



PERMIT FOR USE OF GRILL OR FIRE PIT

FOR EHS USE ONLY
Date Issued: Valid Until:

Organization Requesting Permit: Telephone Number:

Location of Grilling: Contact Person:

Date of Event: Rain Date: Charcoal: Propane:

Staff/Advisor Signature:

Print Name: Date:

EHS Representative Signature:

Print Name: Date:

The location where the activity will take place will be examined before the start of any burning, and all the below precautions will be taken.

Grilling policy – WCU policy on the use of grills can be found in the Fire Prevention and Protection Policy section 2, B, 22. References to the policy are found below.

BEFORE THE GRILLING – All of the following precautions must be taken:

A. CHARCOAL GRILL(S):

- 1. Grill(s) shall be at least 10 feet away from any activity and all combustible materials. Area around the barbecue grill area should be roped off a minimum of ten feet around grill.
2. One (1) ten pound ABC fire extinguisher and one (1) pressurized water extinguisher will be kept near the grilling area.
3. A trained fire watch person(s) will be present at all times while grilling is taking place.
4. Self-lighting charcoal is the only permissible fuel source. (lighter fluid, wood, paper, etc, shall not be used.)
5. A bucket of water and wooden stick will be present and a metal trash can will be available for charcoal disposal.
6. A means of contacting WCU Public Safety (i.e., site, cell telephone or radio) available and accessible to fire watch person(s).

**B. PROPANE GAS GRILL(S):**

1. Propane Gas Grill(s) shall be located a minimum distance of fifteen feet away from all combustible materials.
2. Area surrounding propane gas grill(s) is roped off. A minimum of fifteen feet around grill.
3. Two (2) ten pound ABC fire extinguishers are near the grilling area.
4. Trained fire watch person(s) present at all times during the grilling.
5. A means of contacting WCU Public Safety (i.e., site, cell telephone or radio) is available and accessible to fire watch person(s).

**C. FIRE PIT(S)**

**Open Burning – WCU policy on open can be found in the Fire Prevention and Protection Policy section 2, B, 23. References to the policy are found below.**

Manufactured fire pits that are fueled using Natural Gas or Propane and that are designed to produce a flame without the use of any combustible materials as described above, will be authorized for recreational use on campus without permit. Manufactured fire pits that use wood are also authorized for use with the following restrictions;

1. Fire pit equipment specifications must be provided to Environmental Health and Safety and approved prior to use.
2. Fire pits that are portable, cannot be used on campus without having a permit issued by the office of Environmental Health and Safety.
3. The fuel source for the fire pit must be capable of being secured in such a fashion that the fire pit cannot be operated without authorization.
4. The fire pit can only be operated while an authorized employee of the University is present. Authorized status is determined by Environmental Health and Safety upon request.
5. While in use, no other combustible materials may be introduced into the flame and people must keep back a minimum of three feet from the flames while the fire pit is lit.
6. The Department of Public Safety must be notified prior to igniting the fire pit.

**AFTER USE**– *All of the following precautions must be taken:*

**Charcoal Grill:** The extinguished charcoal will be deposited in a metal trash can or metal dumpster. These containers must be void of all combustible materials. Fire watch is required for 30 minutes after depositing charcoal.

- Place charcoal into the metal container.
- Pour water into the container and stir with metal stick until all embers are cooled down.
- Place lid on metal container for disposal.

**Fire Pit:** The extinguished materials will be deposited in a metal trash can or metal dumpster. These containers must be void of all combustible materials. Fire watch is required for 30 minutes after depositing burnt materials

Fire Watch Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned hereby confirm the grilling area has been properly secured as per the university standards and grilling policy.

\_\_\_\_\_  
Signature WCU ID Number

---

---

Fire extinguishers have been returned to EHS Department.

Type: \_\_\_\_\_ TISCOR Number: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Type: \_\_\_\_\_ TISCOR Number: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Revised: **September, 2015**

**Jon R. Brill Jr.**  
Assistant Director  
Fire Safety and Compliance  
Department of Environmental Health and Safety