**FOOD STALL SET-UP CHECKLIST**

**This form must be complete and submitted to the Event Coordinator prior to trading**

If an Environmental Health Officer conducts an inspection of your food business you will be charged a $55.00 inspection fee. Additional charges may also be levied if further enforcement steps are required.

**Food Business Trading Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Food Safety Supervisor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **ITEM** | **ACTION** | **✔** | **X** |
| Marquee/tent structure – roof/walls/floor covering, weights/tie downs/secured, preparation/serving benches | No trading until the stall is set-up appropriately |  |  |
| Electrical items are tested and tagged every 6 months and gas appliances certified (especially imported items) | Equipment cannot be used if found to be non-compliant |  |  |
| Warmers or fridges are switched on and at correct temperature (hot <60C or cold >5C) before food is in put in them  Warmer’s are not to be used for reheating foods | No trading until equipment is operating at correct holding temperature. |  |  |
| BBQ/hot plates located undercover in the stall and in appropriate location/barriers installed to prevent customer injury | No trading until equipment is located appropriately or barriers installed. |  |  |
| High risk foods (chicken, meat, seafood, cooked rice, prepared salads etc) are kept below 5oC or above 60oC - fridges, coolers with ice packs, mobile cool room | Trading must cease until all food is under appropriate temperature. |  |  |
| Probe thermometer, sanitiser wipes (alcohol swabs) | Must be able to demonstrate correct use if asked by an Environmental Health Officer. |  |  |
| Temporary hand wash facility - running water, liquid hand soap, paper towels, waste water bucket | No trading until temporary hand wash is set-up correctly. |  |  |
| Temporary dish wash facility - running water, detergent, food grade sanitiser, paper towels, waste water bucket | No trading until temporary dish wash is set-up correctly. |  |  |
| Unpackaged food protected by display fridge/warmer, wrapped/covered or sneeze barrier | No trading until all food is protected appropriately. Food will be disposed of immediately if contaminated. |  |  |
| Food is stored in clean food grade containers with lids. | Food will be disposed of immediately if contaminated |  |  |
| Food storage/cooking equipment is stored off the ground. | Trading must cease until all food containers are stored appropriately |  |  |
| Fire extinguisher/fire blanket (all stalls with electrical equipment, gas or charcoal cooking). | No trading until fire equipment is located within stall. |  |  |
| Rubbish bins with lids |  |  |  |
| Single use items (napkins, cutlery, straws, plates, cups, gloves etc) are stored in a clean containers with lids | Contaminated items will be disposed of immediately. |  |  |
| Taste testing items are to be labelled ‘new’ and ‘used’ | No trading until taste testing is set-up correctly |  |  |
| Utensils and cooking items are stored in clean containers with lids | Trading must cease until all food items are stored appropriately |  |  |
| Food handlers – clean clothes, nails, long hair tied back, jewellery protected, cuts protected with coloured plasters. | No handling of food until compliant.  Contaminated food will be disposed of immediately. |  |  |

**Food Business Proprietor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_