The red keys correspond to the Topeka Fire Department food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

**General Safety Checklist**

- Obtain license or permits from City Clerk’s Office. \( G1 \)
- Ensure there is no public seating within the mobile food truck. \( G2 \)
- Check that there is a clearance of at least 20 ft away from buildings, structures, vehicles, and any combustible materials. \( G3 \)
- Fire department vehicular access is provided for fire lanes and access roads. \( G3 \)
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. \( G5 \)
- Check that appliances using combustible media are protected by an approved fire extinguishing system. \( G6 \)
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. \( G7a \)
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. \( G7b \)
- Ensure that workers are trained in the following: \( G8 \)
- Proper use of portable fire extinguishers and extinguishing systems \( G8a \)
- Proper method of shutting off fuel sources \( G8b \)
- Proper procedure for notifying the local fire department \( G8c \)
- Proper procedure for how to perform simple leak test on gas connections \( G8d \)
Fuel & Power Sources Checklist

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. F1a
- Ensure that refueling is conducted only during non-operating hours. F1b
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. F2
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. F3
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. F3a
- Make sure that exhaust from engine-driven source of power complies with the following: F4
  - At least 10 ft in all directions from openings and air intakes F4a
  - At least 10 ft from every means of egress F4b
  - Directed away from all buildings F4c
  - Directed away from all other cooking vehicles and operations F4d
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® F5

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. P1
- Portable gas containers are in the upright position and secured to prevent tipping over. P2
- Inspect gas systems prior to each use. P3
- Perform leak testing on all new gas connections of the gas system. P4
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. P5
- Document leak testing and make documentation available for review by the authorized official. P6
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. P7
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer’s instructions. P8

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) OA
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. OB
- Close gas supply piping valves and gas container valves when equipment is not in use. OC
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. OD

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. SA
- Fuel is not stored closer than 3 ft to any cooking appliance. SB
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. SC
- Fuel is not stored in the path of the ash removal or near removed ashes. SD
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. SE
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. SF

Tents and Outside Seating

- Cooking with an open flame is not allowed under, or within, a tent or temporary structure.
- Cooking that produces grease laden vapors is not allowed under, or within any tent or temporary structure.
- Tents having an area in excess of 400 square feet (20x20) used for customer seating will require a permit from the Topeka Fire Department.
- Outdoor seating shall not block fire department access roads, fire lanes, fire hydrants, or any other fire protection devices or equipment.
- Outdoor seating shall not block exits, or exit travel pathways from any structure.

Reference Material

NFPA 1, Fire Code, 2018 Edition
NFPA 70®, National Electrical Code®, 2017 Edition