

## **Candle and Open Flame Devices Use**

The use of candles and open flame devices inside campus buildings is strictly prohibited with only the following exception.

### **Use of Solid Alcohol (Sterno) Food Heating Devices**

Solid alcohol (Sterno) heating of food is permitted, when the following requirements are complied with:

- Sterno use is permitted in public space, (i.e. Public Assembly Space, meeting rooms, etc.) only, it is not permitted in private office space, sleeping areas, or other non-public space.
- Only University Food Service personnel or designated vendors or contractors shall be allowed to utilize Sterno heating devices, providing they comply with the Solid Alcohol (Sterno Fuel Use Guidelines) of Missouri Southern State University. Vendors/contractors shall be provided a copy of this policy and upon request shall provide certification documents that prove their employees are properly trained in the lighting and handling of Sterno as well as the knowledge of how to operate a fire extinguisher.
- Sterno fuel use shall be attended at all times by a member of the Food Service staff, contractor or vendor who has been trained in Sterno use and fire safety.
- A 10 pound BC dry chemical extinguisher, or Type K extinguisher, shall be available within ten (10) feet of the serving table or tables.
- Use of secondary containers for Sterno, i.e. fuel holders with cover, is mandatory. Proper tools must be available for the smothering of the flame if needed, i.e. snuffer paddle.
- All chafing racks and beverage urns using Sterno shall be placed on non-combustible mats, ceramic or metal trays extending at least eight inches beyond the Sterno container in each direction, to prevent accidental contact with any combustible materials.
- Sterno shall be placed under food or beverage tray before lighting. Sterno shall only be lit by means of a butane lighter or long handled match. Chafing racks or beverage urns shall not be moved while Sterno are lit.
- Only regular cloth table covers shall be used. All table decorations must be flame resistant. Combustible material such as plates, napkins, plastic utensils, cups and similar products shall be separated by a minimum of three feet from Sterno.

- Sterno must be immediately extinguished when the food tray is empty or no longer used. When the event is over, all Sterno must be extinguished immediately, capped and removed from facility by catering personnel.
- The Fire Safety & Environmental Health Department shall be notified of all Sterno usage inside buildings or on University Property.
- In the event of a fire, Missouri Southern State University Fire Safety Policy shall be followed. FS/EH and MSSU PD shall be immediately notified.