

**FOOD VENDOR CHECKLIST - SPECIAL EVENT**  
**ENVIRONMENTAL HEALTH SERVICES**  
**Fulton County Department of Health and Wellness**

**BOOTH DESIGN:**

- All booths must be totally enclosed and structurally sound.
- The floors in the booth must be easily cleanable in good repair and treated to control dust.
- Service windows and doors must remain closed when not in use.
- Barbecue set-up must meet Fire Department standards and Health Department regulations. Grills and fryers must be in a completely enclosed booth. These items must stay out of the reach of children and pedestrian traffic area.

**FOOD PROTECTION:**

- Protective shields must be provided to prevent exposure of food items to customer contamination due to coughs and/or sneezes.
- All food must be covered when not being accessed. Serving utensils must be covered or properly stored when not in use.
- Vendors should guard against habits that seek to attract insects or pests. Vendors are not allowed to use pesticides/insecticides/pest strips.
- All food and supplies must be stored at least 6-8 inches off the floor.
- Facilities need to be provided to maintain product temperature.
- Refrigerators and freezers must have accurate thermometers.
- Potentially hazardous food must meet the following temperature requirements:
  - ▶ Cold foods must be held at 40°F or below
  - ▶ Hot foods must be held at 140°F or above
- Handling of food should be minimized. Ice scoops must be used to dispense ice and be stored on a clean, dry surface or in the ice with the handle extended. Ice cream scoops must be provided in the individual ice cream containers to dispense ice cream. Scoops must be cleaned and sanitized as often as needed to prevent contamination.
- No outdoor food preparation, storage or service is allowed. Food prep must be done prior to cooking at an approved establishment or a food prep sink provided in booth on site.

**PERSONNEL:**

- Hand washing facilities must be designed to include a container to dispense warm water for hand washing with a flip cap. Push button dispensers are prohibited. A bucket must be provided to catch all wastewater. Soap and paper towels must be provided at this station.
- Personnel with infections must be restricted.
- No eating, drinking or smoking is allowed in any food booth.
- Clean clothes and hair restraints must be worn at all times in the foodbooths.
- Hair restraints must be worn and disposable gloves must be worn by any one handling food.

**EQUIPMENT AND UTENSILS:**

- All single service forks, knives and spoons must be pre-wrapped unless they are provided with the plates of food from the server.

**WATER SUPPLY:**

- Portable water must be available for food preparation, equipment cleaning and hand washing.

**GARBAGE AND REFUSE DISPOSAL:**

All containers must be covered, adequate in number, insect and rodentproof and provided in a clean