



CHAFING FUEL SAFETY CHECKLIST

Pre-Event, Setup, Service & Shutdown Guide for Hospitality Professionals

Prepared By: _____

Venue/Event: _____

Date: _____

Supervisor: _____

FEATURED FUEL BRAND

LEOLIGHT™

PRE-EVENT SAFETY CHECKLIST

Complete before fuel is transported or installed.

Fuel Inspection

- ☐ Fuel containers are unopened and undamaged
- ☐ No signs of dents, leaks, corrosion, or contamination
- ☐ Product labels are clearly visible and legible
- ☐ Fuel products are within manufacturer-recommended shelf life
- ☐ Appropriate fuel type has been selected for the event

Storage Verification

- ☐ Fuel has been stored in a cool, dry location
- ☐ Fuel is away from direct sunlight
- ☐ Fuel is away from open flames or heat sources
- ☐ Fuel storage area is organized and secure
- ☐ Backup fuel inventory has been verified

Staff Preparation

- ☐ Staff members have reviewed fuel handling procedures
- ☐ Staff understand emergency response procedures

- ☐ Staff know proper lighting and extinguishing methods
- ☐ Supervisors assigned to monitor buffet stations
- ☐ Event-specific safety concerns reviewed

EVENT PLANNING CHECKLIST

Event Requirements

Number of Chafing Dishes: _____

Estimated Service Duration (Hours): _____

- ☐ Indoor Event ☐ Outdoor Event

Fuel Planning

- ☐ Fuel quantity calculated based on service duration
- ☐ Additional backup fuel available
- ☐ Fuel replacement strategy established
- ☐ Fuel transportation plan confirmed
- ☐ Emergency contact information available

BUFFET SETUP CHECKLIST

Complete before lighting fuel.

Equipment Inspection

- ☐ Chafing dishes inspected
- ☐ Water pans installed correctly
- ☐ Food pans properly positioned
- ☐ Fuel holders secure and stable
- ☐ Lids functioning properly
- ☐ Buffet tables stable and level

Safety Verification

- ☐ Area free from combustible materials
- ☐ Service pathways remain clear
- ☐ Fuel positioned according to manufacturer instructions
- ☐ Fuel containers not damaged during setup
- ☐ Wind protection installed if required

Water Pan Preparation

- ☐ Water pans filled to recommended level

-
- ☐ Water temperature checked
 - ☐ All buffet stations prepared before fuel ignition

FUEL LIGHTING CHECKLIST

Before Lighting

- ☐ Food is ready for service
- ☐ Fuel holder positioned correctly
- ☐ Staff trained and present
- ☐ Appropriate lighting device available
- ☐ Guests are not in the immediate setup area

Lighting Procedure

- ☐ Fuel lit according to manufacturer instructions
- ☐ Flame visually confirmed
- ☐ Heat source functioning properly
- ☐ Buffet station monitored after ignition

ACTIVE SERVICE CHECKLIST

Complete every 30–60 minutes during service.

Food Quality Monitoring

- ☐ Food temperatures maintained
- ☐ Food appearance remains acceptable
- ☐ Food moisture levels monitored
- ☐ Water levels checked

Fuel Monitoring

- ☐ Fuel operating normally
- ☐ No unusual odors detected
- ☐ No excessive smoke present
- ☐ Fuel burn rate appears normal
- ☐ Replacement fuel available if needed

Equipment Monitoring

- ☐ Chafing dishes stable
- ☐ Lids functioning properly
- ☐ Service area remains clean

- ☐ No guest interference with equipment

OUTDOOR EVENT CHECKLIST

Complete for outdoor catering events.

Environmental Conditions

- ☐ Wind conditions assessed
- ☐ Wind guards installed where required
- ☐ Buffet stations protected from weather
- ☐ Stable surfaces confirmed
- ☐ Additional fuel available if conditions worsen

Ongoing Monitoring

- ☐ Wind impact assessed throughout service
- ☐ Heat retention monitored
- ☐ Fuel performance monitored
- ☐ Staff assigned to outdoor stations

FUEL REPLACEMENT CHECKLIST

If fuel replacement becomes necessary during service.

Before Replacing Fuel

- ☐ Replacement fuel prepared
- ☐ Staff member assigned
- ☐ Appropriate safety procedures followed
- ☐ Guests clear of work area

Fuel Change Procedure

- ☐ Existing fuel safely extinguished
- ☐ Equipment cooled if required
- ☐ Replacement fuel installed correctly
- ☐ New fuel operating properly

SHUTDOWN CHECKLIST

Complete after service concludes.

Fuel Shutdown

- ☐ Fuel extinguished according to manufacturer recommendations

- ☐ All active flames verified extinguished
- ☐ Fuel containers allowed to cool
- ☐ Remaining fuel inspected

Equipment Shutdown

- ☐ Water pans emptied
- ☐ Chafing dishes cleaned
- ☐ Equipment inspected for damage
- ☐ Fuel holders cleaned

Fuel Storage

- ☐ Unused fuel returned to approved storage area
- ☐ Partially used fuel stored according to manufacturer instructions
- ☐ Storage area secured
- ☐ Inventory updated

POST-EVENT REVIEW

Event Assessment

- ☐ Sufficient fuel quantity available
- ☐ No safety incidents occurred
- ☐ Fuel performance met expectations
- ☐ Food temperatures maintained successfully
- ☐ Staff followed safety procedures

Notes & Observations



QUICK SAFETY REMINDERS

- ✓ Always follow manufacturer instructions
- ✓ Never refill hot fuel containers
- ✓ Store fuel away from heat sources
- ✓ Train all staff handling fuel
- ✓ Monitor buffet stations throughout service
- ✓ Keep backup fuel organized and accessible
- ✓ Extinguish fuel safely after use
- ✓ Inspect fuel before every event

Need Help Choosing the Right Chafing Fuel?

PICO Hospitality supports hotels, caterers, banquet facilities, restaurants, conference centers, and event venues with professional food warming solutions designed for safe, reliable performance.

Visit picohospitality.com to explore LeoLight™ chafing fuel products, educational resources, and hospitality solutions.



Scan to visit
picohospitality.com



800.267.6428 | 416.901.6544 | teampico@picohospitality.com

FEATURED FUEL BRAND

LEOLIGHT™