Established 1915
BROWARD
County Public Schools

OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS

Office: 754-321-2600 **FAX:** 754-321-2701 **EMAIL:** superintendent@browardschools.com

July 21, 2025

TO: All Principals
All Department Heads

FROM: Romaneir Johnson
Chief Financial Officer

Dr. Angela R. Fulton
Deputy Superintendent

VIA: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **FOOD TRUCK EVENT REQUIREMENTS**

To ensure the safety of students, staff, and the public, each District location planning to host a food truck event **must complete the attached checklist**.

Submission and Approval Process

The completed checklist must be submitted to both the:

- **Risk Management Department**, and
- **Office of the Chief Fire Official**

at least three (3) weeks prior to the event date for review and approval.

Inspection Exceptions

If a food truck has been approved by another municipality within Broward County in the last 12 months, the vendor may provide a valid inspection report from that municipality. In this case, a physical inspection by the Office of the Chief Fire Official is **not required**.

SUBJECT: **FOOD TRUCK EVENT REQUIREMENTS**
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Important: Approval **must be obtained** before sending out any notifications to parents, students, or staff regarding the event.

If you have any questions, please contact Aston A. Henry, Jr., Director, at 754-321-1900 or aston.henry@browardschools.com.

HH/ARF/RJ/AAH:tc
Attachment

c: School Board Members
Cabinet

*****SUBMIT THREE (3) WEEKS PRIOR TO EVENT******

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

FOOD TRUCK CHECKLIST

FOOD TRUCK NAME:	CONTACT PERSON (FOOD TRUCK) NAME AND PHONE:
NAME OF EVENT:	DATE AND TIME OF THE EVENT:
SCHOOL NAME/DEPARTMENT:	SCHOOL/DEPARTMENT CONTACT: NAME, PHONE, EMAIL:

The following checklists must be completed by representatives from the Food Truck Vendor and the School/Sponsor for the items listed below, as applicable, and **submitted to the Risk Management Department and Office of the Chief Fire Official three (3) weeks prior to the event.** These items will be reviewed and verified by District Inspectors prior to the event opening. The details included within the provided documentation cannot be altered within 7 days of the Event.

TO BE COMPLETED BY VENDOR:

FOOD TRUCK CHECKLIST AND REQUIRED ITEMS

	FOR REVIEW BY RISK MANAGEMENT	YES	NO	N/A
1.	**Insurance:** Vendor must have on file or provide a current Certificate of Insurance including: General Liability: $1 Million in coverage listing the School District as an additional insured and $1 Million in Product Liability Auto Liability: $500,000 per occurrence Workers' Comp: Statutory limits, or, if not required, submit the notarized affidavit. (Exhibit A)			
	FOR REVIEW BY OFFICE OF THE CHIEF FIRE OFFICIAL **If another municipality in Broward County has approved a food truck in the last 12 months, they can produce an inspection report and will not be required to undergo a physical inspection by the Office of the Chief Fire Official.**	**YES**	**NO**	**N/A**
2.	**Vehicle Registration/Tag:** Food Trucks, Trailers, must provide or have current vehicle registration on file.			
3.	**Fire Support System:** Food trucks with cooking equipment must have a fire suppression system that is UL300 compliant, in proper working order, dated and tested within the last six-months by a licensed Fire Equipment Company. Food trucks that do not have cooking equipment that produces grease-laden vapors do not require an extinguishing system; however, a multipurpose minimum 3A: 40B: C is required.			
4.	**Range Hood Inspection Report:** At time of inspection, owner/agent must provide a current fire suppression system Range Hood Inspection report. The report must be deficiency free and dated within the last six-months to coincide with the tag on the pull station.			
5.	**Exhaust Hood and Filters:** Must be clean and free of accumulated grease build up. The hood must bare a current sticker/tag indicating that it has been properly and professionally cleaned. The frequency of cleaning depends on the type of cooking being conducted. For example, food trucks cooking with woks will have the tendency to produce more grease; therefore, requiring the cleaning to be more frequent, quarterly rather than semi-annually.			
6.	**Hood Filters:** Must be in place of proper size to the opening and tight-fitting. The Range Hood must not have open seams or penetrations unless properly sealed with an acceptable non-combustible material to prevent the spread of grease. Hood should be NSF certified, UL listed, ETL approved.			

7.	**Cooking Line:** Any deep-fat fryer adjacent to a surface flame appliance such as a griddle or burner shall be separated by at least 16 inches or must be provided with an 8-inch non-combustible baffie. All cooking equipment must be under the hood, unless the hood is rated to have zero clearance; meaning the 6-inch overhang on either side of the cooking equipment is not required as indicated on a decal affixed to the hood by the manufacturer. All cooking equipment is required to be protected with a nozzle from the fire suppression system. (Residential listed appliances are not permitted to be used, such as a table top fryer, etc.)			
8.	**Fire Extinguishers:** A wet chemical class minimum 2A:K 6Lfire extinguisher shall be provided when cooking with grease laden vapors a multipurpose dry chemical class 3A: 40B: C fire extinguisher shall be provided for other use away from the kitchen area; a class 40B:C fire extinguisher shall be provided for the generator. (Please note that dry chemical extinguishers are not to be used as the extinguishing agent for the cooking areas using fryers.) All fire extinguishers shall have an up to date monthly tag and currently dated within one year by a licensed Fire Equipment company.			
9.	**Propane Tanks:** They are required to be secured, located out of public way and if the tank is near an ignition source like a portable generator, the relief port must be at least five feet away from the ignition source and 10 feet away from the commercial grill open flame. "No Smoking" sign posted. Propane tank expiration date verified and gas connection to source soap tested. Check stamp on cylinder for requalification on requirment date. Check hoses and connections for damages. Do not place tank on grass. Check to ensure there aren't any flammable/combustible items stored near or around the tank.			
10.	**Placement of Food Trucks:** Ten feet separation between each food truck unit. In cases where trailers are also being uses, we ask that they be staggered between the food trucks. In other words, one food truck, one trailer, one food truck, one trailer, etc., located on asphalt or concrete surface to prevent the leaking of fluids from burning or contaminating the ground. Not on basketball courts, tennis courts, or track fields or grass areas.			
11.	**The Electrical and/or Plumbing Equipment:** The connections and installations are code compliant. All electrical cords are grounded, have maintained and visible UL labels, and are covered to prevent trip hazard. Ensure electrical cords do not come in contact with groundwater/stormwater and are not spliced.			

VENDOR'S SIGNATURE:	PRINCIPAL'S SIGNATURE:
VENDOR MUST BE SETUP 2-3 hours PRIOR TO EVENT	SPONSOR'S SIGNATURE (If different from Principal e.g. PTA):

*****SUBMIT THREE (3) WEEKS PRIOR TO EVENT******

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
FOOD TRUCK CHECKLIST

TO BE COMPLETED BY SCHOOL/SPONSOR:

FOOD TRUCK CHECKLIST AND REQUIRED ITEMS

	FOR REVIEW BY OFFICE OF THE CHIEF FIRE OFFICIAL	YES	NO	N/A
1.	**Site Plan:** Provide a school district site plan with proposed layout of the event including all access roads, parking lots, gates and fire hydrant locations. The event cannot block any of the existing fire lanes. Food trucks are to be located on asphalt or concrete surfaces in case of leaking fluids from burning or contaminating the ground. They may not be located on basketball courts, tennis court or track fields. Clearly identify location of food truck(s) & generator(s) on the site plan. Can not be on grassy areas.			
2.	**Emergency Notification:** Contact the local Fire Rescue to advise of pending event. Note: Post School District 9-1-1 Poster with school address. First aid kit.			
3.	**Smoking:** Per School Board Policy, there is "No Smoking" on school grounds. "No Smoking" sign posted must be posted.			
4.	**Security/Safety:** Any additional School District Staff (SIU, FIRE, SSEP, etc) that are utilized after normal work hours will be compensated per School District requirements by the event.			
5.	**Garbage Cans:** Sufficient number of garbage cans/containers, minimum 30 gallon size with plastic liners and lids, at least one (1) per truck and near each table eating area are provided. Along with a plan to have the garbage cans/containers serviced during and after the event.			
6.	**Breakdown of Equipment:** Sponsor has a plan in the event of equipment failure that cover, the removal of equipment from the School District property within three (3) hours of the end of the event.			

COMMENTS:

PRINCIPAL'S SIGNATURE:

SPONSOR'S SIGNATURE (If different from Principal e.g. PTA):