

Vendor Check List

THIS IS FOR YOUR USE, DO NOT TURN IN TO THE EVENT COORDINATOR!

Before the Event:

- Approved Commissary?
- Vendor License?
- Have you prepared everything you need for the event (slicing, chopping, peeling, dicing)?
- Is food stored in food grade containers?
- All equipment and utensils are clean and sanitized?
- Extra equipment/utensils have been packed?
- Do you have soap, paper towels, a vessel for clean water and a 5 gallon-catch bucket for grey water (hand washing station)?
- Trash receptacles?
- Did you pack gloves, tongs, deli tissue?
- Do you have your sanitizer bucket or bottle labeled and mixed correctly?
- Do you have sanitizer test strips?
- Do you have a calibrated thermometer (and/or a thin mass probe thermometer) with a scale of 0 to 220°F?
- Do you have adequate means for cold holding food (ice coolers)?
- Do you have adequate means for hot holding food (steam table)?

During the Event:

- Set Up Tables
- Set Up Hand Washing Station with soap and paper towels
- Good Hygienic Practices are followed?
 - Adequate Glove changes
 - Adequate Hand washing
 - No bare hand contact
 - No eating, drinking or smoking inside the booth
- Soiled and in-use food contact surfaces are being changed out every 4 hours (utensils)?
- Food contact surfaces are being sanitized?
- Sanitizer is at correct concentration?
- Raw food is stored separately from ready-to-eat food?
- Check temperatures of food and take corrective action if necessary:
 - Cold Food (below 41°F)
 - Hot Food (above 135°F)

After the Event:

- Hold held food is discarded or cooled properly at the commissary.
- Waste water is discarded at commissary or approved sewage system onsite.
- Trash discarded at commissary or approved disposal system onsite.
- Soiled equipment and utensils are cleaned and sanitized.