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Business Name

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Event Name

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Mailing Address

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Date(s)

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City, State, Zip

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Location

### FOOD VENDOR ACKNOWLEDGEMENT RECEIPT FORM

A signed copy of this form must be on file with the Fire Department (see below) prior to cooking with propane, charcoal briquettes or wood chips at any food or street fair in the City of Spokane.

I, \_\_\_\_\_, the owner/agent/responsible party, do hereby acknowledge receipt of the "Fire Safety Guidelines for Cooking at Outdoor Food and Street Fairs." Furthermore, I agree to bring this packet to the attention of staff/employees and to conduct periodic reviews of this packet to maintain staff/employees' awareness.

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Print name

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Date

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Signature (required)

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Phone Number

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Email

Please complete this form and return to:

If event is in the **City of Spokane:**

Spokane Fire Department  
ATTENTION: Prevention Special Events  
44 W. Riverside Ave.  
Spokane, WA 99201-0189  
Phone (509) 625-7041  
Fax (509) 625-7006

If event is in **Spokane County:**

Spokane County Building and Planning  
ATTENTION: Fire Inspections  
1026 W. Broadway Ave.  
Spokane, WA 99260-0050  
Phone (509) 456-3675  
Fax (509) 477-4703

**ATTENTION VENDORS:**

**ON JULY 1st 2010, THE STATE OF WASHINGTON ADOPTED THE 2009 INTERNATIONAL FIRE CODE (IFC) WHICH INCLUDES CHANGES TO PORTABLE FIRE EXTINGUISHER REQUIREMENTS FOR COOKING WITH VEGETABLE OIL OR ANIMAL FATS (IFC Sec. 904.11).**

## FIRE SAFETY GUIDELINES FOR COOKING AT OUTDOOR FOOD AND STREET FAIRS

Spokane City has established fire safety requirements pertaining to the use of portable cooking appliances at outdoor food and street fairs. The use of portable cooking appliances utilizing propane, mesquite wood or charcoal briquettes as fuel, and the installation of tents or temporary membrane structures shall comply with the following fire safety requirements:

1. Tents, canopies and food booths shall be made of fire-resistive or flame-retardant material. Proof of fire resistive or flame retardant state shall be available for inspection on site.
  - A. Identification of temporary tent or canopy, size, and fabric or material type.
  - B. For flame-resistant materials, the necessary information to determine compliance.
  - C. For flame-retardant-treated materials, the **date** that the tent, canopy or other temporary membrane structure, and other combustible materials was last treated with an approved flame retardant.
  - D. The trade name and type of flame retardant utilized in the flame-retardant treatment.
  - E. The name of the person and firm that applied the flame retardant.
  
2. FIRE EXTINGUISHERS: One or more portable fire extinguishers (minimum size of 2A:10BC and with current service tag affixed) shall be provided for each cooking area. NOTE: Newly purchased extinguishers shall have the sales slip indicating the date of purchase. The required fire extinguisher shall be serviced annually and have a certification tag indicating recent testing and certification date.

Fire extinguishers shall be visible and accessible at all times (taken out of the box), and placed away from the appliance(s).

**A minimum of one 1.5 gallon Class-K rated fire extinguisher is required if you are cooking with equipment using solid fuels or vegetable or animal oils and fats. If you have more than four fryers, an additional Class-K extinguisher must be within 30 feet of the appliance(s).**

In addition to an approved fire extinguisher, a water hose or a water spray can of at least two-gallon capacity (pump or pressurized) shall be provided for each barbecue area.

Booths lacking the required fire extinguishers or with outdated fire extinguishers may be ordered to cease cooking immediately until the required fire extinguisher is provided and the booth has been re-inspected.

3. **Propane-fueled cooking and heating appliances shall be equipped with two shutoff valves – one located on the storage cylinder and one located on the supply line next to the appliance.**

A pressure regulator shall be installed on the LPG supply hose between the storage cylinder and the appliance. The regulator shall be installed as close as possible to the storage cylinder and outside the booth.

4. All propane and compressed natural gas cylinders shall be located *outside* tents and food booths. All cylinders shall be secured from falling or being knocked over, be located a minimum of five feet from cooking and heating appliances, and be located in areas not accessible to the public.
5. Food booth layout arrangements shall allow adequate spacing to comply with the above-mentioned requirements. Cooking and heating equipment shall not be located within 10 feet of exits, the public or combustible materials. **Booth configurations must be approved and shall not be altered.**
6. Additional storage shall be off site, in an area not accessible to the public and approved by the authority having jurisdiction.
7. All equipment must carry the approval of a nationally-recognized testing group (U.L., F.M., etc.).
8. When not in use the gas supply must be completely shut off and the valve protection caps in place on all bottles.
9. A leak test shall be performed **each morning** on all LPG connections prior to using the cooking appliance and **after** each cylinder change. This test is to be performed by a private contractor providing service to vendors – or by the vendor if a private contractor is not being used. **Each vendor cooking with LPG shall provide and maintain a soap bottle or soapy solution on site to perform daily leak tests.**
10. Cooking appliances shall be shut down immediately whenever there is a smell of LPG, and an investigation shall be performed to determine the source of the leak. If the origin of the leak cannot be determined, call 9-1-1 and request Fire Department assistance.
11. A metal container with a lid shall be provided to deposit burning, glowing or smoldering charcoal briquettes or wood chips at the end of the cooking day. This container shall be located away from the booth. A five-gallon bucket of water shall be nearby.
12. Cooking and heating appliances, hoses and connectors shall be approved for use with LPG. Handles, knobs and control valves shall be in good working condition. Faulty cooking appliances, hoses and connectors shall be removed from service immediately.

13. Commercial barbecue units (barbecue unit with cooking surface greater than 805 sq. in.) shall be located a minimum of 10 feet from tents, five feet from cooking booths and combustible materials, and shall be constantly attended while in use.
14. Portable generators shall be kept a minimum of 20 feet from tents and food booths and be located in an area not accessible to the public. Flammable and combustible liquid storage shall be stored outside, in an approved manner, not less than 50 feet from tents or booths. Refueling of the generator shall not take place less than 20 feet from tents or booths.
15. Combustible waste materials shall not be stored inside or within 30 feet of tents or booths used for cooking.
16. The proper use of extension cords and temporary lighting shall be in accordance with codes.

Special attention shall be taken so that extension cords do not become trip hazards, that cords and wiring are not located under mats and that lights are approved for the applicable use. Extension cords are to be of minimal length, designed for outdoor use, and of approved type (U.L.). Multiple cords are to be equipped with an integral circuit breaker.

**NOTE: The foregoing requirements shall be applicable to the City of Spokane. Failure to comply with these requirements may result in not being able to cook at a food or street fair.**

Your cooperation is needed to ensure that the highest level of fire safety is maintained. If you have any questions, please contact:

**Spokane Fire Department**  
Fire Prevention Bureau  
ATTENTION: Special Events  
44 W. Riverside Ave.  
Spokane, WA 99201-0189  
Phone (509) 625-7041  
Fax (509) 625-7006