

Maura J. Rossman, M.D., Health Officer

Vendor Checklist for Temporary Food Service Events

- ___ Clean food service equipment (vendors must bring clean equipment to each event).
- ___ Clean work surface (smooth, easily cleanable food prep surface).
- ___ 3-Compartment sink set-up to wash, rinse and sanitize serving utensils, food containers, food contact surfaces and equipment. Appropriate sanitizer test strips are required to checking concentration of sanitizer (Bleach =50 ppm or Quaternary Ammonia Tablet =200 ppm).
- ___ Sanitizing bucket with wiping cloth and sanitizer.
- ___ Hand wash set-up (cooler/coffee urn with a spigot, catch bucket, warm water, soap and paper towel). A hand wash set-up is required for vendors that are providing food samples (hand wipes or sanitizer cannot be used in place of hand wash set-up).
- ___ Potable water for food service operation (several gallons must be provided for operation).
- ___ All fruits and vegetables must be thoroughly washed.
- ___ Gloves are required when handling exposed foods and “**ready-to-eat**” food products.
- ___ Thermometers are required (calibrated metal stem thermometer accurate within plus or minus 2F).
- ___ Sneeze guard to protect exposed food products.
- ___ Clean coolers with enough ice to maintain food temperature.
- ___ Food sampling set-up should include toothpicks, single service cups, containers, squeeze bottles or other approved method. **No community bowl.**
- ___ Condiments must be protected from contamination during display (squeeze bottles, pump type or have self-closing lids for protection).
- ___ All food products and single service containers must be protected from contamination and must be stored off the ground.
- ___ Screens are required (3-sides are required; 2-sides are acceptable depending on food service operation).
- ___ Hair restraints are required (hair must be restrained by hairnet, visor, hat etc.).
- ___ Disposal of liquid waste in an approved designated area or container. Consult with your event coordinator.
- ___ Trashcans or bags are required for trash disposal (consult with your event coordinator for designated trash area or trash pick-up by event staff).
- ___ Equipment used to transport food (freezers & refrigerators) must maintain unit temperature and food temperature. Storage trucks or trailers must be cleaned and properly maintained.

Note: A fire rated tent may be required if cooking will be done under a tent. Please consult with the Howard County Fire and Rescue Services at 410-313-6040 for more information.

(Revised 12/2019)