University of Wisconsin – River Falls
Fire Pit Procedures
Personnel Affected:
  Manager on Duty
  Representative from sponsor of fire
  Professional Lead Custodian

Work Directives:
  o Manager on Duty
    o Acquire bucket and fire extinguisher
    o Fill bucket in mop closet on Lower Level
    o Meet representative from fire sponsor at fire pit 15 minutes prior to event
    o Unload firewood near fire pit
    o Take lid off pit
    o Start fire and ensure that fire is self-sustaining
    o Take returned bucket and fire extinguisher when group returns it
    o Check fire pit after event and close lid when fire is out
    o Put left-over wood in outside storage
  o Group Sponsoring Fire
    o Have a representative meet Manager on Duty at fire pit 15 minutes prior to event
    o Have someone watching fire at all times
    o Let fire burn out or drench at the end of the event
    o Clean up mess around fire pit
    o Return bucket and extinguisher to the UC Information Desk at the end of the event
  o Professional Lead Custodian
    o Clean out ashes after fire is completely out
    o Dispose ashes in garbage

This only applies to the UC fire pit.
Bon-fires at the Amphitheater cannot be started by the UC Building Manager but still need an extinguisher and bucket from the Info desk.

Reference:
  Contact Manager on Duty x140 or on Two-Way Radio

  Cost of Wood= $15.00/fire