

Foam Operations SOP

Standard operating procedures and printable checklists for foam party rentals. Print one packet per truck and one per crew member. Every box gets checked on site, every time, no exceptions.

SECTION 1 ROLES, GEAR, AND SITE REQUIREMENTS

Minimum crew and roles

One certified operator runs the machine and owns the safety brief. A second crew member handles the perimeter, the hose line, and crowd flow on any event with more than 25 guests or any school or church booking.

Site requirements to confirm before you accept the booking

Site confirmation	Done
Grass, turf, or sealed concrete zone at least 20 ft by 20 ft, with a clear 5 ft perimeter	
Standard garden hose spigot within 100 ft of the foam zone	
Grounded 110V outlet on its own circuit within 100 ft, no daisy chained extension cords	
Slope under 5 percent, and drainage away from doorways, patios, and pool decks	
No hard edges, sprinkler heads, tree stumps, or drop offs inside the zone or perimeter	
Written confirmation the surface may get wet and slippery for 2 to 4 hours	

Truck load out

Load the night before	Done
Foam cannon or machine, tripod or stand, and all quick connect fittings	
Foam solution for the booked run time plus one spare jug	
Two 100 ft potable garden hoses, splitter, and hose repair coupler	
Two 100 ft 12 gauge outdoor extension cords and one GFCI adapter	
A frame safety rules sign, cones or perimeter tape, and yard sign with QR code	
Towels, mop or squeegee, trash bags, and a wet floor sign	
First aid kit, eye rinse bottle, and printed emergency contact sheet	
Signed rental agreement, waiver forms, and certificate of insurance copy	

SECTION 2 SETUP PROCEDURE, STEP BY STEP

Step 1 Walk the site

Arrive 45 minutes early. Walk the zone with the client, mark the foam boundary, and point out where foam will drift and drain. Move furniture, cords, and electronics out of the drift path.

Step 2 Set the perimeter

Cone or tape a 5 ft buffer around the zone. Place the A frame rules sign at the single entry point, and the yard sign where street traffic sees it.

Step 3 Power and water

Run the extension cord on the dry side, plug into a GFCI protected outlet, and keep every connection off the ground and out of the drift path. Connect and pressurize the hose, then check every fitting for leaks.

Step 4 Position the machine

Mount the machine on the tripod or stand outside the perimeter, aimed downwind and slightly up. Never place the machine inside the play zone or where guests can reach the intake.

Step 5 Mix the solution

Follow the manufacturer ratio exactly. Too rich clogs the machine and leaves residue, too thin gives you wet slop instead of stacking foam. Use only non toxic, non staining, hypoallergenic solution rated for skin contact.

Step 6 Test run

Run 30 to 60 seconds with no guests in the zone. Confirm foam quality, drift direction, and that nothing is spraying toward outlets, streets, or parked cars. Adjust aim before the first guest enters.

Step 7 Safety brief

Gather guests and parents, deliver the safety brief below, and confirm an adult supervisor is present for the full run. Do not start the party until you get a verbal yes.

Foam depth rule: keep working foam between ankle and knee depth for mixed age groups. Deep foam hides feet, toys, and hard objects, and it is the single most common cause of trips and lost items at foam events.

Setup sign off	Done
Perimeter set, rules sign posted at the entry point	
Cords elevated, GFCI protected, and clear of the drift path	
Machine outside the play zone, aimed downwind and secured	
Solution mixed to the manufacturer ratio, spare jug staged	
Test run completed and foam quality confirmed	
Safety brief delivered and adult supervisor confirmed by name	

SECTION 3 SAFETY PROCEDURES AND GUEST BRIEF

Read this brief out loud at every event

Guest safety brief	Done
Walk, do not run. The surface under the foam is slippery.	
No diving, no sliding headfirst, and no jumping into the foam.	
Bare feet or water shoes only. No street shoes, no cleats, no glasses left on.	
Keep foam out of your eyes and mouth. Rinse with clean water if it stings.	
No food, drinks, gum, or phones inside the foam zone.	
Stay out of the machine area, and never touch or aim the cannon.	
An adult supervisor stays in view of the zone the entire time.	
If someone falls or gets hurt, yell for the operator and we shut the machine down.	

Operator safety rules

Operator rules	Done
Never leave a running machine unattended, even for 30 seconds	
Shut down immediately for injury, lightning, sustained wind over 15 to 20 mph, or a power fault	
Never aim foam at faces, streets, pools, stairs, or electrical equipment	
Keep the electrical side of your setup dry and uphill from the zone	
Stop and clear the zone if you cannot see the surface guests are standing on	
Log every incident, near miss, and early shutdown the same day	

Do not book, or shut it down

No foam on unsealed hardwood, indoor gym floors without written approval, tile entryways, or above ground pool decks. No foam within 10 ft of open water unless the client provides a lifeguard. No foam machine on a generator that is not rated for the pump draw.

Weather rule: foam and wind do not mix. Above roughly 15 mph you lose control of the drift, and above 20 mph you shut down and reschedule. Put your rain and wind policy in the rental agreement so the call is not a negotiation on site.

SECTION 4 TEARDOWN AND SAME DAY MAINTENANCE

Teardown, in this order	Done
Shut down the machine and let the foam settle before anyone walks the zone	
Sweep the zone for lost shoes, glasses, phones, jewelry, and toys before it clears	
Flush the machine with clean water per the manufacturer instructions until it runs clear	
Drain and dry the pump, lines, and fittings, then cap the connections	
Coil hoses and cords in figure eights, no kinks, and stow off the floor	
Rinse residue off hard surfaces the client asked you to protect, squeegee walkways	
Wipe the machine housing, remove the perimeter, and pick up all trash	
Walk the site with the client, get a verbal sign off, and leave the yard sign if allowed	

Never load a machine you did not flush. Dried solution is the number one cause of pump failure and a warranty denial.

Maintenance schedule

Interval	What you do
After every event	Flush with clean water, drain lines, dry fittings, wipe housing, inspect cord and plug
Weekly in season	Clean or replace the intake filter, check fittings for leaks, test the GFCI adapter, top off supplies
Monthly in season	Inspect pump for pressure loss and unusual noise, check hoses for cracks, tighten hardware, calibrate mix ratio
End of season	Deep flush, full pump service per manufacturer schedule, replace worn seals and filters, store indoors above freezing
Annually	Order the manufacturer parts kit, replace wear items on schedule, review warranty coverage and insurance rider

Storage standards

Store the machine indoors, off the concrete, and above freezing. Freezing water left in a pump cracks housings and voids warranties. Keep solution sealed and out of direct sun, and store hoses and cords in labeled bins with the machine so nothing gets grabbed for another job.

SECTION 5 EVENT AND MAINTENANCE LOGS

Event log

Fill one line per booking. This log is what an insurance adjuster or a school district will ask for, and it is what proves you run a professional operation.

Date	Client and site	Run time	Solution used	Operator	Flushed

Maintenance and incident log

Date	Machine	Service or incident	Parts or action	Initials

Next steps: pair this SOP with the Foam Cannon Buying Guide before you purchase a machine, and the Foam Party Operations Guide for pricing, mixing ratios, and marketing. Both are free at partyrentalblueprint.com.