

**BOWDOIN COLLEGE**  
**Office of Environmental Health and Safety**  
**OUTDOOR GRILLING POLICY**

**1. Purpose**

The purpose of the Outdoor Grilling Policy is to provide guidelines for students, faculty, staff, and visitors of Bowdoin College to engage in safe use of all Bowdoin provided cooking grills. Bowdoin College (the College) follows locally and state adopted National Fire Protection Association (NFPA) 101 Life Safety Code, NFPA 1 Fire Code pertaining to the use of grills adjacent to combustible materials.

**2. Policy Scope**

The scope of this policy applies to any student, staff, faculty, or Bowdoin College guest that wishes to utilize one of the college-owned cooking grills in designated campus locations.

**3. Related Policies, Plans, or Programs**

In addition to this Policy and associated procedures, students should also consult Residential Life Policies. Students, faculty, staff and Bowdoin guests should also consult the **Open-Air Fires Policy** found on the Bowdoin Office of Environmental Health and Safety (EHS) website.

**4. Policy Owner**

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**5. Definitions & Code References**

• **Definitions**

**Combustible:** Any material that, in the form in which it is used and under the conditions anticipated will ignite and burn or will add appreciable heat to an ambient fire.

**Extinguished:** To have caused a cease to burning.

**Instant-Light Charcoal Briquettes:** Are the same as Standard Charcoal Briquettes, but have a hydrocarbon solvent atomized and sprayed on the briquettes during manufacturing so they light quicker but burn at a different rate.

**Liquefied Petroleum (LP) Gas:** Any material having a vapor pressure not exceeding that allowed for commercial propane that is composed predominantly of the following hydrocarbons, either by themselves or as mixtures: propane, propylene, butane and butylene.

**Purge:** To free a gas conduit of air or gas, or a mixture of gas and air.

**Standard Charcoal Briquettes:** A compressed block of coal dust or other combustible biomass material such as charcoal, sawdust, wood chips, peat, or paper used for fuel and kindling to start a fire.

**Structure:** That which is built or constructed, an edifice or building of any kind, or any piece of wood artificially built up or composed of parts joined together in some definite manner.

• **Code References – NFPA 1 Fire Code**

**10.10.6.1:** *For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 feet (3 meters) of any structure.*

**10.10.6.2:** *No hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.*

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**6. Procedures**

College-owned grills are provided and permitted for use at the following designated locations:

<b>Baxter House</b> (10 College Street)	<b>Ladd House</b> (14 College Street)
<b>Boody-Johnson</b> (265 Maine Street)	<b>Macmillan House</b> (5 McKeen Street)
<b>Burnett House</b> (232 Maine Street)	<b>Quinby House</b> (250 Maine Street)
<b>Dining Services</b> (12 South Street)	<b>Reed House</b> (7 Boody Street)
<b>Helmreich House</b> (238 Maine Street)	<b>Schwartz Outdoor Leadership Center</b> (39 Harpswell Road)
<b>Howell House</b> (228 Maine Street)	<b>Smith House</b> (59 Harpswell Road)

Beginning academic year 2018-2019, personal grills of all types are not permitted on College property. These cooking devices are considered a dangerous appliance and may be confiscated if found to be used and/or stored on campus property. Violation of this policy is subject to fines and disciplinary action in accordance with the Student Handbook.

Charcoal grills that are used or leased by Dining Services are permitted provided that they are requested and supervised by a recognized College department or group, as part of a regular, advertised event. Requests from individual student(s) for private events will not be approved. The requestor must appoint an individual from the group as the responsible user. Dining will copy the Office of EHS on the function sheet when grill usage is requested. The Event Coordinator will be notified by the Office of EHS and provided a Grill Request Form to be completed and submitted to the Office of EHS and Safety & Security at least 48-hours prior to the event.

Grilling on campus, at the above-mentioned designations, is permitted under the following conditions:

- All grills and propane tanks (full and empty) must remain outdoors and stationary at each of their designated locations.
- Grills are located on non-combustible surfaces (i.e., patios, concrete pads) and secured to their locations. Never attempt to move or relocate a grill.
- Grills shall not be within ten feet of any structure and/or combustible material, including placing them on decks and near egress points.
- Combustible debris within a ten-foot radius from the grill, in all directions, shall be removed to reduce the risk of wildfire. This may contain combustibles such as dry sticks, leaves, pine needles, cardboard, and other items capable of catching fire.
- Grill users must read and follow the attached safety guidelines and the manufacturer's recommendations for grill use, care, and maintenance. The manufacturer's user manual must be maintained with the grill at all times.

**7. Attachments / Forms / Resources**

- Charcoal Grill Request Form
- General Grilling Safety Guidelines
- Grilling Safety Flyer (attached)
- Grilling Safety Tag (for display on or near grill)
- Grilling Safety Video: [click here](#).

**8. Effective Date**

- This policy is effective May 1, 2018.

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**Charcoal Grill Request Form**

*Charcoal grills that are used or leased by Dining Services are permitted provided that they are requested and supervised by a recognized College department or group, as part of a regular, advertised event.*

As part our continued efforts to preserve campus safety, please complete this form and submit to the Office of [Environmental Health and Safety](#) and [Safety and Security](#) at least 48-hours prior to the event.

Event Coordinator(s):		
Grill Operator(s)		
Sponsoring Department:		
Sponsoring Department Contact:		
Location of Event:		
Grilling Location:		
Anticipated Duration of Event:	Start Time:	End Time:
Anticipated Grill Pick-up:	Date/Time:	
Anticipated Grill Drop-off:	Date/Time:	

Confirm that the following actions have been completed prior to borrowing a campus-owned charcoal grill:

- The Outdoor Grilling Policy and Procedures have been reviewed.
- A water extinguisher or charge hose is available for fire protection.  
*A water extinguisher can be signed-out with the Office of EHS (9 Bath Road/Rhodes Hall).*

Signature of Event Coordinator: \_\_\_\_\_

Signature of Grill Operator(s): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**BOWDOIN COLLEGE**  
**Office of Environmental Health and Safety**  
**GENERAL GRILLING SAFETY GUIDELINES**

**1. General Guidelines**

The following outlines general grill safety guidelines, and it is *not* intended to replace the manufacturer's recommendations. Refer to the user's manual for specific details on grill use, care, and maintenance.

- Grills are to be used in a generally accepted safe manner. Do not excessively overheat the grill or use for prolonged periods of time to avoid injury to the user and damage to the grill. Do not add excessive oils or cook fatty foods such as bacon on the grates. This could cause a flare up that could significantly burn the user(s).
- Grill shall not be used for the disposal of rubbish, trash, or combustible waste material. Grills shall only be used for the purpose of cooking and warming food.
- When in use, grills should never be left unattended. "In use" refers to the moment the grill becomes lit to 15 minutes after it has been properly turned off. Charcoal grills will remain hot long after 15-minutes and precautions listed below must be followed to reduce the risk of fire, injury, and property damage.
- All users shall maintain grills in a clean condition after each use by scraping or brushing food and grease from the grates.
- Personal grills of all types are prohibited on College property. These cooking devices are considered a dangerous appliance and may be confiscated followed by disciplinary action in accordance with the Student Handbook if they are found to be used and/or stored on campus property.
- A charcoal grill is permitted for use at the Schwartz Outdoor Leadership Center provided that the conditions of use are adhered to as outlined in this Policy.

**2. Grill Use Preparation**

- For Liquid Petroleum (LP) gas grills, check the major connection points between the propane gas tank hose, and the regulator and cylinder and where the hose connects to the burner. Confirm they are secure and do not show signs of excessive deterioration or rupture. Tighten if loose.
- Verify that the grill is placed on a stable, flat, non-combustible surface. Conduct a visual inspection to confirm the grill is free from excessive rust or holes in the base of the assembly.
- Clear any loose debris, overhanging branches, and combustible material near or adjacent to the grill and dispose of accordingly. Be sure there are no other flammable liquids near the grill.
- Brush or scrape off any build-up of leftover food or ash particles from the previous user left on the grates of the grill. Wipe down with a wet cloth to remove any metal bristles that may have fallen from the cleaning brush.
- For gas grills, be sure to use caution when igniting the grill. The lid must be in the open position. If the gas has been turned on and the ignition button does not light the flame, turn off gas to purge the line and try again after at least five (5) minutes. Do not under any circumstances light the grill with an open flame, doing this could cause a flashover and severely burn the user(s). Keep away from the cooking surface until after the grill has been ignited.
- For charcoal grills, keep the grill uncovered until cooking commences.

**3. Grill Use Termination**

**Gas Grills**

- Turn the gas valve on top of the propane bottle to the OFF position until it stops. Be careful not to burn yourself on hot surfaces.
- Turn gas burner knobs to the OFF position until the flame has extinguished.

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- Clean the grill by brushing or scraping off any leftover food or ash particles to be courteous to the next user.
- Before leaving the grill unattended, leave the cover open for 15 minutes slowing the grill to cool. Close the cover after the grill has cooled.

**Charcoal Grills**

- When you are finished grilling, let the coals completely cool before disposing in a metal container. Please see Section 4: “*Charcoal Briquette Safe Use, Starting, Extinguishment and Disposal*” for information.
- Clean the grill by brushing or scraping off any leftover food or ash particles to be courteous to the next user.
- Before leaving the grill unattended, leave the cover open for 15 minutes slowing the grill to cool. Close the cover after the grill has cooled.

**4. Fuel Use and Safety Precautions**

- **Propane Gas Tanks**

Small propane gas tanks, shall be provided, maintained, and recycled by the responsible users. Users shall take the following precautions when changing out a propane tank:

Step 1: Turn off the gas. Turn the metal knob on the propane tank all the way to the right until it is tight. This will safely turn off the gas.

Step 2: Unscrew the hose. Unscrew the black rubber hose that connects the grill to the tank; you do this by firmly gripping the connector valve and turning it to the left until it comes loose.

Step 3: Remove tank from grill. Remove the old tank from the grill and set it aside.

Step 4: Place new tank in the grill. Place the new tank under the grill so it is firmly in place.

Step 5: Screw valve back on. Make sure that the gas on the new tank is off (turned tightly to the right) then screw the gas hose onto the new tank. Screw the attachment in by matching the screw grooves up and turning it all the way to the right, until it is firmly attached.

Step 6: Turn on gas and test grill. Turn the gas knob from the tank to the grill on by turning it to the left. Turn on the gas on the grill and light the grill up to make sure that everything is connected properly.

- **Charcoal Briquette Safe Use, Starting, Extinguishment, and Disposal**

When using standard charcoal briquettes, Form a pyramid and douse with lighter fluid. Then wait until the fluid has soaked in before lighting. Cap the lighter fluid immediately and place in an appropriate storage area. Remember, at relatively low temperatures, lighter fluid turns to a heavy gas and sinks. The evaporated (gaseous) lighter fluid can explode. Use caution when using lighter fluid. Make sure the cap is replaced immediately, and it is stored properly. Never add lighter fluid to coals that are already lit, hot, or warm. Never use gasoline, kerosene, or other highly volatile fluids as a starter. They can explode.

Alternatives to using lighter fluid; such as a solid, metal chimney or other starters specifically made for lighting charcoal briquettes are allowed provided manufacturer’s instructions are

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followed. **Electric starters are not recommended** due to numerous safety issues. Metal chimney starters are the safest to use since there are no accelerants in them, and it quickly lights all the coals at once. If using a different solid or metal chimney starter, be sure the starter can is completely cool before storing.

If using instant-light briquettes, do not use lighter fluid, solid, or metal chimney starters. Once the fire has been lit, if more briquettes are needed, only add regular charcoal. Do not add more instant light briquettes once the fire has been lit.

Allow coals to burn out completely and let ashes cool at least 48 hours before disposing. Dispose of cold ashes by wrapping them in heavy-duty aluminum foil and placing them in a non-combustible container. Never place them in a plastic, paper, or wooden container. Be sure that no other combustible materials are nearby.

If you must dispose of ashes before they have cooled completely, douse them with plenty of water and then stir them to ensure the fire is out. Then wrap the ashes in heavy-duty aluminum foil and place them in a non-combustible container. Never place them in a plastic, paper, or wooden container. Be sure that no other combustible materials are nearby.



# Grilling Safety

There's nothing like outdoor grilling. It's one of the most popular ways to cook food. But, a grill placed too close to anything that can burn is a fire hazard. They can be very hot, causing burn injuries. Follow these simple tips and you will be on the way to safe grilling.

## SAFETY TIPS

- » Propane and charcoal BBQ grills should only be used outdoors.
- » The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- » Keep children and pets at least three feet away from the grill area.
- » Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- » Never leave your grill unattended.
- » Always make sure your gas grill lid is open before lighting it.

## CHARCOAL GRILLS

- » There are several ways to get the charcoal ready to use. Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- » If you use a starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire.
- » Keep charcoal fluid out of the reach of children and away from heat sources.
- » There are also electric charcoal starters, which do not use fire. Be sure to use an extension cord for outdoor use.
- » When you are finished grilling, let the coals completely cool before disposing in a metal container.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

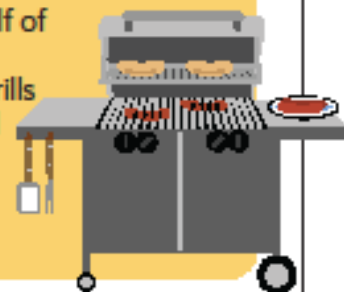
## PROPANE Grills

Check the gas tank hose for leaks before using it for the first time each year. Apply a light soap and water solution to the hose. A propane leak will release bubbles. If your grill has a gas leak, by smell or the soapy bubble test, and there is no flame, turn off both the gas tank and the grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call the fire department. If you smell gas while cooking, immediately get away from the grill and call the fire department. Do not move the grill.

If the flame goes out, turn the grill and gas off and wait at least 5 minutes before re-lighting it.

## FACTS

- ! July is the peak month for grill fires.
- ! Roughly half of the injuries involving grills are thermal burns.



**Bowdoin**

## Grilling Safety

- ◆ **Always** conduct a pre-grill inspection, paying close attention to gas hoses and connections. Refer to the user's manual for details.
- ◆ **Never** leave a grill unattended while in use.
- ◆ **Never** bring a grill or gas cylinder indoors.
- ◆ Grill must remain at designated location.
- ◆ Before ignition, make sure there are no flammable materials nearby such as overhanging branches.
- ◆ **Do not** stand over the grill during ignition. Keep a safe distance.
- ◆ **Always** turn the propane tank gas valve to the 'OFF' position (clockwise) when finished grilling.

*Office of Environmental Health and Safety*  
207-725-3763