



## DEPARTMENT OF HEALTH AND ENVIRONMENT

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### FOOD VENDOR SPECIAL EVENT CHECKLIST

\*\*\*For vendor use only do not return to Health Department.\*\*\*

- Application for food vending at a special event completed and given to event coordinator.
- Hand washing facility – at least 5 gallons of warm water, and soap and paper towels provided.
- Approved sanitizer – Chlorine (bleach) at 50 to 100 ppm, Quat sanitizer at 200 ppm.
- Approved sanitizer test kit.
- Calibrated food thermometer (scaled from 0-220°F) or thermocouple.
- Trash can with lid for trash.
- Bucket for wastewater collection– wastewater CANNOT be disposed of on the ground, bucket must be emptied into sanitary sewer.
- Gloves and utensils for handling ready-to-eat foods.
- Clean serving/cooking utensils.
- Retail Food Establishment License (unless a license will be issued during this event).
- Local commissary if event is 2 days or more.
- Approved cold and hot holding equipment for storage of potentially hazardous food (no Styrofoam coolers)
- Foods properly stored and protected from contamination.
- Foods from approved sources only.

**The above items will be checked at each inspection you receive during the event. These are the MINIMUM standards to ensure that food being served is safe. Failure to comply with the above standards may result in immediate closure!**