



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Policy and Procedure

Title: Campus Grill Guidelines	Policy Number: 75.32 Addendum B
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Departments (includes off-campus departments) requesting the Campus Grill are required to follow the safety regulations and guidelines. Please follow the step by step instructions below for your safety. Failure to follow these safety guidelines warrant disciplinary action will be taken. Signed form must be attached per grilling event request submitted through the "Facility Use Form and Fees" located in the Safety Services website and a separate facilities work order must be submitted.

- Choose a date for your grilling event; request must be made a minimum of 15 business days prior to event. Employee requesting grill is responsible for cleaning the grill after use.
- Submit this completed form with your grill request:
 - a. **Complete the "Facility Use Form and Fees" form, Safety Services Website, under the Room Reservations section.**
 - b. Submit facilities work order separately (fees will remain the same)
 - c. Grilling location is restricted for use at the Medical Education Building (MEB) designated approved site
- The location site designated with a sign. The location is by the MEB courtyard
- Safety Standards Required:
 - a. Grill cannot be left unattended when turned "ON"
 - b. Grill Operator needs to be experienced in the use of the propane grill
 - c. Set the fire extinguisher 5 ft away from the grill
 - d. Propane cylinders cannot be stored inside the building;
- No outside propane or personal propane tanks can be used on campus for safety purposes
- No grilled food can be sold for any purposes.
- A Facilities work order must be submitted separately. The following items are available to request:
 - a. Grill (includes delivery, pick up, propane tank, fire extinguisher)
 - b. Grilling utensils (includes cleaning brush)
 - c. Large white cooler



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- d. Tables & chairs
- e. Canopies
- Cleaning grill instructions (please initial each step):
 - _____1. While grill is still on, use the wire brush to scrape off any residue on the cooking grate
 - _____2. Once that is done, turn knobs to off position. Close propane tank completely and disconnect liquid propane (LP) hose from propane tank - let grill cool to touch
 - _____3. Empty the grease drip container located underneath grill area and dispose of accordingly
 - _____4. With paper towels, wipe off any excess grease or residue off outer parts of grill and continue to do the same with the inside of the grill. Don't forget to remove the cooking grate for better access and for cleaning purposes
 - _____5. Use wire brush to gently scrape off any residue on the burners. Do not use the wire brush on any other surface of the grill
 - _____6. Use a mixture of dish soap and water to wipe the entire the grill with paper towels. With cooking grate off, wipe down the inside of the grill. You will then use damp (water only) paper towels to wipe the entire grill

The employee signing this document will be responsible for ensuring that the grill guidelines are followed:

Print Name	Signature	Department	Date

Contact Phone	Grill Date	Grill Start & End Time	Date of Request Submitted