

OUTDOOR SPECIAL EVENTS CHECKLIST

Event: _____ Date: _____
 Vendor Name: _____ Type of Vendor: _____
 Vendor Signature: _____

(Signature indicates vendor will comply with the below listed items)

To ensure the safety of the vendor and the general public, the following safety checklist is to be reviewed by the vendor and a representative of the event sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance.

Failure to comply with these safety regulations will be cause for the vendor to leave the event. The Vendor is required to present this completed form to the Fire Official upon inspections, prior to the event starting.

Vendors Who Are Cooking

- ❖ Open flame devices are not permitted to be located under tents or tent like assemblies.
- ❖ A ten lb. A:B:C or K Class Rated Extinguisher is present, fully charged, and has a current inspection tag by an authorized Extinguisher Service Company.
- ❖ The Extinguisher to be located in plain view and accessible (not to be located in cabinets).

Cooking Sources

Charcoal

- Is being used in an approved container.
- Is located away from tents and propane sources.
- Is secured so as to prevent tipping.
- Coals are to be placed in barrels (as provided) at the end of each evening.
- Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.

Propane

- Cylinders are secured to a non-movable structure. Cylinders are not to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the Fire Official if other means of securing is not possible).
- Cylinders are located away from open flame devices.
- Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
- Spare cylinders are secured and safety caps (when applicable) are in place.
- Hoses and fittings have been inspected and are free of damage.

CYLINDERS ARE NOT TO BE STORED IN TRAILERS OR TRUCKS EITHER ON OR OFF THE FESTIVAL SITE.

Electrical

- Only grounded plugs are to be used.
- There is no open or frayed wiring.
- GFCI's are not bypassed.
- Extension cords are properly sized, are grounded, and are approved for outdoor use.
- Only fused or circuit protected (fuse or circuit breaker) multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are grounded utilizing grounding rods and wiring.

Fire Lanes and Means of Egress

- Fire Hydrants are not blocked and are accessible. Minimum of 10 feet on all sides.
- Vendor does not block the means of egress to existing buildings or other vendors.

Tents

- As affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained.
- No smoking signs are posted. Assembly tents only.
- Fire Extinguishers with an A:B:C rating are mounted and visible (quantity will be determined by tent size and the Fire Official).
- Tent sides are open: if not, exit signs are posted to indicate the exits. (Assembly use tents only).