

OFFICE OF THE STATE FIRE MARSHAL

Designated Campus Fire Marshal
Office of Emergency Services
University of California Santa Cruz
1156 High Street, Santa Cruz CA 95064



INSPECTION CHECKLIST FOR SPECIAL EVENTS

Must be completed prior to public occupancy

Fire Official _____

Date _____

Event Coordinator _____

Time _____

ADMINISTRATION

- _____ Provide a copy of the submitted/approved detail event contact list.
- _____ Provide a copy of the submitted/approved event layout submittal required documents.

GENERAL

- _____ Waste material in and around tents, booths must maintain 30 feet perimeter and interior floor areas, kept in containers and removed daily.
- _____ Combustible decorative materials are to be flame resistant except table covers.
- _____ Event location, tents, trailers, stages, egress routes, etc. shall maintain 30-50 feet minimum clearance from flammable vegetation per fire official.
- _____ Exits, aisles and passageways (12 feet min) shall not be blocked or width obstructed in any manner.
- _____ Roads for egress, ingress and emergency evacuation routes must be unobstructed.

BOOTHS (tent/canopies/trailers)

- _____ Sidewalls, drops, and tops of all such structures shall be made of flame-resistant material treated with flame retardant approved by the California State Fire Marshal (Tents designed for the use by 10 or more people are required to have the CSFM seal and provide a Certificate of Flame Resistance or other documentation).
- _____ Vehicles necessary to the operation of the establishment shall be parked at least 20 feet from any tent. No other vehicle shall be parked less than 100 feet from any tent except for vehicles parked on a public street shall be at least 20 feet from any tent.
- _____ A 10-foot wide separation shall be provided by every 200 lineal feet of vendor booths.
- _____ A fire access of 20 feet between rows shall be maintained at all times.
- _____ Sale and display items shall not be allowed within the fire access.
- _____ Booths and rows of booths shall be located more than 20 feet from the property lines, buildings, parking areas or internal combustible engines.
- _____ Booths shall have at least one exit.
- _____ All structures shall be adequately braced and anchored to prevent collapse.
- _____ Exit doors must remain open or be covered with flame resistant materials and swing outward.

COOKING AREA LAYOUT

- _____ Cooking operations must be 20 feet from other combustible booths, structures, tents and 10 feet from exits.
- _____ A minimum of 2-foot side clear space shall be provided between the cooking space area and the back of the tent.
- _____ A minimum of 18-inch wide clear space shall be provided between cooking space and the side of the rear of the cooking area.
- _____ Cooking and barbeques shall be a minimum of 10 feet from any booth and shall be protected from the access of the public.

PORTABLE FIRE EXTINGUISHERS

- _____ Portable fire extinguishers shall be installed throughout the premises, every 75 feet of travel and with a minimum rating of 2A:10B:C.
- _____ Cooking facility booths shall have a K type fire extinguisher.
- _____ Permanent businesses shall have a portable fire extinguisher with a minimum rating or 2A:10B:C.

IGNITION SOURCES

- _____ Smoking, fireworks, open flame or hot objects capable of igniting combustible materials shall not be allowed inside the booth.
- _____ A "No Smoking" sign shall be posted.
- _____ Cooking and BBQs shall be a minimum of 10 feet from any booth and shall be protected from access by the public.

ELECTRICAL & GENERATORS

- _____ Extension cords shall be of a grounded type and listed for exterior use.
- _____ Extension cords shall be unplugged after each daily use.
- _____ Extension cords shall not be used in lieu of hardwiring.
- _____ Generators and other internal combustion engines will be 20 feet from tents, isolated from public contact with fencing and enclosures.

COMPRESSED GAS TANKS

- _____ LPGs and other compressed gas tanks shall be secured in an upright position.
- _____ All tanks shall be protected from public access.
- _____ Empty tanks shall be removed on a daily basis.

USE OF LIQUID PETROLEUM GAS

- _____ Vendors may use liquid petroleum gas (LPG) in booths as defined above, when the booth is separated from the other booths, tents and canopies by at least 20 feet.
- _____ LPG cylinders shall be located outside tents and canopies.
- _____ Minimum of 10 feet (less than 500 gallons) and 25 feet (over 500 gallons).
- _____ Flammable and combustible liquids must be stored outside in approved containers and no less than 50 feet from tents/membranes/stages.

BARBEQUES

- _____ Trailer, charcoal, and/or LPG BBQs shall not be located inside or within 20 feet of combustible walls, roofs, or other combustible material.
- _____ Small barbeques and hibachis may be placed on tables in the cooking space if a thermal barrier is provided between the barbeque and the table. This may be a concrete block underneath the barbeque, as long as the entire are of the barbeque is provided with protection underneath.
- _____ Luau in ground cooking must maintain clearances of 30 feet and be isolated from public contact.

SPECIAL APPLIANCES

- _____ Warming appliances/steaming trays, both electrical and solid fuel types, shall be located inside tents. They will be monitored by the event organizers. The intent is that food preparation will occur within the tent.
- _____ Deep-fat fryers and other unique appliances for the cooking and holding of food until served will be reviewed by the Designated Campus Fire Marshal and are only approved on a case-by-case basis. If approved, a Class K portable fire extinguisher shall be located within 30 feet of the fryer.
- _____ UL 300 hood systems and K extinguisher required for food service trucks. Health and Safety Code 114149.1(a).
- _____ If the appliances used would require food preparation to occur outside, the Designated Campus Fire marshal may evaluate the heat potential of the appliance and approve its' use within the tent.

Authority

Permits, approvals and inspections shall be in accordance with the California Code of Regulations – Title 19 (Chapter 2), 2016 California Fire Code (Section 906 & Chapter 24), 2016 California Building Code (Section 3103) and the Office of Emergency Services.