



Food Vendor Checklist

Use this checklist to ensure that your temporary food facility is prepared for inspection on the day of your event. Failure to properly prepare for an event can result in unnecessary difficulty in complying with Health Department requirements and often results in poor food handling.

- _____ Provide a hand wash station with liquid soap and single service paper towels. A potable sink or gravity feed water dispenser may be used. In either case, at least 5 gallons of water must be provided. Provide a container for waste water
- _____ Provide a utensil washing/sanitizing station with one bucket containing water and detergent for washing and a bucket containing 100 PPM Chlorine bleach for sanitizing
- _____ Provide sponges or cleaning clothes. Sanitize sponges and cleaning clothes as needed
- _____ Provide clean outer garments for all employees
- _____ Provide ice chest or refrigerators for cold food storage. Make sure adequate ice is provided. Refrigerators must maintain a temperature of 41 degrees Fahrenheit or less. A dial thermometer must be provided in each refrigerator
- _____ Provide smooth easily cleanable cutting boards. Boards must be washed and sanitized after each use
- _____ Provide adequate serving utensils.
- _____ Provide sterno to keep foods above 135 degrees Fahrenheit. If a steam table is provided, make sure it maintains a temperature greater than 135 degrees Fahrenheit
- _____ Provide platforms for elevating all foods at least 6 inches off the ground
- _____ Provide plastic bags for garbage disposal. Recycle whenever possible.

Food Sponsor /Organizer checklist

- _____ provide a list of food vendors/booths
- _____ a site plan as to the location of each booth, restrooms, and all shared utensil washing, handwashing and janitorial facilities.
- _____ reproduce the attached handouts and distribute to each participating vendor.
- _____ ensure each vendor is storing and preparing all food in an approved booth/area at the event or in a Health Department Permitted Food Facility.