

SAN FRANCISCO FIRE DEPARTMENT



DIVISION OF FIRE PREVENTION & INVESTIGATION

BUSINESS NAME

MAILING

CITY STATE

EVENT INFORMATION
_____ NAME OF EVENT:
_____ DATE
_____ LOCATION

VENDOR ACKNOWLEDGMENT RECEIPT FORM

Please complete and return to the Bureau of Fire Prevention, 698 - Second Street, Room 109, San Francisco, CA 94107. A signed copy of this form must be on file with the Bureau of Fire Prevention prior to cooking with propane, charcoal briquettes or wood chips at any food or street fair in the City and County of San Francisco.

I, _____, the owner/agent/responsible party acknowledge receipt of the San Francisco Fire Department Fire Safety Information package on cooking at outdoor food and street fairs. Furthermore, I agree to bring to the attention of staff/employees and conduct periodic reviews of the guidelines contained in San Francisco Fire Department Information Bulletin No. 95-06-01, "Fire Safety Guidelines for Cooking at Food and Street Fairs" to maintain staff/employee awareness.

PRINT NAME

DATE

SIGNATURE REQUIRED

TELEPHONE NUMBER



OCCUPATIONAL & ENVIRONMENTAL HEALTH

Special Event Food Concessionaire Application

This application is to be completed by each food vendor. The sponsor shall collect all the applications and submit them as a packet at least two weeks prior to the event.

Name of Event: _____ Location: _____
Date(s): _____

Time food concession will be ready for inspection: _____

Applicant/Company Name: _____

Address: _____

Phone: (____) _____ Fax (____) _____

Number of 10' x 10' booths: _____

Number of mobile carts: _____

On-site representative: _____

Name of facility for off-site preparation

Address _____

Phone: (____) _____ Fax: (____) _____

Travel time from offsite preparation to event location: _____

Handwashing facilities (✓): plumbed sink _____
Warm H2O gravity flow station _____

Utensil sanitizing method (✓) 3 compartment sink _____
Other method approved by SFEHS _____

Temperature Control Methods: Hot (+140°F) _____
Cold (- 41°F) _____

<u>Food Item</u>	<u>Off-site Prep.</u> (Y/N)	<u>Cooking Procedures</u>	<u>Holding Temp. Methods</u>
<i>ie: raw chicken</i>	<i>N</i>	<i>Grill to internal temp = 165°F</i>	<i>Sterno chafing dishes</i>

I have read and understood the “Temporary Food Facilities Operating Requirements” attached to this form.

Applicant signature: _____ Date _____

Printed name _____



OCCUPATIONAL & ENVIRONMENTAL HEALTH

WHAT THE HEALTH INSPECTORS ARE LOOKING FOR IN YOUR BOOTH

Booth Set-Up:

- Hand wash set-up available before food handling starts
- Utensil wash available
- Sanitizing solution available (i.e. 2 TBSP Bleach + 2 Gallon water)
- Proper waste disposal provided
- Approved food equipment
- Food booth properly constructed
- Water comes from an approved source.

Food Storage/Display:

- Foods are 6-inches off the ground
- Protected from contamination
- Sneeze protection provided

Food Preparation/Cooking:

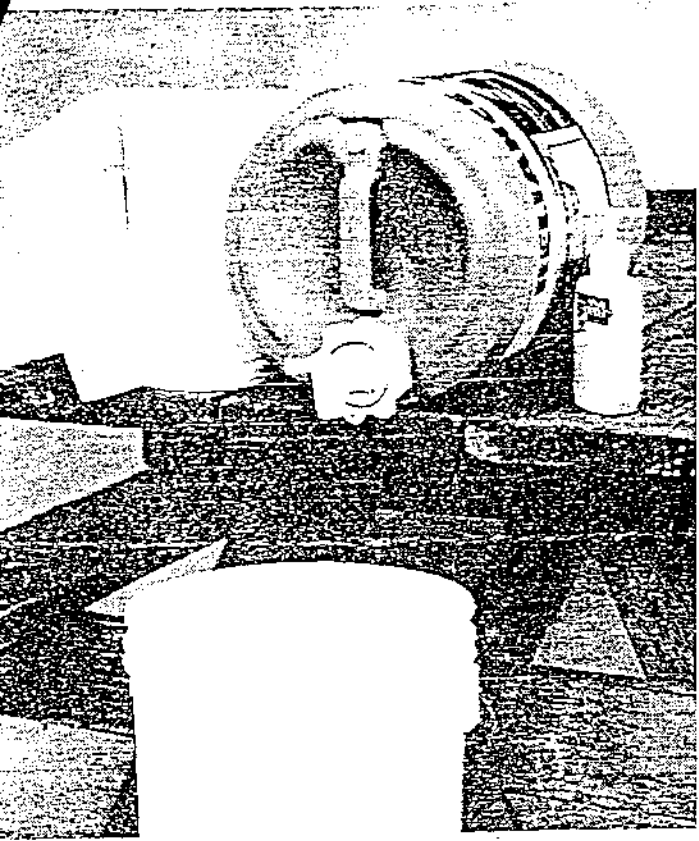
- Food comes from approved source (not home)
- Surfaces are clean & sanitized
- Proper, sanitary food handling
- Preparation is inside the booth
- Proper food storage, cooking, and holding temperatures used
- Keep all potentially hazardous foods under 41 degrees Fahrenheit or above 135 Fahrenheit
- Use of separate utensils and areas for raw and finished foods
- Thermometers used
- Grills/cooking units are safe from children and the public

Food Handlers:

- Gloves, clean outer garments (i.e. aprons), hair restraints and utensils used
- No eating inside food handling areas
- Non-essential food handlers shall remain outside food preparation areas
- No pets allowed in food areas.

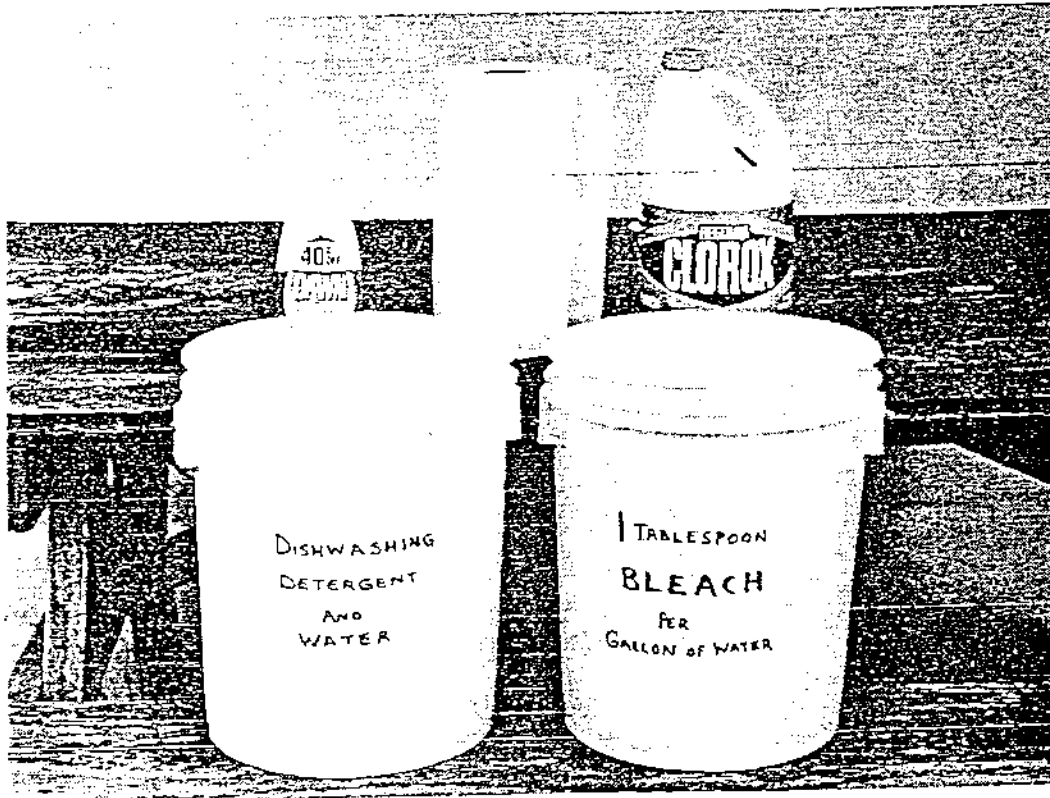
SML 3/25/04

HAND-WASHING AND UTENSIL-WASHING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES



Hand-Washing Facilities - Provide a five (5) gallon water container with a dispensing valve to leave hands free for washing; a waste-water container; soap dispenser and paper towels for hand washing within the food booth.

Suitable containers, such as the Reliance Hideaway-Spigot Water Carrier, are available at Marin Outdoors



Utensil-Washing Facilities - Booths with food preparation require two 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water and the other a bleach/water solution (use 1 tablespoon of household bleach per gallon of water).

NOTE: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation or where water, power, and sewer connections are available.



**INFORMATION BULLETIN
BUREAU OF FIRE PREVENTION**

Bulletin No. 95-06-01 ♦ June 21, 1995

TO: Event Sponsors and Food Vendors

SUBJECT: Fire Safety Guidelines for Cooking at Outdoor Food and Street Fairs

The San Francisco Fire Department has established fire safety requirements pertaining to the use of portable cooking appliances at outdoor food and street fairs. The use of portable cooking appliances utilizing propane, mesquite wood or charcoal briquettes as fuel, and the installation of tents or temporary membrane structures shall comply with the following fire safety requirements:

- ✓ Tents, canopies, and food booths shall be made of fire resistive or flame retardant material. Proof of fire resistive or flame retardant state shall be available for inspection on site.
- ✓ Vendors cooking with flammable gases and/or BBQ grill shall be provided with a vendor space of not less than 200 sq. ft. to accommodate a 10' x 10' food booth and 10' x 10' cooking area located at rear of the food booth.
- ✓ Propane fueled appliances (cooking and heating) shall be equipped with two shutoff valves; one located on the storage cylinder and one located on the appliance.
- ✓ A pressure regulator shall be installed on the LP-GAS supply hose between the storage cylinder and the appliance. The regulator shall be installed as close as possible to the storage cylinder.
- ✓ Propane and compressed natural gas cylinders shall be stored outside of tents and food booths. Cylinders, in use or stored, shall be secured from falling or being knocked over and located a minimum of five (5) feet from cooking and heating appliances, and located in areas not accessible to the public.
- ✓ Food booths layout arrangement on site shall allow adequate spacing to comply with the above-mentioned requirements.
- ✓ Only U. S. Department of Transportation (DOT) approved portable LP-Gas cylinders shall be used.
- ✓ The maximum cylinder size shall not exceed ten (10) gallons unless written approval is given by the Fire Marshal.
- ✓ The maximum amount of propane and the maximum number of storage cylinders allowed on-site shall be based on the size of the food booth and the adjoining cooking areas. A maximum of twenty (20) gallons of propane and four (4) cylinders are allowed per location if a vendor's space with a 10' x 10' food booth and a 10' x 10' cooking area located at the rear of the booth is provided. A maximum of forty (40) gallons of propane and six (6) cylinders are allowed per location if a vendor's space if a 10' x 20' food booth with a 10' x 20' cooking area located at the rear of the booth is provided.
- ✓ Commercial barbecue units (barbecue unit with cooking surface greater than 805 sq. in.) shall be located a minimum of ten (10) feet from tents, five (5) feet from cooking booths and combustible materials and shall be constantly attended while in use.

- ✓ Grill and/or cooking appliances with perforated or grid design cooking surfaces which allow the food to come in direct contact with the flame shall not be located inside food booths with canvas or combustible side walls.
- ✓ A metal container with a lid shall be provided to deposit burning, glowing or smoldering charcoal briquettes or wood chips at the end of the cooking day.
- ✓ Deep fryers with an oil capacity of eight (8) quarts or less can be located inside food booths with canvas top and sides. Deep fryers with an oil capacity of eight (8) or more quarts shall be located in a food booth with wire meshed or net sides or outside food booths.
- ✓ One 2A-10BC fire extinguisher with a State Fire Marshal service tag affixed shall be provided for each cooking area. In addition, a water hose, or a water spray can (pump or pressurized) shall be provided for each barbecue area and a 2A:40BC fire extinguisher for each deep fryer with an oil capacity of eight (8) quarts or more.
- ✓ Cooking and heating appliances, hoses, and connectors shall be approved for use with LP-Gas. Handles, knobs, and control valves shall be in good working condition. Faulty cooking appliances, hose, and connectors shall be removed from service immediately.
- ✓ A leak test shall be performed on all LP-Gas connections prior to using the cooking appliance and after changing of cylinders. Each vendor, cooking with LP-Gas, shall provide and maintain a soap bottle or soapy solution on-site to perform leak tests.
- ✓ Cooking appliances shall be shutdown immediately whenever there is a smell of LP-Gas and an investigation shall be performed to determine the source of the leak. If the origin of the leak cannot be determined, call "911" and request Fire Department assistance.
- ✓ Cooking within a tent is prohibited unless approved in writing by the Fire Marshal.
- ✓ A tent permit is required for the erection of any tent with a floor area of 200 sq. ft. or greater.
- ✓ Portable generators shall be kept a minimum of five (5) feet from tents and food booths and located in an areas not accessible the public.
- ✓ Portable generators shall be not fueled while engine is still running or hot, and the maximum amount of additional fuel stored shall not exceed five (5) gallons.
- ✓ All Fire department emergency access lanes shall be maintained at all times during street fairs.

The foregoing requirements shall be applicable to the City and County of San Francisco. Failure to comply with these requirements may result in not being able to cook at a food or street fair.

Your cooperation is needed to ensure that the highest level of fire safety is maintained. If you have any questions, please contact the Permit Section of the Bureau of Fire Prevention at (415) 558-3300.

Claree Christopher Stevenson

Fire Marshal
Bureau of Prevention