

CUYAHOGA FALLS FIRE DEPARTMENT

1924 Front Street, Cuyahoga Falls, OH 44221, 330-971-8400

PUBLIC EVENT VENDOR SAFETYCHECK LIST (rev 4/2018)

ALL VENDORS ARE TO COMPLETE THIS FORM *PRIOR TO THE 3:00 FIRE SAFETY INSPECTION*

Date: _____ Event: _____

Vendor business name: _____

Vendor signature: _____ Type of Vendor: Food/Drink Novelties Personal-
(Signature indicates vendor will comply with the below listed items) Services/Products Charitable Orgs. Promotion /advertising

Food vendors further clarify if cooking on site, or selling only food not cooked on site: Cooking Vendor Non-Cooking vendor

To insure 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. Inspections begin approximately two hours before the event opens (around 3:00 PM unless otherwise noted).

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 inspection 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 3-A:40-B:C (5lbs min, ABC) extinguisher is present, fully charged, and has a current annual inspection tag by an authorized extinguisher agency.
- Cooking operations utilizing oil such as in frying or dipping are additionally required to have a Class K wet chemical extinguisher.**
- Cooking operations utilizing solid fuels are additionally required to have a 2-A rated water type extinguisher or Class K wet chemical extinguisher.**
- The extinguisher(s) is (are) in plain view and accessible (**they are not to be located in cabinets or otherwise hidden from view**).
- Charcoal and other solid fuels where utilized:**
 - Is being used in an approved container and is secured so as to prevent tipping.
 - Is located away from tents and propane sources.
 - 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 ("LPG," "liquefied petroleum gas") or other gaseous fuel sources where utilized:**
 - Propane cylinders shall exhibit evidence they no older than 12-years of age or have been requalified in accordance with DOT 49 CFR § 180.205(d) and 180.209.
 - 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 are approved for propane use, have been inspected, and are free of damage.
 - Cylinders shall not be stored inside vehicles or trailers (unless approved) and relief valves must be in communication with vapor space.**
- MOBILE FOOD UNITS (food trucks, trailers, or carts) shall comply with Ohio Fire Code Section 320 (effective 12/15/2017). An Ohio Department of Commerce Mobile Food Unit Checklist shall be completed for each mobile food unit operation.**

Electrical:

- Only grounded plugs are to be used.
- There are no open splices, frayed, or exposed wiring. All insulation is to be in good condition and intact.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for **outdoor use**.
- Only fused 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 installed and/or utilized in accordance with the manufacturer's specifications.

Fire lanes and means of egress:

- A 20-foot fire lane is present down the center of the mall area (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas. Areas of Emergency Overflow are defined (see map). No vendors or vehicles are within the space.
- Fire hydrants are not blocked and are accessible. There shall be a minimum of 3 feet clearance required around the entire outer dimensions of a hydrant.
- Vendors shall not block the means of egress to existing buildings or other vendors.

Tents, canopies, and pop-ups, membrane structures (including air-inflated, air-supported, and frame or cable-supported membranes):

- Tents or membrane structures having an area in excess of 400 sqft shall received prior approval and a permit from the fire code official.
- At least one (1) fire extinguisher with an minimum 3-A:40-B:C rating (5lbs ABC) is present and visible (quantity for public assembly tents to be determined by tent size and the fire official). *Exception:* Single 12' x 12' and smaller pop-up style tents not equipped with side curtains.
- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained (public assembly tents).
- "Maximum Occupancy Permitted," "EXIT signs," and "No Smoking" signs are posted (public assembly tents).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)(public assembly tents)
- 10' x 10' pop-up style tents or similar canopies are to weighted or tied down at all corner points to sufficiently prevent lifting in high winds (min. 40lbs per leg).** 5-gallon pails full of water securely tied to the tent support structure are recommended.
- Inflatable signs, portable signs and advertising balloons are prohibited by city ordinance.