



RED, WHITE & BLUE

FIRE PROTECTION DISTRICT

COURAGE, COMMITMENT, CARING

Vendor Checklist

ALL VENDORS SHALL COMPLETE THIS CHECKLIST

Event Date: _____ Event Name: _____

Location: _____

Vendor's Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Business Phone: _____

Signature: _____ Date: _____

Signing above acknowledges the terms and conditions required by the Adopted International Fire Code, as amended

DEFINITIONS

Cooking Booths: Cooking booths are tents, canopies or booths which utilize **exposed** open flame cooking devices, open flames, or flammable and combustible liquids within 20 feet of a structure. These cooking/warming devices shall not be inside or under any covered structure.

Exceptions: (1) Devices utilizing gel or wick type fuels which do not create grease laden vapors provided the surface beneath the warming device is covered with foil and there is 36" clearance to any combustible materials. (2) Non-exposed open flame cooking devices (e.g. Kettle Corn or griddles) if approved by the fire official.

Exposed Open Flame Cooking Device: A cooking or warming device utilizing a flame where the flame is not shielded and/or is readily visible. Deep fat frying is regulated as an exposed open flame device with additional conditions. This definition includes most types of BBQ devices.

Vendor Booth (Non-Cooking Booth): A tent, canopy or booth which does not have any open flame cooking devices, open flames or flammable and combustible liquids within 20 feet of the structure. Electrically powered food devices may be approved for use in tents or canopies (non-cooking) as long as the devices do not produce flames, smoke, or grease-laden vapors. All devices and appliances shall be operated on fire-resistant surfaces with adequate clearance from combustible materials.

Non-exposed Open Flame Cooking Device: A cooking or warming device utilizing a flame, where the flame producing fixture is an integrated component of the device and contained within the device by non-combustible barriers or shielding, and the flame is not readily visible or exposed to combustible materials. This includes steam tables and griddles with an integrated non-exposed open flame.

Each vendor shall complete this Checklist form a minimum of two weeks prior to the event for review and approval. Please be aware that vendors without completed and approved forms and all necessary inspections will not be permitted to work the event.

VENDOR CHECKLIST

CHECK ALL THAT APPLY:

- Trailer or Mobile Food Vehicle
(Use Mobile Food Vehicle Checklist)
- Cooking Booth
- Vendor Booth

ALL VENDORS

GENERAL REQUIREMENTS:

- An emergency plan shall be required. Staff shall be trained on fire hazards and your emergency plan.
- Vehicles are allowed in the event area during approved set-up times only. Spotters shall direct vehicles in and out of the event area. Vehicles are not allowed in the event area when the event is open to the public.
- Tents, canopies, and other structures shall be secured. A tent or canopy up to 20'X20' shall be weighted down with 40 pound weights on each leg of the tent. The weight shall be suspended from the top of the tent and secured with a rope or strap. The weight shall be self-contained and sealed. For additional regulations, larger tents, canopies, or structures reference our Special Event & Canopy Weight Policy on our website: www.rwbfire.org.
- Cooking booths shall be separated from vendor booths.
- A clear exit path out of the booth shall be maintained.
- "NO SMOKING" signs shall be posted and visible to the public. "NO SMOKING" signs shall have a minimum 2" lettering on a contrasting background. Provided by Event Organizer

FIRE EXTINGUISHERS:

- A 2A10B:C rated fire extinguisher shall be easily accessible. Provided by Event Organizer
- Extinguishers shall be visible and not obscured from view. Provided by Event Organizer
- Portable fire extinguishers shall have a current inspection tag. Provided by Event Organizer

DO YOU KNOW WHERE THE CLOSEST FIRE EXTINGUISHER IS LOCATED? YES NO

COMPRESSED GAS CYLINDERS:

- All compressed gas cylinders shall be secured from tipping or falling and shall be protected from physical impact. Cylinders shall be secured in the upright position.
- Shut off valves on compressed gas systems shall not be removed or altered.
- Valves shall be accessible at all times.

WARMING DEVICES:

- Devices utilizing gel or wick-type fuels which do not create grease-laden vapors may be used within cooking booths if the surface beneath the warming device is non-combustible or covered with a flame resistant covering. A minimum clearance of 36 inches shall be maintained from combustible materials.
- Electric warming may be used within structures that are not considered cooking booths, provided that it does not produce smoke, flames, or grease-laden vapors.

ELECTRICAL SET-UPS:

- Only listed power strips with circuit breaker protection shall be allowed as multi-plug adapters.
- All extension cords shall be grounded (3-prong), adequately protected, secured from mechanical and environmental damage, and free from splices.
- Extension cords shall be protected from physical damage.
- Extension cords shall not create trip hazards.

HOUSEKEEPING:

- Combustible materials shall not be allowed to accumulate. Trash containers shall be emptied regularly.

COOKING BOOTHS

GENERAL REQUIREMENTS:

- Cooking devices shall be isolated from the public by a physical barrier. Cooking areas shall not be accessible by the public.
- Cooking equipment shall not be located near the cooking booth exit to protect the booth's exit path in the case of an emergency.
- Non-exposed open flame cooking devices that produce grease-laden vapors shall not be used within booths, tents, or canopies with combustible overhangs.
- Exposed open flame cooking devices shall not be used within booths, tents, or canopies with combustible overhangs without an approved exhaust hood as required by the adopted International Fire Code.
- Non-exposed open flame cooking devices that are covered shall have a noncombustible overhang.
- All cooking surfaces and overhangs shall be cleaned prior to the start of the event and regularly during the event to prevent the accumulation of grease.
- A Class K extinguisher shall be provided, and shall be easily accessible, for all cooking areas that produce grease-laden vapors.
- Portable fire extinguishers shall be inspected annually and shall have a current inspection tag.

Date Inspected: _____

ELECTRIC COOKING/WARMING EQUIPMENT:

- Electric cooking equipment includes microwaves, electric ovens, electric steam tables, electric cook top griddles, and similar devices.
- Electrically powered food cooking devices may be approved for use in tents or canopies (non-cooking) as long as the devices do not produce flames, smoke, or grease-laden vapors.
- All devices and appliances shall be utilized on fire-resistant surfaces with adequate clearance from combustible materials.
- If electrically powered cooking appliances are utilized on a table, the table shall be flame-resistant, or a flame-resistant covering shall be placed under the appliance (e.g. heavy duty foil).

DEEP FAT FRYING:

- Deep fat frying is regulated as an exposed open flame device with additional conditions.
- Deep fat frying includes cooking equipment made specifically for deep fat frying, as well as, any appliance containing oil being heated.
- Deep fat fryers shall not be used within booths, tents or canopies that have combustible overhangs without an approved exhaust hood as required by the adopted International Fire Code.
- When using a deep fat fryer outside, it is recommended that a non-combustible (metal) overhang is used or a metal covering for the fryer be available for use in case of inclement weather.
- Grease shall be cleaned from overhangs and surfaces prior to the start of the event and daily for multi-day events.
- When deep fat fryers are installed adjacent to exposed open flame cooking devices, they shall be separated by 16 inches or a non-combustible baffle that is at least 8 inches in height.

LP-GAS (Liquified Petroleum Gas):

- LP-gas used for cooking/warming shall be located outside of tents or canopies with safety release valves pointed away from the public way.
Exception: Compressed gas cylinders with a maximum water capacity of not more than 2.7 pounds.
- LP-gas tanks shall be secured from tipping or falling and shall be protected from physical impact. Tanks shall be secured in the upright position.
- “NO SMOKING” signs shall be posted directly above LPG containers and visible to the public. “NO SMOKING” signs shall have a minimum 2” red lettering on a white background.

SOLID FUEL (Wood or Charcoal):

- Solid fuel shall not be allowed when there are fire restrictions in place (e.g. fire ban). Check with the Fire Department to see if there is a ban.
- Cooking devices that use wood or charcoal for fuel shall not be used within booths, tents or canopies that have combustible overhangs without an approved exhaust hood as required by the International Fire Code and NFPA 96.
- Solid fueled cooking devices shall be separated from combustible materials. The distance shall be dependent upon the size of the cooking equipment and shall be approved by the fire code official.
- Ash shall be removed daily.
- Ash shall be put in a noncombustible container with a lid for removal.

ALTERNATIVE POWER SOURCES:

- Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet.
- Generators and other internal combustion power sources shall be isolated from contact with the public by fencing, enclosure, or other approved means.
- Generators shall be grounded either by grounding rod or metal frame.
- Generators and other internal combustion power sources shall be separated from rivers and water sources by a minimum of 20 feet.
- Battery power packs/energy storage systems shall be separated from each other, incompatible materials, and per manufacturer instructions.

Additional fire and life safety requirements may be necessary dependent upon conditions. These requirements are at the discretion of the fire code official. During the fire inspection, vendors shall be prepared to make any necessary changes in order to comply with the fire code requirements.

Staff Training

- ***Vehicles are allowed in the event area during approved set-up times only.*** Spotters shall direct vehicles in and out of the event area whenever pedestrians are present. Vehicles are not allowed in the event area when the event is open to the public.
- ***Attach tent weights before setting up your booth.*** Do not set up your display before putting weights on your tent/canopy. ALWAYS put your tent weights on as soon as your tent/canopy goes up. **DO NOT use Bungee cords to attach weights** - a strong rope or strap needs to be used.
- ***Know where your fire extinguisher is located and how to use it properly.*** An acronym you may find helpful is PASS – Pull out the pin, Aim at the base of the Fire, Squeeze the handle, and Sweep back and forth to put out the fire.
- ***Know the difference between extinguishers.*** The red multi-purpose extinguisher should not be used on grease fires. Use a Class K (silver) extinguisher on grease fires.
- ***Clean up the grease.*** Cleaning exhaust hoods is especially important, since grease build-up can restrict air flow. ***Did we mention, clean up the grease?*** Clean grease from walls, overhangs, surfaces, and appliances: ranges, fryers, broilers, grills, convection ovens, etc.
- ***Never throw water on a grease fire!*** Water tossed into grease will cause it to splatter, spread, and likely erupt into a larger fire.
- ***Remove ash from wood and charcoal burning ovens at least once a day.*** Ash should be placed in a noncombustible container with a tight fitting lid.
- ***Store flammable liquids properly.*** Keep them in their original containers or puncture resistant, tightly sealed containers with labeling. Although a mobile food vehicle kitchen is very small, you should attempt to store containers in a well ventilated area away from combustibles, food, food preparation areas, and any source of flames.
- ***Tidy up to avoid fire hazards.*** Store paper products, linens, boxes, and food away from heat and cooking sources. Properly dispose of soiled rags, trash, cardboard boxes, and wooden pallets at least once a day.
- ***Use chemical solutions properly.*** Use chemicals in well ventilated areas, and never mix chemicals unless directions call for mixing. Immediately clean up chemical spills.
- ***Prepare an emergency plan.*** If a fire breaks out in your mobile food vehicle or cooking booth, your staff must take control of the situation. All employees must safely exit the vehicle/area and lead customers to safety away from harms-way. Ensure that your staff knows their exit ways and what to do in an emergency.
- ***Be prepared to power down.*** Train staff how to shut off propane and electrical power in case of an emergency.

