



Mecklenburg County Public Health

Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications must be submitted to Mecklenburg County Public Health (MCPH) at least 15 days prior to the date of the event.

Person in charge

- Available during all hours of food preparation

Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

Tent/weather proof structure/canopy

- Canopy over entire operation (smokers are not required to be under a canopy)

Fly protection

- 3 solid or mesh sides
- Fly fans

Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

Water supply

- Approved water source (requires testing by MCPH if private well)
- Drinking water hose(s) – must be labeled
- A means to heat water

Waste water disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port-a-johns

- 3 basins (large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink (when preparing/serving ready-to-eat vegetables)

Food temperatures

- Accurate food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

Lighting (for night-time operations)

- Shielded above food/preparation

I certify that I will comply with the requirements listed above and any other requirements as described by MCPH while operating my Temporary Food Establishment:

Vendor Signature: _____ **Date:** _____