
ADMINISTRATIVE POLICY MANUAL

**SUBJECT: Safety Rules for Open Cooking
on University Campus****NUMBER: A-25****EFFECTIVE DATE: February 22, 2000**

DEPARTMENTS AFFECTED: Campuswide**SUPERSEDES: A-25**

AUTHORITY:

APPROVAL:Glenda Morse/
Facilities Management & Services

PURPOSE:

To establish University procedures for open cooking and/or barbecue cooking on the University campus. The University must implement procedures for such cooking to protect the public safety and to protect the University's environs and infrastructure from possible damage.

PRIOR NOTIFICATION:

Any person, group, or organization planning to prepare food over an open flame or on a barbecue outside of a structure on University grounds shall obtain prior written permission to set up their cooking equipment. Student clubs and organization requests are processed through the Student Activities office; all other requests are processed through Facility Reservations. Such approval shall be requested at least ten working days prior to the scheduled day of the event. The request shall be submitted to the University's Facility Reservations office (see attached form) accompanied by a facility and equipment request/reservation form and shall describe the proposed cooking location, the event to be served, the water source, the time when cooking will be performed, where waste will be disposed, and who will be responsible for supervising the cooking activities. The Department of Facilities Management and Services shall also be provided a copy of the request eight working days prior to the scheduled day of the event by the Facility Reservation's office.

LOCATION OF COOKING EQUIPMENT:

Equipment used to perform the open barbecue cooking shall be placed only at pre-approved locations on concrete, asphalt, or dirt pads, walks, or roadways. A list of pre-approved locations is available and can be obtained at Student Activities or Facility Reservations at the same time that you fill out the facility/equipment request/reservation form. The cooking/barbecue equipment must be located more than 25 feet away from any building, flammable fence, structure or tree and must be more than 50 feet away from any building ventilation intake. An operational water hose connected to a water source must be available at all cooking sites for charcoal barbecues or an operational fire extinguisher appropriate for propane gas must be available for propane gas grills

Policy Number: A-25**February 22, 2000****Page 1 of 2**

ADMINISTRATIVE POLICY MANUAL

prior to the start of any cooking. Water hose and quick-couplers or a fire extinguisher must be requested on a Facility/Equipment Request Form provided by Facility Reservations. After confirmation, these items can be checked out at Facilities Management and Services Central Supply.

DISPOSAL OF COALS:

Please request a separate metal trash can on the Facility/Equipment request form for charcoal disposal. Any coals remaining after cooking shall be allowed to cool and shall be dampened with water before disposal into a University dumpster. Ashes and/or coals or charcoal shall not be dumped anywhere on the campus grounds or in any bushes, shrubs or planting areas, or along the creek bank, or in the creek.

PROPANE COOKING:

A (5) five pound ABC fire extinguisher must be at the cooking location at all times.