

MOBILE FOOD PREPERATION VEHICLE SAFETY CHECKLIST & SAFETY GUIDLINES



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GENERAL INSTRUCTIONS

- **When submitting your application packet for a new Operating Permit, please include copies of the following items:**
 - a. Completed Operating Permit application (4 pages) with property owner signature or letter of permission from the property owner attached.
 - b. Cash or check in the amount of \$50.00 payable to “Town of Patterson”.
 - c. Drawing Showing Truck Layout, Cooking Line, AES, Hood & Duct, Carbon Monoxide (CO) And LPG/Explosive Gas Detector Locations, Fire Extinguisher Locations (Class K and Class B/C). Hand or Computer Drawn is Acceptable.
 - d. Affidavit that Hood and Duct System is UL Listed and Installed to the Manufacturer’s Specification.
 - e. Affidavit that The Automatic Fire Extinguishing System (AES) is UL Listed and Includes Automatic Shut Off for Fuel and Power to Cooking Equipment.
 - f. Valid Fire Extinguisher, Exhaust Hood and Automatic Fire Extinguishing System Inspection.
 - g. Valid Vehicle Inspection.
 - h. Valid Vehicle Registration.
 - i. Proof of Current Insurance.
 - j. Current Putnam County Health Department Permit.

- **When submitting your application packet to renew an existing Operating Permit, please include copies of the following items:**
 - a. Completed Operating Permit application (4 pages) with property owner signature or letter of permission from the property owner attached.
 - b. Cash or check in the amount of \$50.00 payable to “Town of Patterson”.
 - c. Valid Vehicle Inspection.
 - d. Valid Vehicle Registration.
 - e. Proof of Current Insurance.
 - f. Current Putnam County Health Department Permit.
 - g. Valid Fire Extinguisher, Exhaust Hood and Automatic Fire Extinguishing System Inspection Certification.

- ❖ ***Once your application packet has been processed by the Office of Code Enforcement, you will be contacted via email to schedule a fire inspection. Be sure that the applicant email address you include on the permit application is an account that is regularly monitored (NOTE: Be sure to also monitor the account’s SPAM folder, as government-generated emails can often be sorted to junk folders).***



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MOBILE FOOD PREPARATION VEHICLES CHECK LIST

The following are requirements of the Fire Code of NYS and the reference standards NFPA 1192, 96, 70, 58, 17A and 10. These regulations, along with existing NYS DOT regulations provide a way to continue to operate mobile food preparation vehicles in a safe manner. Below is a list of items that will be checked upon inspection of your food truck and shall serve as a guide along with the Fire Inspector Guidelines on Mobile Food Preparation Vehicles:

1. Proof of Valid Vehicle Inspection (sent with application)
2. Proof of Valid Vehicle Registration (sent with application)
3. Proof of Current Insurance (sent with application)
4. Current Putnam County Health Department Permit (sent with application)
5. Two Wheel Chocks/Blocks and Proper Stabilization if Required
6. 200 lbs. Maximum LPG (Propane)
7. LPG Cylinders Secure and Protected from Damage, Including Crash Protection
8. Generator Fuel Source Protected and Secured (if used)
9. LPG (Propane) Tanks within Date (10 Years from Manufactured Date on Collar or 5 Years from
10. Reinspection Date), Not Rusted, Painted, Damaged, etc.
11. Automatic Extinguish System (AES) in Place and Inspected Within 6 Months*
12. Hood and Duct in Place and Cleaned within 6 Months or Sooner if Needed*
13. Maximum 120 gallons of Cooking Oil, Labeled, Properly Stored (including waste oil)
14. Carbon Monoxide Detection in Place and Functional
15. LPG/Explosive Gas Detection in Place and Functional (if applicable)
16. All Electrical Wiring Installed as per National Electric Code/no Extension Cords in Place of Permanent Wiring
17. Wiring/no Open Junction Boxes, etc.
18. Class K Fire Extinguisher Present near Cooking Area, Inspected Within One Year*
19. One 2A:20-B:C (Minimum) or Two 2 ¾ LB 4B:C Fire Extinguishers Present, away from Cooking Area, Inspected within One Year *

** All hoods, extinguishers and AES systems must be inspected/serviced by a Putnam County licensed contractor and affixed with an appropriate tag.*

MOBILE FOOD PREPARATION VEHICLES SAFETY GUIDELINES

PURPOSE

In recent years, food trucks have become very popular. Most major cities & towns have a large number and quite a variety of food trucks. There are even food truck rallies, festivals, and other gatherings where people can enjoy the variety of food offered by food truck vendors. With the evolution of food trucks, and their popularity, larger cities around the country have become concerned with their safety.

SCOPE

The Mobile Food Preparation Vehicles (MFPV's) equipped with a gasoline, diesel or electric generator, propane or compressed natural gas, Type I exhaust hood with or without a fire suppression system, or a solid fueled cooking device and the Office of Code Enforcement shall be authorized to conduct inspections as deemed necessary to determine the continuing compliance with all provisions of the Fire Code of New York State(2020) and the National Fire Protection Association (NFPA) Chapters 1192, 96, 70, 58, 17A and 10.

DEFINITION

MOBILE FOOD PREPARATION VEHICLES: vehicles that contain cooking equipment that produce smoke or grease-laden vapors for the purpose of preparing and serving food to the public. Vehicles intended for private recreation shall not be considered mobile food preparation vehicles.

GENERAL SAFETY CHECKLIST

The following is a fire inspection checklist to assist you in preparing for your fire safety inspection:

1. Obtain license or permits from local authorities.
2. Ensure there is no public seating within the mobile food truck.
3. Mobile or temporary cooking operations shall be separated from the entrances and other exits of buildings or structures, combustible materials, vehicles and other cooking operations by a clear space distance of 10 ft.
4. Mobile or temporary cooking operations shall be separated from other mobile or temporary cooking operations by a clear distance of 10 ft.
5. When the mobile unit is parked, the vehicle shall be stabilized so that it will not move, either by jacking the vehicle or placing wheel chocks around the wheels.
6. The vehicle shall not be parked near sources of heat, open flames, or similar sources of ignition, or near unventilated pits.
7. Verify fire department vehicular access and proper clearance is provided for fire lanes or access roads, fire hydrants and fire department connections.
8. The address of the current operational location shall be posted and accessible to all employees.

PORTABLE FIRE EXTINGUISHERS

1. Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10.
2. Minimum of one 2A:10BC Extinguisher provided near the exit and when a generator or other fuel fire appliance is used.
3. Class K fire extinguishers shall be provided for cooking appliance hazards that involve combustible cooking media (vegetable oils and animal oils and fats).
4. A placard shall be conspicuously placed near each Class K extinguisher that states that the fire protection system shall be activated prior to using the fire extinguisher. Note: NFPA 10, Annex A, provides recommendations for placards.

PORTABLE GENERATORS

1. Vehicle-mounted generators shall comply with the provisions of NFPA 70, Article 551, Part III.
2. Where a vehicle-mounted generator compartment is used to isolate the installed generator from the vehicle's interior, or a compartment is provided for the future installation of a generator and is intended to isolate the future generator from the vehicle interior, the generator compartment shall be lined with galvanized steel not less than 26 MSG thick.
3. Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours.
4. Refueling of internal combustion engine power sources shall be permitted only when the electric generators and internal combustion power sources are not in use.
5. Refueling of internal combustion engine power sources from a portable container shall be permitted when the engine is shut down and the surface temperature of the engine and fuel tank is below the autoignition temperature of the fuel.
6. Check non-vehicle mounted internal combustion engine power sources shall be located at least 12 ft. from mobile or temporary cooking operations.
7. Internal combustion engine power sources shall be isolated from physical contact by the installation of physical guards, fencing, or an enclosure.
8. Internal combustion engine power sources shall be positioned so that the exhaust complies with the following:
 - Located at least 12 ft from openings, air intakes, and means of egress.
 - In a position pointed away from any building
 - In a position pointed away from any mobile or temporary cooking operations
9. Ensure that all electrical appliances, fixtures, equipment, and wiring comply with NFPA70.
10. Ensure that portable gas containers are in the upright position and secured to prevent tipping over.

CARBON MONOXIDE ALARM

If the heat source is nonelectric and open flames are used, at least one listed carbon monoxide detector shall be installed.

PROPANE SYSTEM INTEGRITY CHECKLIST

1. LP Gas containers installed on vehicles shall not exceed 200 gal. aggregate water capacity.
2. LP Gas containers shall be mounted securely on the vehicle or within the enclosing recess or cabinet and shall be installed above the height of the rear bumper and forward of the rear bumper.
3. Gas-fired cooking appliances shall be equipped with shutoffs.
4. Check that the main shutoff valve on all gas containers is readily accessible.
5. All vehicles equipped with a propane appliance and an electrical system shall be equipped with a propane detector listed and marked on the device as being suitable for use in the vehicles under the requirements of ANSI/ UL 1484, Standard for Residential Gas Detectors, and installed according to the terms of its listing.
6. Perform leak testing on all new gas connections of the gas system.
7. Perform leak testing on all gas connections affected by replacement of an exchangeable container.
8. 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.
9. Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions.
10. Disconnected LP-Gas containers and LP-Gas cylinders for purposes other than engine fuel systems shall not be transported or stored inside the vehicle.
11. Cylinders shall be retested every 5 to 12 years and in accordance with the manufacturer's recommendations.
 - No letter after the requalification date means the cylinder must be retested within 12 years.
 - "S" means the cylinder must be retested within 7years.
 - "E" means the cylinder must be retested within 5years.

NOTE: A permanent caution plate shall be provided, affixed to either the appliance or the vehicle outside of any enclosure and adjacent to the container(s), and shall include the following warning:

CAUTION!

- Be sure all appliance valves are closed before opening container valve.
 - Connections at the appliances, regulators, and containers shall be checked periodically for leaks with soapy water or its equivalent.
 - Never use a match or flame to check for leaks.
 - Container valves shall be closed when equipment is not in use.
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OPERATIONAL SAFETY CHECKLIST

1. Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened.
2. Close gas supply piping valves and gas container valves when equipment is not in use.
3. Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease.
4. Upon activation of any fire-extinguishing system for a cooking operation, all sources of fuel and electrical power that produce heat to all equipment requiring protection by that system shall automatically shut off.
5. Upon activation of an automatic fire-extinguishing system, an audible alarm or visual indicator shall be provided to show that the system has activated.
6. At least one listed audible and visual notification appliance shall be installed on the exterior surface of the vehicle readily audible and visible to the public.
7. Drawings. A drawing(s) of the exhaust system installation along with copies of operating schematics shall be kept in the mobile unit or temporary cooking operation unit.

SOLID FUEL CHECKLIST (WHERE WOOD, CHARCOAL, OR OTHER FUEL IS USED)

1. Fuel is not stored above any heat-producing appliance or vent.
2. Fuel is not stored closer than 3 ft to any cooking appliance.
3. Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods.
4. Fuel is not stored in the path of the ash removal or near removed ashes.
5. Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day.
6. 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.

CLEANING OF EXHAUST SYSTEMS

1. If, upon inspection, the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction.
2. When an exhaust system is inspected or cleaned, a certificate or decal showing the name of the servicing company, the name of the person performing the work, and the date of inspection or cleaning shall be maintained on the premises.

3. After cleaning or inspection is completed, the exhaust cleaning company and the person performing the work at the location shall provide the owner of the system with a written report that also specifies areas that were inaccessible or not cleaned.
4. Where required, certificates of inspection and cleaning and reports of areas not cleaned shall be submitted to the authority having jurisdiction.

EMPLOYEE TRAINING / RESPONSIBILITIES

Ensure that workers are trained in the following:

1. Proper use of portable fire extinguishers and extinguishing systems.
2. Proper method of shutting off fuel sources.
3. Understanding fuel / refueling properties with internal combustion engine power sources and LP-Gas container change-out procedures.
4. Proper procedure for how to perform simple leak test on gas connections.
5. Initial & refresher training shall be documented and made available upon request.
6. The provision of training shall be the responsibility of the owner, and the training program and materials shall be acceptable to the AHJ.
7. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.
8. The responsibility for inspection, testing, maintenance, and cleanliness of the ventilation control and fire protection of the commercial cooking operations, including cooking appliances, shall ultimately be that of the owner of the system, provided that this responsibility has not been transferred in written form to a management company, tenant, or other party.

NOTE: All record-keeping documents shall be combined in one location on the mobile cooking operation and made available to the AHJ upon request.
