



Food Trucks Inspection Checklist

Must be completed prior to occupancy on uOttawa campus

Vendor Name: _____

Vendor Representative: _____

Phone: _____

E-Mail: _____

GENERAL SAFETY CHECKLIST

- Obtain the Vendor Agreement from Conventions and Reservations.
- Ensure there is no public seating within the mobile food truck.
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials.
- Verify fire department vehicular access is provided for fire lanes and access roads.
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections.
- Check that appliances using combustible media are protected by an approved fire extinguishing system.
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas.
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment.

Ensure that workers are trained in the following:

- Proper use of portable fire extinguishers and extinguishing systems.
- Proper method of shutting off fuel sources.
- Proper procedure for notifying the local fire department at 9-1-1 and Protection Services at 613-562-5411
- Proper procedure for how to perform simple leak test on gas connections

FUEL AND POWER SOURCE CHECKLIST

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.
- Ensure that refueling is conducted only during non-operating hours.
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures.
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container.
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container.
- Make sure that exhaust from engine-driven source of power complies with the following:
 - At least 10 ft in all directions from openings and air intakes

- At least 10 ft from every means of egress.
- Directed away from all buildings.
- Directed away from all other cooking vehicles and operations.
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70

PROPANE SYSTEM INTEGRITY CHECKLIST

- Check that the main shutoff valve on all gas containers is readily accessible.
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over.
- Perform leak testing on all new gas connections of the gas system.
- Perform leak testing on all gas connections affected by replacement of an exchangeable container.
- Document leak testing and make documentation available for review by the authorized official.
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system.
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions.

OPERATIONAL SAFETY CHECKLIST

- Do not leave cooking equipment unattended while it is still hot.
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened.
- Close gas supply piping valves and gas container valves when equipment is not in use.
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease.

Vendor Signature: _____ Print Name: _____ Date: _____

Revocation in the event of non-performance or other default.

The University reserves the right to revoke and terminate the Agreement prior to the beginning of any activities required by Vendor in the event of default or other non-performance by Vendors, whether voluntary or involuntary. This right is in addition to all other rights and remedies available to the University.

Application: Approved Denied Signature of the Fire Safety Coordinator: _____