OPEN FLAME PERMIT FOR SPECIAL EVENTS

Sponsoring Department/Organization: ☐ **STUDENT** ☐ **STAFF**	
Event Name:	**Event Date:**
Proposed Open Flame Device: **Sterno** □ **Grill: Propane** □ **Charcoal** □ **Candles** □ **Other** □ **Describe:** _____	

Guidelines:

- Permit must be posted on-site or remain at the location during the entire time of the event.
- Candles or flame producing devise must not be left on in an unattended room. Someone must remain in the room or have flames extinguished.
- Combustible material must be removed from the immediate area of flames.
- Wall covering/curtains must be verified as Flame Retardant.
- In the event of a fire or other emergency, Dial x8911 (713-221-8911) or go to any Yellow Emergency Call Box.
- Fire Extinguishers must be on site during event and are issued from the Environmental Health and Safety Office.
- Fire extinguishers must be picked up prior to event and returned after the event is over or the following business day.

Attended Required Fire Safety Training:** □ ***yes □ ***no***

I understand and agree to abide by the Procedures and Guidelines which address the usage of the "Open Flame Permit for Special Events".

Responsible Party Signature: _____ Date: _____

Printed Name: _____ Phone: _____

The location where this work is to be done has been examined, necessary precautions have been taken and permission is granted.

Approval Signature: _____ Date:_____
UHD Fire Safety Officer

Permit Expires: _____

Fire Extinguisher Bar Code # _____

Please Return Completed Form to: Environmental Health and Safety Office, Facilities Management
University of Houston – Downtown, Suite S101, Houston, Texas 77002
Phone: (713)221-8040 Fax: (713)221-8986

Note: Form must be filled in completely and approved by the EHS Office Seven (7) Working Days Prior to Event.

FINAL CHECK-UP

COOKING AREAS AND ALL ADJACENT AREAS TO WHICH SPARKS OR HEAT MIGHT BE SPREAD MUST BE INSPECTED FOR SPARKS AND/OR FIRE AT LEAST 30 MINUTES AFTER THE EVENT IS OVER.