi

- ☐ Preferred installation location(s) proposed
- ☐ Location considerations reviewed:
 - ☐ Utility lines
 - ☐ Site access
 - ☐ Grounds and irrigation
 - ☐ Proximity to building

VI. Duration of Installation

- ☐ Tipi identified as:
 - ☐ Permanent
 - ☐ Temporary — specify duration: _____



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VII. Storage of Tipi

Interior Storage Requirements

- ☐ Not near heat sources (e.g., furnaces, hot water heaters)
- ☐ 450mm clearance from sprinkler heads
- ☐ Poles stored in a fire-rated storage room
- ☐ 1m clearance from:
 - ☐ Heat sources / hot work areas
 - ☐ Electrical panels
- ☐ Storage location identified in the Fire Safety Plan
- ☐ Egress paths not obstructed

Exterior Storage Requirements

- ☐ Fire lanes not blocked
- ☐ Storage does not allow roof access
- ☐ Not stored near air intake systems
- ☐ Fire-fighting equipment not blocked

All above items have been reviewed and completed prior to submitting an SR to Operations.
For questions, contact the Operations Department.

Tipi Storage Requirements (For Use in Section I)

INTERIOR STORAGE

- Do not store near heat sources such as hot water heaters or furnaces (Cochrane)
- Do not store closer than 450mm to a sprinkler head (Cochrane)
- Poles must be stored in a fire-rated storage room (Airdrie)
- 1 meter away from any heat source/hot work areas (RVC)
- Identify the storage location in the fire safety plan (RVC)
- 1 meter from electrical panels (RVS)
- Do not block the path of egress (RVS)

EXTERIOR STORAGE

- Do not block fire lanes
- Do not store in a manner that may provide access to the roof of the building
- Do not store close to an air intake for the building
- Do not block fire-fighting equipment

Code References: (AFC)

- 3.2.2.2-Access aisles not less than 1.0 m wide shall be provided to fire department access panels and to fire protection equipment



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- 3.2.2.3- In non-sprinklered buildings, a minimum of 1m between the top of the storage and the underside of the floor or roof deck shall be
- NFPA 91 - combustible materials must be stored at least 0.9 m away in all directions from any duct
- 3.2.2.6- The storage method and maximum height of storage as established in the fire safety plan shall be posted in the storage area (and identified in the fire safety plan, as per 2.8.2.4)
- Flammable solids such as the tipi poles fall in WHMIS class B4

Storage of the tipi poles inside the facility should (must) be approved by the Manager of Maintenance and Projects (and/or) the Director of Operations

Storage of tipi poles outside should be approved by the Manager of Maintenance and Projects and the Manager of Grounds

References:

- *AP174 Tipi Raising and Care*