

FOOD

- A. All food shall be clean, wholesome, free from adulteration and misbranding.
- B. All food and drink sold or served must originate from licensed food sources.
- C. All fruits and vegetables, for cooking and ready-to-eat, must be washed with clean drinking water prior to service.
- D. No food or drink cooked or prepared in the home or other unlicensed facility (home canning and baking included) will be allowed to be sold, served or given away.
- E. Only clean drinking water, such as commercially bottled drinking water, may be used for food preparation tasks, cooking, cleaning and hand washing.

CONTAINERS AND LABELS

- A. All beverages must be sold in the original container or from dispensers filled in licensed facilities. Food not in an original container shall be properly labeled.
- B. Milk for drinking purposes shall be dispensed from an unopened, commercially filled package, not exceeding one pint in capacity.

FOOD PROTECTION

- A. All food must be shielded from the public with some type of protective covering, such as a sneeze guard or be displayed at least six (6) feet from the public to prevent malicious handling or contamination.
- B. Customer self-service is prohibited.
- C. All perishable foods shall be stored in a manner to protect against spoilage. Refrigeration is required. Cold packs, ice and dry ice are also recommended. Hot holding facilities are required.
 - 1. All potentially hazardous foods requiring refrigeration must be maintained at an internal temperature of 40o F or below.
 - 2. Hot foods, after appropriate cooking, shall be kept hot (>140o F) until served.
 - 3. Precooked food (permitted only from licensed facilities) must be rapidly reheated to at least 165o F prior to hot holding or service.
- D. Ice shall be obtained from a licensed commercial source in either chipped, crushed or cubed form and shall be received in single use closed bags. Ice must be stored in clean and sanitized storage containers which are self-draining. The ice must be protected from dust, insects and other potential contaminant's.
- E. All food shall be stored off the ground (e.g. on pallets or shelves 6" above ground) and shall be covered to prevent contamination by dust, insects, rain and other contaminant's.
- F. Storage of food in undrained ice is prohibited, except that cans of non-potentially hazardous beverages (e.g. soft drinks, beer) may be so stored when the water contains at least 100 ppm chlorine (1 tablespoon household bleach per gallon of water) and is changed at least twice daily or more if needed to maintain the chlorine sanitizer at that level. Chlorine test strips shall be provided at each booth to test that the chlorine in the water is at least 100 ppm.
- G. The food preparation area shall be sanitized after each use to minimize cross-contamination.
- H. Frozen potentially hazardous foods shall be thawed in a mechanical refrigerator (40o F or below), or in cold running potable water at a licensed facility, or cooked frozen.

- I. All potentially hazardous foods must be cooked to the required internal temperature. Improperly cooked product will be disposed of.
 - 1. Preheated cooked foods, poultry and stuffed meats shall be cooked to an internal temperature of 165o F.
 - 2. Pork and hams-155o F.
 - 3. Beef-155o F. Ground meat for hamburgers, etc., and other comminuted meat products shall be cooked to an internal temperature of 155o F.
- J. Condiments (e.g. catsup, mustard, sugar, etc.) shall be individually packaged or dispensed from a container, such as a squeeze bottle or pump dispenser, which protects the condiment from contamination. Other condiments such as chopped onions, pickles, hot peppers, etc., shall be dispensed from containers with self-closing lids.
- K. No bare hand contact with ready-to-eat foods. All food and ice shall be handled with scoops, tongs, spoons, deli paper or other appropriate utensils. Ice shall not be hand-dipped or dispensed by dipping into the ice with a glass or cup; ice tongs or scoops are required.
- L. Serving utensils shall be stored either:
 - 1. In food with the handle extending out of the food;
 - 2. Stored clean and dry;
 - 3. Stored in a water solution containing 100 ppm chlorine that is changed at least twice daily or more often to keep both the water and containers clean.
- M. All potentially hazardous foods must be removed from the booth at the end of the day. Foods requiring refrigeration overnight (at 40o F or below) must be stored in shallow containers (>2 inches or less) within the monitored refrigerated vehicles at the site or stored at the originating licensed retail food establishment. Leftover prepared foods must be properly disposed of at the end of each day. No re-service of leftovers is permitted.
- N. Each mechanically refrigerated unit shall be provided with a thermometer which is accurate to plus or minus 2o F.
- O. Each stand that serves potentially hazardous foods shall have and use a metal stem-type food thermometer to assure the attainment and maintenance of the temperature requirements. This thermometer shall be numerically scaled in 2o F increments from at least 0o F to 185o F, and be accurate to plus or minus 2o F.

BOOTH CONSTRUCTION

- A. The walls and ceiling shall be made of wood, canvas or other material which protects the interior from the weather.
- B. All wood framing shall be freshly painted so that it is easily cleaned and non-absorbent.
- C. The flooring of the booths shall be covered with a minimum of one layer of double-faced Kraft box board material.
- D. Food- and grease-stained segments shall be replaced on a daily basis as a minimum or more often as needed.
- E. Any water soaked material shall be replaced immediately. Sufficient quantities of box board should be immediately available to accomplish this requirement.

TOXIC MATERIAL

- A. No toxic material or chemicals shall be stored in or around the food service area. Any chlorine solution container, when used, must be properly labeled and handled under the direct supervision of the Summer Festival Certificate holder.

PERSONNEL PERSONAL HYGIENE

- A. The following individuals shall NOT work in a food establishment:
 - 1. Personnel with infected cuts, burns, or boils on their hands or arms, and/or
 - 2. Personnel with diarrhea or who are carriers of a food-borne pathogen, and/or
 - 3. Personnel with respiratory infections.
- B. Fingernails shall be cleaned and trimmed; excessive jewelry shall not be worn.
- C. Hands and arms shall be washed with clean water and soap, before starting work, after using the toilet, handling money, handling raw products, coughing and sneezing and as frequently as necessary to maintain clean hands and arms.
- D. Hand washing facilities shall be provided and used in each facility. The minimum acceptable arrangement shall be a hand washing station, potable water, soap, and paper towels. Common towels are prohibited.
- E. Personnel shall wear clean outer clothing. No sleeveless shirts, such as tank or halter tops, are permitted.
- F. Personnel shall wear effective hair restraints, such as hairnets or billed "baseball caps" where the hair is covered and contained. Visor caps or hair spray are not considered adequate. Mustache or beard restraints shall be used for any facial hair exceeding one (1) inch in length.
- G. Eating, smoking or other use of tobacco is prohibited in the food preparation area.

FOOD EQUIPMENT

- A. Only single-service customer utensils (forks, spoons, knives, cups and plates) shall be provided to the customer. No single-service article may be reused.
- B. Single-service articles shall be stored off the ground and protected from contamination in storage and dispensing. The utensils shall be dispensed handle-first from containers.
- C. Single-service cups shall be dispensed from an approved tube dispenser or from the original plastic shipping wrap surrounding each stack of cups. The cups shall be dispensed in a manner that prevents contamination of the interior or exterior lip of the cup.
- D. On-site dishwashing is not permitted; vendor must supply enough sanitized cutting boards and utensils to meet the daily needs. All dirty utensils and equipment must be taken to a licensed facility for washing, rinsing and sanitizing.
- E. Food contact equipment and surfaces shall be smooth, easily cleaned, non-absorbent, in good repair, and of food-grade material. Chipped or glazed enamelware, galvanized surfaces, and non-food grade wood surfaces (i.e. not an approved wooden cutting board) are not approved food contact surfaces. Wooden daubers are prohibited.
- F. Cooking surfaces shall be cleaned at least once a day, and more frequently if needed.
- G. Wiping cloths used for cleaning food contact and non-food contact surfaces shall be kept clean and stored in separate, clearly labeled containers. These containers shall contain a sanitizing solution of 100 pp chlorine (1 tablespoon per gallon of water). The water shall be changed every four (4) hours during operation.

WASTE

- A. Waste water-a minimum of one 55-gallon drum open at one end covered with tightly fitted 1/4" mesh screening shall be required of each vendor to receive food preparation waste water. Additional drums may be necessary for large operations. Each waste water drum (including beer icing barrels) shall be pumped out nightly by a contractor who has vacuum truck equipment. The accumulated water must be delivered to the Metropolitan Water Reclamation District for Disposal. Do not dispose of this waste water in the public sewers at the site.
- B. Cooking oils and grease-Each vendor who performs deep-frying shall be required to provide one (1) open end 55 gallon drum with a solid lid in which all generated waste oil and grease will be disposed of. This waste must be collected nightly by a grease rendering contractor for proper disposal. Do not dispose of this waste grease in the public sewers at the site.
- C. Charcoal ash-any vendor who operates a charcoal fire cooking table shall be required to provide one open end 55 gallon drum with a tightly fitting lid for ash disposal. Additional drums may be necessary as the ash is not collected until the end of the event to minimize the residual fire potential.
- D. Container identification-each vendor's drums purpose shall be clearly marked on its side and each shall be color coded as follows:
 - 1. Blue-waste water
 - 2. Black-grease
 - 3. Red-charcoal/ash waste
 - 4. Yellow or brown-trash

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- C. The flooring of the booths shall be covered with a minimum of one layer of double-faced Kraft box board material. Food- and grease-stained segments shall be replaced on a daily basis as a minimum or more often as needed. Any water soaked material shall be replaced immediately. Sufficient quantities of box board should be immediately available to accomplish this requirement.

If there are any questions or a pre-event consultation is needed, please contact the Food Protection Division of the Chicago Health Department at (312) 746-8030.

CHICAGO FIRE DEPARTMENT BUREAU OF FIRE PREVENTION GENERAL INFORMATION

Below is a list of the Code Sections of the Chicago Municipal Code, which pertain to festivals and other outdoor activities. While these codes are not meant to hinder any of your activities, they will provide some necessary guidelines for the safe operation of the event.

FIRE PREVENTION REGULATIONS AND RECOMMENDATIONS FOR CHICAGO OUTDOOR FESTIVALS

1. Code Section 13-96-490

Tents - All canvas tents, booths or canopies used for cooking or vending shall be of fire retardant material. Certificate of approval by an approved testing laboratory certifying fire retardance shall be required.

2. Code Sections 15-16-160 15-16-640

Fire Extinguishers - Every tent, booth or canopy used for cooking or vending shall require an approved fire extinguisher. These extinguishers shall be C02 (Carbon Dioxide) or ABC (Multi-Purpose Dry Chemical) a minimum of twenty (20) pounds. A Type K fire extinguisher is required for any type of grilling. Fire extinguishers must be visible and accessible to all employees.

3. Code Sections 15-26-540,15-26-590, 13-96-490

L.P.G. (Liquefied Petroleum Gas). The total capacity of L.P.G. at any one vendor booth shall not exceed 100 pounds, with-out the approval of the Deputy Fire Commissioner in charge of the Bureau of Fire Prevention. L.P.G. cylinders shall be located on the outside of any booth on a firm level base protected from mechanical Injury and secured in an upright position. There shall be no L.P.G. cylinders located in tents or canopies. The minimum clearance between the tent and the L.P.G. cylinders is 10ft. L.P.G. cylinders shall be approved and equipped with a control valve. All valves, fittings, piping, hose or accessories shall be of a type approved for use with Liquefied Petroleum Gas. Tents and canopies exceeding 240 square feet in area shall require a building permit based on plans submitted to the Department of Buildings and must be erected by a tent erector licensed by the city. Storage of empty and spare full cylinders shall be in accordance with safety clearances established in Section 15-26-700 for open-air assembly units. Cooking appliances shall be approved for use with Liquefied Petroleum Gas.

4. Code Sections 13-84-230 13-84-270

Seating - Temporary seating in a place of assembly shall be secured together in units of not less than five (5) seats, and not more than fourteen (14) seats per row. A clearance of thirty-four (34) inches shall be required between rows of seats. Aisle space shall be a minimum of thirty-six (36) inches.

5. Code Section 15-4-950

Rubbish Containers - Sufficient metal containers with metal covers shall be provided for the storage of combustible rubbish or spent charcoal.

6. Code Section 15-24-310

Flammable liquids or highly flammable materials shall not be stored within or in the area of any tent, booth or canopy used for the cooking or vending of any food.

7. Code Section 15-4-970

Rubbish shall not be allowed to accumulate in or adjacent to any tent or booth. All rubbish shall be stored in metal containers with metal covers.

8. Code Section 13-160-070

Tape edges and seams of tarpaulins used to cover artificial turf so it will not move or cause someone to trip on seam or edge in an emergency. Dial 9-1-1 in case of emergency.

ADDITIONAL RECOMMENDATIONS

1. Electrical cords should be taped down and multiple outlets are recommended. Avoid overloading and prevent rainwater or any other liquids from coming into contact with electrical equipment. Cords should be a safe distance from heat producing appliances and propane.
2. Fire lanes for Fire Suppression or Emergency Medical Services vehicles are recommended. Make certain that vehicles are not blocking access to fire hydrants.
3. What to do prior to the arrival of an ambulance:
 - a. Stay calm and reassure patient.
 - b. Avoid any patient movement.
 - c. Protect patient from the weather.
 - d. Relate any medical information to the Paramedics.
 - e. Clear a pathway for the Paramedics.
 - f. Give a street location and have someone meet the Paramedics to guide them to the victim.
4. Basic C.P.R. and First Aid courses are recommended for staff members.
5. Fire safety literature is available upon request.
6. All Fire Department vehicles are IN-SERVICE and will respond to other alarms. Contact the American Red Cross at 312-279-6100 to arrange for a First Aid Station.

Any questions should be directed to: CHICAGO FIRE DEPARTMENT, Bureau of Fire Prevention, Headquarters Section, 444 North Dearborn Street, Chicago, Illinois 60610 (312) 744-4762.



FIRE PREVENTION REGULATIONS FOR CHICAGO OUTDOOR FESTIVALS



13-96-490 Assembly occupancy.
(h) Liquefied petroleum gas tanks ("GAS TANKS") shall not be permitted intents or canopies, or within ten feet of either.
Municipal Code of Chicago

FRONT
OF TENT

Tent/Canopy

NO GAS TANKS
ALLOWED ON THE
SIDES OF TENT
WHERE FOOD IS
SOLD TO PATRONS

NO SMOKING



WITHIN 15
FEET OF GAS
TANKS AND
TENTS

REAR OF
TENT

10 FEET

HOSE OF THE PROPER SIZE SHALL
BE USED TO PROVIDE
10 FEET CLEARANCE
BETWEEN GAS TANK AND TENT

PROVIDE 3 FEET
CLEARANCE AROUND ALL
GAS TANKS

3 FEET

METAL TRASH
CAN WITH LID
REQUIRED



GAS TANKS SHALL BE
SECURED TO PREVENT
TIPPING

FIRE EXTINGUISHERS Every
tent, booth or canopy used
for cooking or vending shall
have an approved fire
extinguisher, and shall be
CO₂ (Carbon Dioxide),
ABC (Multi-Purpose) or
TYPE "K" (Kitchen Rated)

Rubbish shall not be allowed to collect in or near any tent or booth.
ALL RUBBISH SHALL BE STORED IN METAL CONTAINERS WITH METAL COVERS



ABC or CO₂
FIRE
EXTINGUISHERS
SHALL BE VISIBLE
AND ACCESSABLE
AT ALL TIMES



TYPE "K"
(Kitchen Rated)
Fire Extinguisher
Required for any
deep frying.