

Document Name: **Grilling Permit**
 Document Number: **5460.13.F1 v.2**
 FMC Division: **Risk Management**

Approval Date: **4/29/13**
 Review Date: **6/5/14**
 Approved By: **AVP, FMC**

FOR RISK MANAGEMENT USE ONLY

Date Issued: _____ Valid Until: _____

Location of Grilling: _____

Contact Person Name: _____ Event Date: _____

Organization Requesting Permit: _____ Telephone Number: _____

Electric Grill: ____ Charcoal/Wood: ____ Propane: ____ Rain Date (If Applicable): _____

I hereby certify that the location where the grilling will take place will be examined before the start of any cooking, and all the precautions listed below will be taken.

Faculty/Staff/Advisor Signature: _____

Print Name: _____ Date: _____

Risk Management Representative Signature: _____

Print Name: _____ Date: _____

Fire Safety Precautions

OIL TURKEY FRYERS ARE NOT PERMITTED AT TWU.

BEFORE GRILLING – All of the following precautions must be taken:

- Trained fire watch person(s) must be present at all times during the grilling. The Fire Safety/Evacuation training available from Risk Management (and required for all TWU employees) is acceptable training.
- A means of contacting TWU Department of Public Safety (i.e., mobile telephone, radio or nearby landline) must be available and accessible to fire watch person(s).
- Two (2) ten pound ABC fire extinguishers shall be kept on stand-by a minimum distance of 10 feet from the grilling area. The fire extinguishers will be kept on opposite sides of the grilling area. Fire extinguishers are available for loan from Risk Management at no cost.

A. Charcoal Grills:

- Charcoal grill(s) shall be at least 10 feet away from all structures and combustible materials.
- Lighter fluid is not permitted to be used. Use of charcoal chimney starters and match-light charcoal are recommended.
- A metal trash can must be available for charcoal disposal.
- A bucket of water and a wooden stick or other tool long enough to stir the ashes in the metal trash can must also be present.

B. Propane Gas Grills:

- Propane grilling is not permitted in high wind. Wind speeds must be under 15 MPH.
- Check the propane connections with a light soap and water solution to ensure there are no leaks (a propane leak will release bubbles). Inspect hoses for cracks, leaks or brittleness.
- If you smell gas, and it is safe to do so, turn off the cylinder valve, turning it to the right (clockwise). If you are unable to turn off the valve, immediately leave the area and dial 9-1-1.
- Light grill with lid open, do not close lid until you are sure the grill is lit.
- Propane gas grill(s) shall be located a minimum distance of fifteen feet away from all structures and combustible materials.

C. Electric Grills:

- Electric grill(s) used outside or in wet areas must be plugged into an outlet equipped with a ground fault circuit interrupter (GFCI). Alternately, a portable GFCI may be used.
- A single extension cord, with a wire gauge required by the manufacturer, may be used.
- Visually inspect cord, plug and all connections for damage and wear prior to grilling
- Electrical grill(s) must be at least 10 feet away from combustible materials.
- Unplug grill(s) whenever not in use or when cleaning.

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AFTER GRILLING – *All of the following precautions must be taken:*

Charcoal/Wood Grill Only:

- Place charcoal/ash into metal container.
- Place water into metal container and stir with metal stick until completely extinguished.
- Place lid on metal container for disposal.
- Deposit extinguished charcoal/ash in a metal trash can or metal dumpster. Fire watch required for 30 minutes after depositing charcoal/ash.

Name of employee completing fire watch: _____

Time fire watch was completed: _____ Signature: _____

Return fire extinguisher(s) to Risk Management.

Inventory Numbers: _____

Risk Management Signature: _____ Date: _____