

I. Introduction

Food trucks and similar concession vehicles are only approved for use on a temporary basis on Northwestern property. Use these guidelines to ensure the safety of the Northwestern community and property. Direct all questions to ehs@northwestern.edu or (847) 467-6342.

II. Pre-Arrival

1	Vendors must obtain all necessary licenses or permits from the local authorities (e.g., City of Evanston , City of Chicago), as required.
2	Vendors must have a valid certificate of insurance (COI) that meets Northwestern requirements .
3	Vehicle must be current on state DMV registration, have adequate and valid comprehensive automobile insurance as required by the state, and be operated by a licensed driver.
4	Vehicle must be in good working order and current on all inspections (e.g., fire extinguishers, fire extinguishing systems, cooking systems) as required by applicable regulations.
5	All electrical appliances, fixtures, equipment, and wiring must comply with applicable standards (e.g., NFPA).

III. Arrival

6	Establish an arrival and departure plan with Northwestern to safely maneuver the vehicle on/off campus.
7	Vehicle must not be driven or parked on landscaped surfaces unless approved by Northwestern.
8	When the vehicle parked it must maintain a clearance of at least 10-feet from buildings, structures, other vehicles, and any combustible materials. Fire lanes and fire hydrants must not be blocked unless approved by Northwestern EHS and the local fire department.
9	When the vehicle is parked for operation, it must be parked on a level surface. When it is infeasible to park and operate on a level surface, tire chocks are required to prevent vehicle movement.
10	Once the vehicle is in position, the emergency brake must be engaged, and vehicle must be secured in "Park."
11	Once the vehicle is in position, the vehicle may only move during designated times established with Northwestern.
12	Food trucks, when engaged in food truck activities, must not be left unattended at any time while on campus.
13	No public seating is permitted on the vehicle.
14	The vehicle must be free of external hazards that could put patrons at risk.
15	All cables and hoses must not present trip hazards and must be in good condition.
16	The vehicle must not run water, electric, or fuel lines from university connections without approval from Northwestern Facilities.
17	The vehicle must not discharge to the storm water or local drain system.

IV. Fire Safety	
18	Appropriate portable fire extinguishers (e.g., Class K) must be installed in cooking areas.
19	Appliances using combustible media must be protected by an approved fire extinguishing system.
20	Where solid fuel (e.g., wood, charcoal) cooking appliances produce grease-laden vapors, appliances must be protected by approved fire-extinguishing equipment.
21	Main shutoff valves on all gas containers (e.g., propane) must be readily accessible and closed when not in use.
22	Portable gas containers (e.g., propane) must be stored in the upright position and secured to prevent tipping over or damage.
23	Cooking equipment may only be operated when all windows, service hatches, and ventilation sources are fully opened. Cooking equipment must not be left unattended while it is still hot.
24	Ensure flammable and combustible items and solid fuel (e.g., wood, charcoal) are not stored: <ol style="list-style-type: none"> Above any heat-producing appliance or vent Within 3-feet of any cooking appliance Near any combustible or flammable liquids, ignition sources, chemicals, food supplies, or packaged goods In the path of the ash removal or near removed ashes
25	Removed ashes, cinders, and other fire debris must be placed in a closed, metal container located at least 3-feet from any cooking appliance.

V. Generators	
26	Any engine-driven sources of power (i.e., generators) must be: <ol style="list-style-type: none"> Separated from the public by barriers (e.g., physical guards, fencing, or enclosures) Shut down, and surfaces allowed to cool to the touch, prior to refueling from a portable container
27	Exhaust from engine-driven sources of power (i.e., generators) must: <ol style="list-style-type: none"> Be at least 12-feet in all directions from openings, air intakes, and every means of egress Be directed away from all other buildings, cooking vehicles, and operations Adhere to local noise ordinances
28	Appropriate portable fire extinguishers (e.g., Class ABC) must be available.

VI. Training	
29	Workers must be trained in: <ol style="list-style-type: none"> The proper use of portable fire extinguishers and extinguishing systems, where applicable Proper method of shutting off fuel sources (e.g., propane) Emergency notification procedures (e.g., call 911)