

# Food Vendor Checklist

To receive approval for your operation at a Special Event, such as, but not limited to, fairs, festivals, and charity barbecues, please ensure you do not forget any of the following items:

- Review the Health Unit's **Special Event Guidelines**
- Complete the **Special Event - Food Vendor Application Form** and submit to the Health Unit **14 days prior** to the event
- Prepare all food in a Health Unit approved and inspected facility, unless an exemption applies
- Post **Notice to Patrons** signage and maintain a **Donors of Food List**, if exemption applies

**Failure to comply with the Health Unit guidelines  
may result in closure or provincial fines.**

**Remember to provide the following, if applicable:**

- Adequate hand washing facilities provided with liquid soap and paper towel
- Hot holding units (steamer, stove, chaffing dishes, etc.)
- Cold holding units (refrigerators, freezers, coolers, ice, etc.)
- Thermometers for cold holding units
- Instant read (probe) thermometer to verify the internal temperature of hazardous foods during food preparation and storage
- Provide a supply of single-use alcohol swabs to clean and disinfect the stem of the probe thermometer
- Adequate supply of extra utensils, stored in a clean container, enough to last the day
- Food-grade storage containers and covers to prevent contamination of food
- Sanitizer (i.e. 1 oz of bleach to 1 gallon of water)
- Garbage containers with lids
  
- PERSONAL:**
  - Use hair restraints (i.e. hats, hairnets)
  - Clean outer garments
  - Make sure all food handlers are aware of safe food handling practices

For more information, please call a Public Health Inspector at 625-5930 or 1-888-294-6630, ext. 5930

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