

Appendix "D"

SPECIAL EVENT VENDOR CHECKLIST

This checklist must be filled out by **ALL** vendors and kept on site during operation of the event. It is to be presented and verified by the Public Health Inspector during his/her inspection

Failure to do so may result in closure of the facility during inspection.

Name of Event:	_____
Date of Event:	_____
Name of Vendor:	_____
Operator/contact:	_____ Phone #: _____
Address:	_____ _____ _____

Is all food prepared on site	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no, location of inspected site: _____				

FOODS PREPARED/SERVED: (list all foods being sold)	
_____	_____
_____	_____
_____	_____
(Use back of this page if more room is needed)	

ONSITE REQUIREMENTS: Appendix "D" cont'd

Please check (X) all that apply

Hand Washing (A OR B) A) Any hazardous foods or any food Preparation

- **Separate Basin/tub/pail with water
- **Hand soap
- **Paper towels

See "Appendix "D" – Washing Station Handout" for Proper Setup

OR

B) Non Hazardous foods + No on site food Preparation

- **Hand sanitizer

ALL HANDWASHING ITEMS **MUST BE ON SITE AND SET UP FOR USE** DURING ENTIRE EVENT

Water supply: Municipal connection:
 20 liter container (potable)

All water MUST be from approved source (ie. municipal, bottled etc.)

Hot Water supply Heater (electric/gas)
 Coffee Urn Type Unit

Equipment washing: 2 tubs/pails
 Detergent

Surface Sanitizer: In spray bottle
 (ie bleach) In container (tub/bucket)

Refrigeration: Cooler with ice + thermometer
 Refrigerator (Mechanical)
 Freezer unit (Mechanical)

Monitoring thermometers are required for all refrigeration units

Hot holding: Chafing dishes
 Hot holding units
 Barbeque Unit

Monitoring thermometers are required to check hot holding temperatures

ONSITE REQUIREMENTS: Appendix “D” cont’d

Staff Headgear: Hats
(That Confines Hair) Visor
Hair nets

Displayed Foods: Sneeze guards
Covered (lids/ cellophane wrap)

**All food cooking and preparation areas must be behind counters away from public access
OR
Protected with Sneeze Guards**

Food Booth areas: Must be enclosed on all sides to prevent
Public Access (eg tables with skirt to floor or fencing)

Flooring: Concrete/Asphalt
Wood (plywood)
Cleanable Mats (plastic/rubber)

NOTE: Flooring **can not** be grass, gravel, dirt, carpet or anything similar

Overhead Covering: Tent/Canopy
Umbrella
Building structure (roof)

Condiments: In Original containers:
In Clean dispensing Containers
(with Covers/lids)

Garbage Removal Provided by organizer
(Whichever Applies) On site lined receptacle
Other: _____

The role of the Brant County Health Unit is to ensure the safety of the public at all special events with respect to foods served and prepared. Requirements fall under the Brant County Health Unit “Special Event Guidelines” and the “Ontario Food Premise regulation (O.R. 562)” under the Health Protection & Promotion Act.

It is the responsibility of the food vendor/operator to comply with all Regulations, Guidelines and any other requirements set out by the Brant County Health Unit to ensure public safety is met.