



# DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36

RED BLUFF, CA 96080

Phone (530) 527-8020 Fax (530) 527-6617

Tia Branton, REHS  
Director

Timothy Peters  
Health Officer

**Permits will not be issued without prior payment and paperwork submission (to TCEH) for EACH Food Booth/Mobile. Permits will be given after inspection of booth/mobile.**

## **SPECIAL EVENT COORDINATOR CHECK LIST**

Name of Event: \_\_\_\_\_ Date(s) & Time(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Total Number of Food Vendors: \_\_\_\_\_

Coordinator's Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **PLEASE COMPLETE THE FOLLOWING AT LEAST TWO WEEKS PRIOR TO THE EVENT:**

- Submit** a list of Food Vendors scheduled to be at the event **and** verify they have applied/paid and submitted all required paperwork to TCEH (633 Washington Street RM 36) **at least 14 days prior to the event.**
- Submit** a site plan indicating the proposed locations for the temporary food facilities, restrooms and all shared utensil washing, hand washing, trash/garbage and janitorial facilities
- Verify** that each Food Vendor has applied for the correct level of permit (pre-packaged or prepared foods, non-profit, mobile food facility)
- Verify** that each vendor and employee of vendor that handle non-prepackaged food have proof of Food Safety Training
- Review** the COMMUNITY EVENT TEMPORARY FOOD FACILITY STRUCTURAL AND OPERATIONAL REQUIREMENTS packet (see attached)
- Verify** there are adequate toilet room facilities—at least one toilet facility for each 15 employees (including volunteers) within 200 feet of each temporary food facility shall be provided. Each toilet room shall have hot and cold running water, hand cleanser and single-use sanitary towels in permanently mounted dispensers
- Verify** there is an adequate janitorial facility, complete with hot and cold running water from a mixing valve





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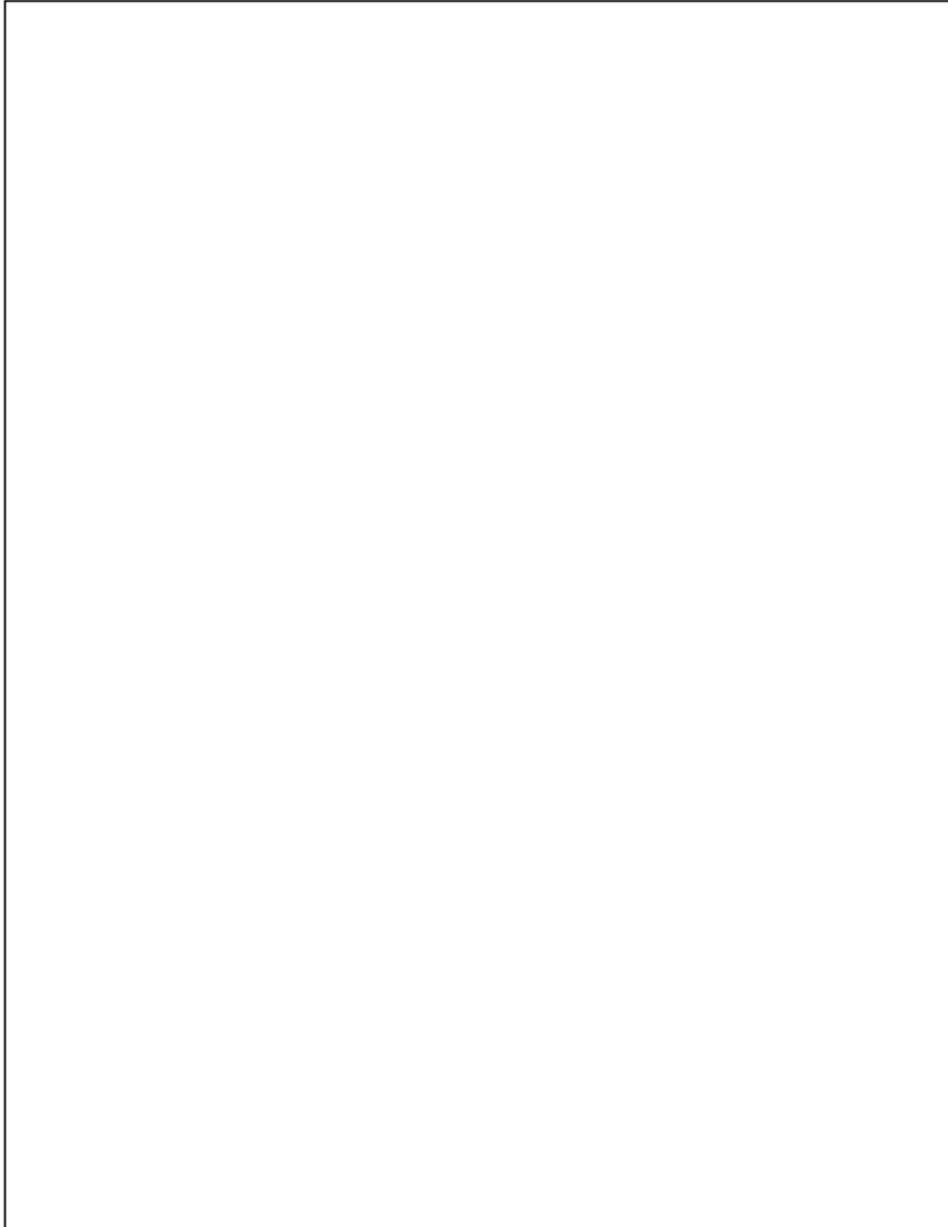
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Site Map - Temporary Food Facilities at Community Events



## Site Map Checklist

- North arrow
  - Cross street for reference
  - Vendor location
  - Toilet and hand washing facility location
- Notes:
- A. There needs to be at least one toilet and hand washing facility for every 15 food workers within 200 ft of each food service facility.
- B. Hand washing facilities must have
- Potable water, soap, and single use towels in permanently installed dispensers and receptacle for paper towel waste.
- Janitorial facilities  
The event needs adequate janitorial services for cleaning facilities and restrooms.
  - Location where vendors will dispose of their waste water
  - Garbage collection and storage locations
  - Potable water supply (if on-site well is utilized)