### Kiosk Checklist

**Job Name:**

**Address:**

**City:**

**Zip:**

**Responsible Party:**

**Phone:**

**Email:**

### GENERAL BUILDING INFORMATION:

- **Area of Kiosk:** 
- **Area of Adjacent Kiosks within 20 feet:**
- **Occupancy Type:**
- **Occupant Load:**

### DRAWING SUBMITTAL REQUIREMENTS

1. Correct job name, address, and kiosk/suite number on the drawings
2. Key Plan showing location of kiosk on overall mall plan
3. Show all adjacent kiosks within 20 ft of the proposed kiosk (see sample kiosk drawing)
4. Provide dimensions of the kiosk on the drawings
5. Indicate distance from kiosk to obstructions (i.e. other kiosk, railings or tenant store front)

### SIZE AND LOCATION OF KIOSK

6. Maximum size of a kiosk or group of kiosks shall not exceed 300 sq ft – LSC 36.4.4.8(4)
7. Provide a minimum 10 ft clearance between the kiosk and other obstructions such as a tenant space – LSC 36.4.4.2.2(1)
8. Must confirm a minimum 20 ft overall pedestrian clearance is provided where the kiosk is located (10 feet minimum on each side) – LSC 36.4.4.2.2(1)
9. Provide a 20 ft separation for 300 sq ft kiosk or groups of kiosks having a total sq ft of 300 sq ft from other kiosks or groups of kiosk – LSC 36.4.4.8(3)

### KIOSK BUILDING MATERIALS

11. Kiosk must be constructed of noncombustible material – LSC 36.4.4.8
12. Must provide documentation for combustible kiosk for each type of combustible material used (i.e. fire-retardant-treated wood, flame spread for metal composite material, textiles) LSC 36.4.4.8(1)

### EXAMPLE KIOSK DRAWING

![Example Kiosk Drawing](image)

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1 The above is not an all-inclusive list, all applicable fire and life safety provisions must be met.

**Notes:**

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**Reviewer:**

**Date:**

**DOC:** Kiosk Checklist - 06/27/2014