



Albany Fire Department

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FIRE INSPECTION CHECKLIST FOR SPECIAL EVENT **MUST BE COMPLETED PRIOR TO PUBLIC OCCUPANCY**

Booth/Space Name: _____

Contact Person: _____

Fire Official: _____

Date/Time: _____

GENERAL:

- Waste materials in and around tents, booths, structures must be kept in containers and removed as needed during the event and immediately after the event.
- Combustible decorative materials are to be flame resistant or flame treated.
- Event location, tents, trailers, stages, egress routes, etc. shall maintain 10' minimum clearances from combustible vegetation.
- Exits, aisles and passageways (12' min) shall not be blocked or width obstructed in any manner.
- Roads for egress, ingress and emergency evacuation routes must be unobstructed.

BOOTHS (Tents/Canopies/Trailers):

- Sidewalls, drops, and tops of all such structures shall be made of a flame-resistant material or treated with a flame retardant approved by the California State Fire Marshal or as approved by the Albany Fire Chief or his/her agent.
- A 10-foot wide separation shall be provided for every 10 connected or 200 lineal feet of cooking booths.
- A fire access of 20 feet between rows of booths shall be maintained at all times.
- Sale or display items shall not be allowed within the fire access.
- Booths or rows of booths shall be located more than 20 feet from 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 or wind drift.
- Exit doors must remain open or be covered with flame resistant material 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 clearance 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 the cooking space and the side and rear of the cooking area.
- Cooking and barbecues shall be a minimum of 20 feet from other booths and shall be protected from access by the public.

PORTABLE FIRE EXTINGUISHERS:

- Portable fire extinguishers shall be installed throughout the premises, every 75 feet of travel minimum rating of 2A:10B:C.
- Cooking facility booths and booths adjacent to them shall have a fire extinguisher rating of a minimum of 3A:40B:C, unless the cooking involves deep fat frying or woks, then the additional extinguisher must be a K type extinguisher.
- Permanent businesses shall have a portable fire extinguisher with a minimum rating of 2A:10B:C.

IGNITION SOURCES:

- Smoking, open flames (candles) or hot objects capable of ignited combustible materials shall not be allowed inside the booths.
- Cooking and BBQs shall be a minimum of 20 feet from other booths and shall be protected from access by the public.

ELECTRICAL & GENERATORS:

- Extension cords shall be of a grounded type and listed for exterior use by UL or FM.
- Extension cords shall be unplugged after use.
- Extension cords shall not be used in lieu of permanent wiring.
- Generators and other internal combustion engines will be 20 feet from tents, isolated from the public contact with fencing or enclosures.

COMPRESSED GAS TANKS:

- LPG and other compressed gas tanks shall be secured in an upright position.
- All tanks shall be protected from public access.
- All tanks shall be removed and disposed of properly after the event.

USE OF LIQUID PETROLEUM GAS:

- Vendors may use Liquefied Petroleum Gas (LPG) in booths as defined above, when the booth is separated from other booths, tents and canopies by at least 20 feet and approved by the Alameda County Health Department.
- LPG cylinders shall be located outside tents and canopies with a minimum of 10 feet and less than 10 gallons.
- Flammable and combustible liquids must be stored outside in approved containers and no less than 20 feet from tents/membranes/stages.

BARBECUES:

- Trailers, charcoal, and/or LPG BBQs shall not be located inside or within 10 feet of combustible walls, roofs, or other combustible material.
- Luau in ground cooking must maintain clearances of 30 feet and be isolated from public contact.
- Coals shall be disposed in metal containers approved by the California State Fire Marshall or Albany Fire Department. Coals shall be removed as needed during the event and immediately after the event.

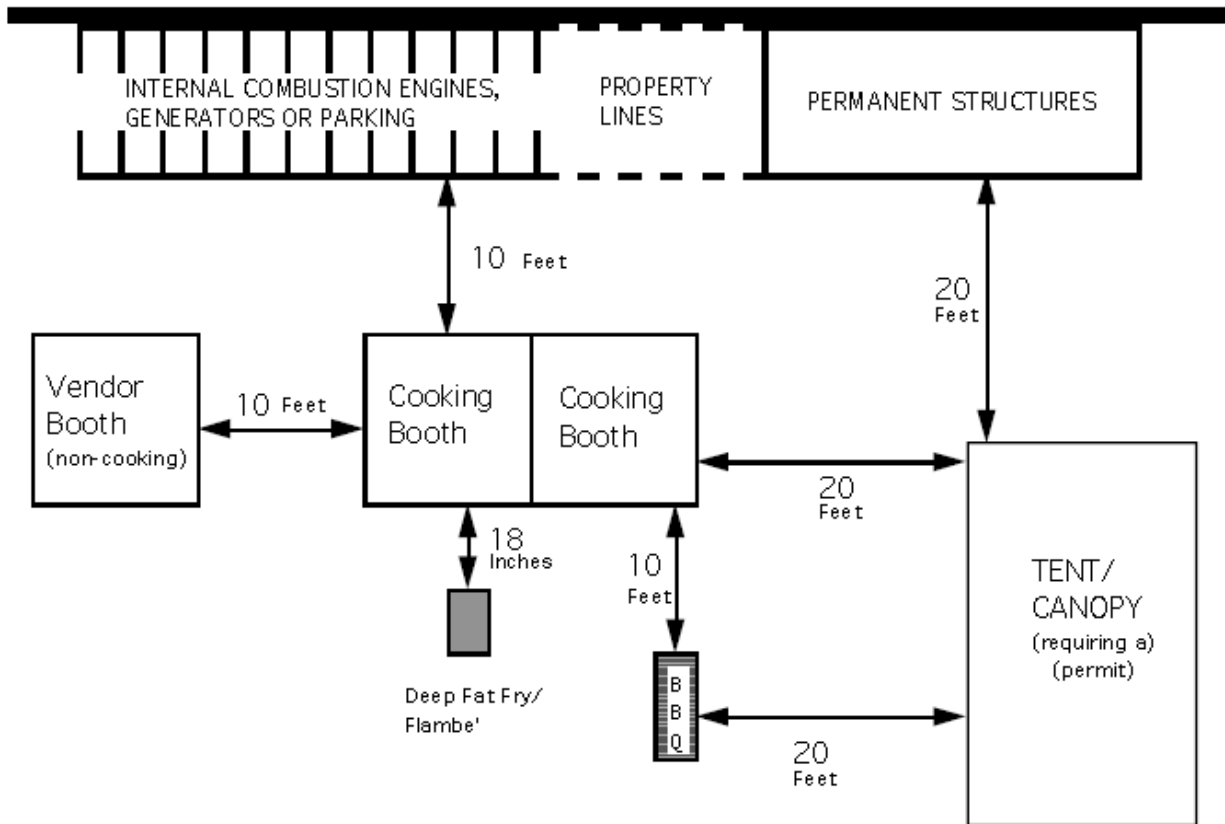
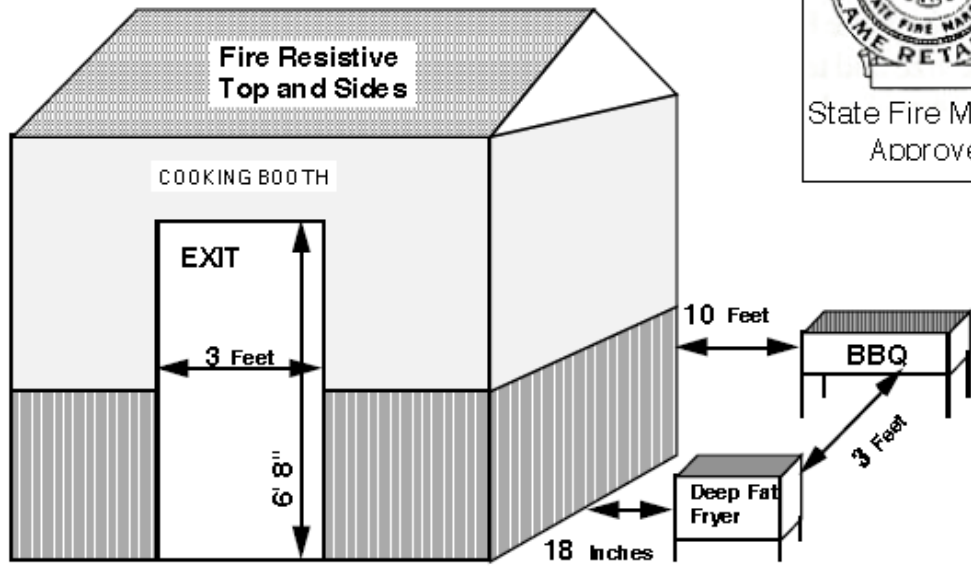
SPECIAL APPLIANCES:

- Warming appliances/steaming trays, both electric and solid fuel types, shall be located inside tents. They will be monitored by the event organizers and the County Health Department. 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 Albany Fire Department personnel 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. Deep-fat fryers are not allowed inside the tent/canopy/structure.
- UL 300 hood systems and K extinguishers are required for food service trucks. Health and Safety Code 114149.1(a).
- If the appliance used would require food preparation to occur outside, the Albany Fire Department will evaluate the heat potential of the appliance and approve its use within the structure.
- The Albany Fire Department may allow a variance if approved by the Albany Fire Chief or his/her agent.
- This fire inspection checklist is not inclusive of every fire safety concern, and as such the Albany Fire Department may elect to place further restrictions and/or required safety measures in order to protect the public.

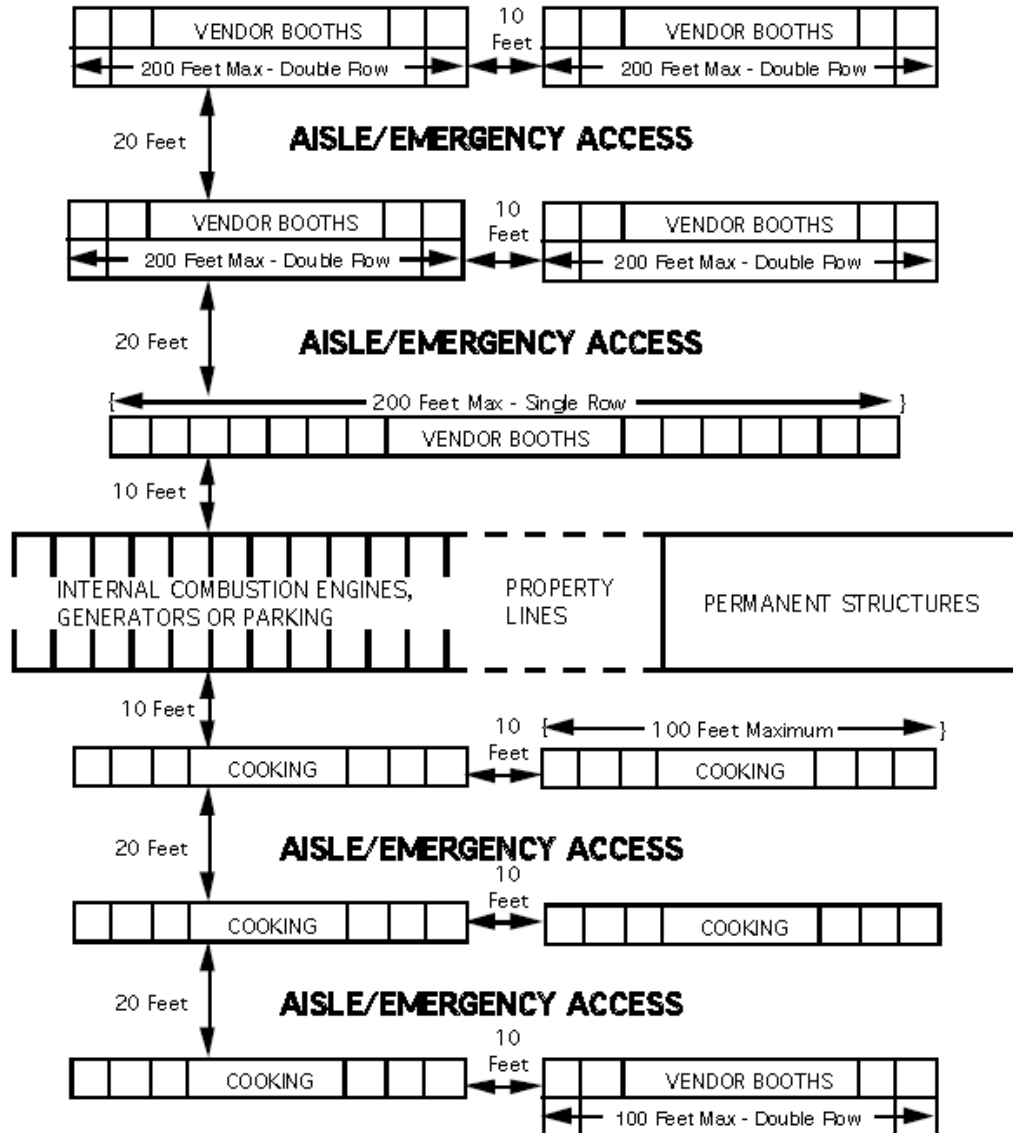
Authority

Permits, approvals and inspections shall be in accordance with the California Code of Regulations – Title 19 (Chapter 2), 2010 California Fire Code (Section 906 & Chapter 24), 2010 California Building Code (Chapter 31E), California Health & Safety Code (Division 104, Part 7, and Chapter 4), Albany Fire Department, City of Albany Ordinances and Codes, and the Alameda County Health Department. -Update August 2017-

FESTIVAL COOKING BOOTHS



FESTIVAL VENDOR & COOKING BOOTH LOCATIONS



NOTE: COOKING BOOTHS are limited to single rows only. Back-to-Back rows are not permitted. Maximum length of rows is 100 feet.