

North Dakota State University

Outdoor Grilling Guidelines

Outdoor Gas Grilling on Campus

In an effort to avoid any problems and to ensure a safe grilling environment at NDSU we offer the following list of guidelines for the use of grills on campus. Please read through these requirements, complete the NDSU Facility Use Agreement, and submit to the Facilities Management, Thorson Maintenance Center. All grilling and associated activities are the sole responsibility of the requesting organization or department.

Scope

Authorized Groups: University departments and recognized student organizations or clubs that adhere to the guidelines and procedures stated in this document are allowed to conduct gas-grilling only in Facilities Management approved locations. The only exception to gas grills is when securing the use of grills from Dining Services.

Individuals may grill for tailgating during football games in designated parking lots where tailgating is allowed to occur, however, that activity is outside the scope of these guidelines. See the Athletics home page GoBison.com for more information on tailgating rules. Additionally, Residence Life has guidelines related to University Apartments. Please contact Residence Life for grilling guidelines for those locations (231-8446).

Procedure

- A. All requests for grilling activities are initiated by completion of the NDSU Facility Use Agreement.
- B. That agreement must be approved prior to the date of the event.
- C. For large group catering, reservations shall be made with NDSU Dining Services (231-8122) in accordance with Policy 407 – groups larger than 250.

Fire Protection Protocol

To maintain a safe environment for individuals and buildings, the following must be in place before attempting to grill outdoors:

- A. Fire Extinguishers
 - a. Fire extinguishers shall be provided for each grilling activity by the requesting party. Fire extinguisher(s) **shall not** be taken from any building or structure for purposes of meeting this requirement.
 - b. Fire extinguisher(s) shall be serviceable, fully charged, and inspected or “tagged” by an authorized fire equipment distributor within the past year.
 - c. If a fire emergency should occur outside, notify authorities by dialing 911.
 - d. *Activation of a building’s fire alarm system shall not be done, unless the building is in immediate danger of catching fire.*
 - e. *An [incident report](#) must be completed and sent to the Safety Office for any incident or fire event.*
- B. Liquid Propane (LP) Tank and Flammable Liquids
 - a. All LP grilling operations shall be supplied with an appropriately sized tank, not to exceed 20 pound capacity.
 - b. Spare LP tanks shall not be stored at or near any grilling operation.
 - c. LP tanks shall not be stored inside a building.
 - d. All LP operated grills shall have compliant cylinders/tanks equipped with an Overfilling Protection Device (OPD).

Grilling Activity Guidelines

Following these guidelines will help in maintaining a safe grilling environment.

- A. Consistent with other departments, all grilling operations shall be operated in compliance with NDSU's food dispensing requirements.
- B. All parties must adhere to the NDSU Dining Services policies in regard to consuming, selling and catering policies (231-8122).
- C. All grilling operations shall be located at least **20 feet away** from any building or structure, including equipment and materials.
- D. Grills must be in good working condition and maintained according to the manufacturer's intended use.
- E. Grills must be maintained in a clean and sanitary condition.
- F. Care must be taken when serving food, i.e., the server has properly washed their hands, does not have any open wounds, and has properly cleansed the serving area.
- G. Cleaning of the area after grilling is mandatory. Ensure all trash is picked up and disposed of properly; any grease residue is wiped up, and all waste and left over food is disposed of properly to avoid bugs or rodents.
- H. Do not leave the grill unattended at any time.
- I. Locate the grilling area in a manner that will not block any building exits and will not interfere with walkways or other traffic patterns.
- J. Grills may not be used on or under combustible material, e.g., wood, overhangs, tents, canopies, etc., at any time.
- K. Hoses and connectors, which supply the grills with combustible gas, must be rated for such use and be in good condition.
- L. Propane containers may not be stored inside vehicles or any buildings not designed for that purpose.
- M. Any required food preparation prior to grilling should take place indoors if possible to avoid contamination and possible health hazards. All meats should be kept on ice at a temperature below 40 degrees and protected until cooked.
- N. Foods which are cooked on the grill should be dispensed directly from the grill using sanitary utensils or stored in clean containers with covers or wrapped if not immediately served. Do not serve raw or undercooked meats.
- O. All food cooked on the grill should be protected from dust, dirt, insects, rodents, and other forms of contamination.
- P. With the exception of service and/or assist animals, no animals are allowed within 20 feet of any food serving areas, indoors or outdoors.

Please review the NDSU Facility Use Agreement for other obligations and requirements.