



Approved By: Cabinet  
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Category: Financial & Business Affairs  
Contact: Environmental Health & Safety Director  
(585) 245-5512

## Open Flame Policy

This policy is applicable to faculty, staff, students and contractors. The use of fire, incense, candles, and similar open flame producing items such as torches and welding equipment, shall be prohibited in all campus buildings except as described below:

1. Flames used for commercial cooking in areas operated by the Campus Auxiliary Service (CAS).
2. Votive decorations used by CAS during catering events must meet the NYS Fire Code requirements.
3. The Physics metal working shop, facilities garage, welding shop, heating plant tool room and the ISC zone shop for maintenance purposes.
4. In residence halls, for religious purposes in lounge areas only, candelabras must be fastened down to prevent tipping and wax must be prevented from dripping on combustible or flammable items. Contact Dean of Residential Living for more specific requirements (245-5726).
5. Theatrical performances must comply with the NYS Fire Code and be reviewed and approved by the Code Compliance Manager or designee at least three days prior to the performance.
6. Faculty research and academic instruction which normally use open flames as part of their curriculum in properly equipped areas.

All approved open flames must be kept a safe distance away from flammable and combustible material. In addition, a fire extinguisher and a person trained in its use must be readily available. Uses of open flames, other than above, must be approved by the Code Compliance Manager or designee on a case by case basis (245-5662). A *hot work permit* must be issued for all uses of open flames (including welding, cutting and soldering) for activities not described above. A hot work policy and permit can be found on the Environmental Health and Safety website: <http://www.geneseo.edu/CMS/display.php?page=8482&dpt=ehs>