

GSA BBQ HIRE

The BBQ are available for hire **weekdays** from **9am and must be returned by 5pm the same day**. Each BBQ comes with a gas cylinder and BBQ pack that includes cleaning equipment and BBQ tools. They are fitted with flat stainless steel cooking plates, 1300x600mm. No food or cooking oil is included with the BBQ.

You must book at least 5 business days in advance. You can [book the BBQ by following this link and filling out all required fields](#).

BBQs are only available to be used within the University of Melbourne Parkville Campus. You will need to [book a space with venue management by clicking here](#). Please note venue management requires at least two weeks' notice to accept the booking.

Although holding a BBQ is a fun thing to do, there are **safety** concerns that should be taken seriously. Please familiarise yourself with the GSA BBQ hire policy.

Affiliated grad groups: \$20/day **Other:** \$150/day

**Prices shown are including GST. A \$50.00 Cash deposit per BBQ is payable on pickup and can be collected the following day provided the BBQ is returned in a satisfactory condition.*

BBQ EQUIPMENT PACK:

The pack includes:

- 1 x tongs
- 1 x scraper/brush
- 1 x bucket
- 1 x cleaning spray
- 1 x box of latex gloves
- 1 x set of BBQ wipes
- 2 x shelves
- 1 x gas canister
- 1 x tarp

All equipment must be returned clean and in good condition.

BBQ BOOKING PROCEDURE

1. Book the BBQ at GSA Reception or by emailing bookings@gsa.unimelb.edu.au at least 5 business days before hire.
2. Pay \$50 deposit at GSA reception and collect BBQ with instructions attached. Please ensure you arrive on time to collect the BBQ.
3. Hang gas cylinder from hooks below the knob side of the BBQ for safe transport. Lift the gas cylinder from the base onto the hooks as shown below (please note that the gas cylinder can remain on the hooks for the duration of use).
6. Collect some hot soapy water using the bucket provided (you can find water and detergent in the kitchenette on the second level of the 1888 Building in the central wing).

7. Wheel BBQ to site. Push trolley slowly and pay attention to surroundings and pedestrians
8. Ensure drip draw is in the BBQ and secure
9. Remove lid and connect the shelves to each side by slotting them onto the edge.
10. Connect gas line / safety valve to the gas cylinder (which should remain on the hooks) with the silver knob. Note that the attachment is a left hand thread – therefore screw anti-clockwise to attach. Take care not to cross thread the attachment and hand tighten firmly.
11. Turn gas cylinder knob fully on (anti-clockwise) and press the gauge on the top of the safety valve downwards as shown.
13. Using the soapy water solution collected earlier, pour a small amount on the connections either side of the gas safety valve.
 - If there are any bubbles it means **there is gas leaking out** – if this happens, immediately turn gas cylinder knob fully off (clockwise), disconnect safety valve and carefully reconnect it to the gas cylinder and repeat from step 11.
 - If there are no bubbles, proceed to next step.
14. Clean the BBQ plate with the spray wire brush provided. Rinse with cold water.
15. Push one BBQ knob downward, turn to low and **immediately** press igniter button to light burner. Do a visual check via the hole just below the cooking plate next to the knob to ensure the burner is alight. If it is not, turn the gas off at the gas cylinder, wait one minute and repeat procedure. Now do the same with the second knob and do a visual check to ensure both burners are alight. Continue until all 4 are lit.
16. **Cooking:**
 - Watch for grease spills and trip hazards.
 - Keep the area surrounding the BBQ clear of any obstructions.
 - Be aware of hot surfaces and maintain a safe distance around the BBQ.
 - Keep check of the level of oil in the drip container – if it gets to just over halfway full, carefully remove the drip draw and empty the oil safely (NB: The drip draw may be hot so please take care when handling). Place the drip container back into its position.
17. **Shutdown:**
 - First turn gas off as the gas cylinder (turn knob fully clockwise and hand tighten).
 - Turn all 4 BBQ burner knobs off.
 - Scrape down plate and put scraps into an appropriate bin.
 - Empty the drip container into an appropriate bin, safely.
 - After 15 minutes, clean down the plate using the spray and wire brush.
 - Rinse the BBQ hot plate.
 - Clean the rest of the BBQ using the BBQ wipes provided.
 - Leave a thin layer of oil on the top of the BBQ to stop rust
 - Wash all the utensils provided using the remaining soapy water.
 - Empty any additional rubbish into an appropriate rubbish bin.
 - Place the lid back onto the BBQ plate.
 - Disconnect the safety valve and gas line from the gas cylinder using the black knob on the safety valve

18. Return to GSA reception at the 1888 Building with the BBQ and advise the staff that your BBQ is ready to be inspected.
19. After the inspection, and if the BBQ is sufficiently clean with all the items returned, you will receive your deposit back.

If you have any problems, please contact the GSA on **(03) 8344 8657**

References (*these documents can be found with the BBQ*):

- LEISURE TIME HOT PLATE BARBECUE
- AVM SOP 106 GAS CYLINDERS

Links:

Venue Management Booking: http://services.unimelb.edu.au/venuehire/general/external_spaces

BBQ Booking Form: <http://www.gsa.unimelb.edu.au/equipment/>