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**SANDUSKY FIRE DEPARTMENT**  
**Fire Prevention Bureau**

600 West Market Street  
Sandusky, OH 44870  
Phone: 419.627.5823  
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Dear Prospective Food Vendor:

The purpose of this information packet is to provide food vendors information assuring a safe working atmosphere for you, your employees and the public. This information will help to standardize the requirements for all vendors during community activities within the City of Sandusky.

Enclosed you will find requirements for portable commercial cooking equipment operated in the City of Sandusky. In the event you will be using food preparation equipment that utilizes animal fat, vegetable shortening or such oily matter that produces grease laden vapors and using LP gas, you will be required to adhere to these requirements.

The Sandusky Fire Department Fire Prevention Bureau has developed this packet to assist you in preparation for complying with the requirements. A Fire Safety inspector will conduct an inspection before the beginning of the event. All requirements must be satisfied to obtain approval to participate in the special event.

If you have any questions, you may contact the Sandusky Fire Department Fire Prevention Bureau at 419-627-5823.

Sincerely,

Rudy Ruiz, MBA, EFO, FO  
Fire Marshal

# **City of Sandusky**

## **Portable Commercial Cooking Equipment Requirements**

**Purpose:** The purpose of this document is to prescribe minimum requirements and recommendations necessary to establish a reasonable level of fire safety and protection from the hazards created by fire.

**Scope:** The scope of this document includes all types of cooking equipment that uses animal fat, vegetable shortening and such oily matter that produces grease laden vapors and are used at any outdoor festival or gathering held within the authority and jurisdiction of the City of Sandusky and the Sandusky Fire Department.

**Application:** These requirements apply to commercial outdoor cooking operations such as those that typically take place under a canopy, tent or trailer type structure at fairs, festivals and carnivals. This includes but not limited to deep frying, sautéing, and grilling operations.

### **Definitions:**

*Authority having jurisdiction (AHJ)* - The Chief of the City of Sandusky Fire Department (SFD) or his designee

*Approved* - acceptable to the Authority Having Jurisdiction

*Grease laden vapors* - grease that becomes liberated and entrained with exhaust air or might be visible as a liquid or solid

**Operation and use:** All booths, tents, table coverings, canopies and other combustible materials composed of cloth, canvas, paper, plastic and similar materials must be fire retardant including any added material. This includes signage and/or awnings over cooking areas or attached to the booth in any manner. A certificate or other evidence of acceptance by an organization that proves material is fire retardant is required by the SFD. When necessary, confirmatory field tests shall be conducted using test specimens from the original material which shall have been affixed at the time of manufacture to the exterior of the tent, awning, umbrella, etc.

Cooking and prep area covers shall follow all Health Department codes, standards and policies.

Any person using and/or operating any approved cooking equipment shall be properly trained in its use and operation. Training shall be current and documented. Training shall include, but not be limited to, cooking under normal situations and procedures for an emergency shut down in the event of a fire or other emergency.

### **Emergency Procedures**

- evacuation of immediate area
- notification to the proper authorities (9-1-1)
- proper use of portable extinguishers
- shutting off the main fuel supply

Plainly identified emergency procedures shall be legible, permanently and conspicuously located on/in the unit at all times during operation.

**Attendance:** The cooking equipment must be attended at all times by a competent trained individual of at least 18 years of age.

**Fire Protection:** In addition to units that may include fire protection systems, Class K portable fire extinguishers are required per NFPA 1 and 10 (most current editions).

*NFPA 1 Fire Prevention Code (2006) 13.6.5.3 - Class K Fire Extinguishers* for Cooking Oil Fires: fire extinguishers provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils or fats) shall be listed and labeled for class K fires.

*NFPA 10 Portable Fire Extinguishers (2007) 6.6.1 - Class K fire extinguishers* shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils or fats).

**LP gas fuel requirements:** LP gas tank size shall not exceed 100 lbs. Tanks must be maintained in good physical condition and shall have a valid hydrostatic date stamp.

Tanks shall be secured in their upright position with a chain, strap or other approved method that prevents the tank from tipping over.

Tanks shall be located so that they are not accessible to the public. LP gas tanks shall be located at least five feet from any cooking or heating equipment or any open flame device.

**Charcoal/Wood use:** Liquid charcoal starters or other flammable liquids are prohibited. Charcoal may be started with an electrical starter or other device designed for this purpose. Quick starting charcoal is also acceptable.

All cooking equipment shall be at least three feet away from the public, buildings or combustible materials.

A metal pan constructed of a minimum of 18 US gauge sheet metal shall be placed under the fire box of Barbeque pits or fire boxes to catch live coals. The pan shall be large enough to provide complete coverage beneath any openings under the pit or firebox.

Before moving a portable charcoal or wood cooker, all fires must be extinguished and hot surfaces must be cold to the touch. Remove all ashes, cinders and coals from the cooker or be sure they are cold to the touch before moving the cooker. Do not deposit hot ashes, cinders smoldering coals or other hot materials in a combustible receptacle, within 10 feet of other combustibles including buildings, awnings, partitions or openings to buildings such as windows, fresh air vents or intakes, doors, or other wall penetrations.

**Turkey Fryers:** Turkey fryers shall not be permitted at events open to the public or held on city property. Turkey fryers are highly discouraged at all events since they pose an above average fire and burn risk.

**Electrical appliances:** All electrical appliances shall be installed and maintained in accordance with good fire safety practices. Extension cord type wiring shall be of three-prong type approved for outdoor use. Electrical cords shall not be subject to physical damage by pedestrian or vehicular traffic.

**Notification:** It is the responsibility and requirement of the user of the equipment to notify the City of Sandusky Fire Department when the cooking equipment will be used within the jurisdiction. Notification shall be at a minimum of one week in advance.

**Inspection:** The Sandusky Fire Department will make every effort to inspect the equipment for compliance with these requirements prior to its use.

**Responsibility of the Owner:** It is the responsibility and requirement of the owner of the cooking unit to ensure that proper training has been provided, emergency procedures are mounted and that all required equipment is included and maintained in accordance with applicable codes.

**Permits:** Permits are required and may be obtained from the Sandusky Fire Department Fire Prevention Bureau or the City of Sandusky administration building.

# Emergency Procedures

- ❖ Shut off the main fuel supply
- ❖ Evacuate the immediate area
- ❖ Notify the authorities (9-1-1)
- ❖ Properly use the portable extinguisher

Emergency procedures shall be permanently and conspicuously located on/in the unit at all times during the event.

## **Portable Commercial Cooking Equipment Requirements Checklist**

- Prior notification to the Fire Department
- Approved cooking equipment (Only devices specific to their use will be allowed)
- Safe distance of ten feet maintained from any displays, tents, buildings or other combustibles (unless using fire retardant material with documentation)
- Emergency shutdown procedures permanently and conspicuously located
- Documentation of training by operator
- Competent trained individual present (at least 18 years of age)
- Portable class K fire extinguisher readily available on the unit

Event: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Safety Inspector

\_\_\_\_\_  
Operator signature

*This inspection form is to be printed then completed by the  
Sandusky Fire Department, Fire Prevention Bureau*