

# Albuquerque Environmental Health Department Temporary Vendor Operations Checklist

## Welcome to the City of Albuquerque

The checklist below is to guide you in the set-up of your temporary seasonal food booth. These are minimum requirements. Additional requirements may be listed based on the complexity of your operation.

Check [ ✓ ] when booth / tent is completed:

## TENT / BOOTH SET-UP:

- [ ] TENT overhead and walls covered except for customer service area.
- [ ] FLOORS of tight materials, like wood, asphalt, or other cleanable surfaces, sawdust or straw is not allowed.
- [ ] FIRE RESISTANT MATERIALS ( as per Fire Code) behind and under heat/flame producing equipment. UL electrical extensions cords only are allowed.
- [ ] CEILINGS made of wood, fire resistance materials to protect interior from weather.

## FIRE SAFETY REQUIREMENTS: Fire Marshals Office # (505) 764-6300

Refer to the Fire Safety Instructions. All vendors must be permitted by the Fire Marshal prior to opening.

## OPERATION:

- [ ] HOT HOLDING equipment able to keep food at 140°F or hotter. **NO STERNOS**
- [ ] REFRIGERATORS, ice chests or cold holding equipment should be at 38°F prior to placing food inside. Food must be kept at 45°F or colder.
- [ ] STORAGE racks to keep food, food equipment and supplies a minimum of 4" off the floor.
- [ ] COOKING EQUIPMENT verify it is in good working condition.
- [ ] THERMOMETERS for refrigerators/freezers, cold holding units able to keep food at 45°  
Long metal stem thermometer to check food temperature: NSF 0-220°F
- [ ] 3-COMPARTMENT SINK set up for ware washing. Steps are: WASH, RINSE, SANITIZE.
- [ ] GRAVITY FED HANDWASH STATION: minimum 5-gallon water jug with spigot filled with warm water, soap and paper towels.
- [ ] BUCKET TO COLLECT WASTE/GRAY WATER from gravity fed hand wash station.
- [ ] BUCKET OR SPRAY BOTTLES TO SANITIZE SURFACES. Items must be labeled.
- [ ] SANITIZER CHEMICAL TEST STRIPS. Approved sanitizers: Chlorine, Iodine and Quaternary ammonia.  
Test strips should match sanitizers used with the proper concentration range of 50-100 ppm for chlorine, 25-50 ppm for iodine or, 100-200 ppm for quaternary ammonia.
- [ ] FOOD CONTAINERS, hotel pans, pots, pans, serving utensils all washed and sanitized prior to use.
- [ ] HAIR RESTRAINTS for employees, volunteers working at / in the booth.
- [ ] DRINK CONTAINERS with lids and straws stored at a designated area. No eating, drinking, or smoking inside the food booth. Take breaks outside and wash hands often.
- [ ] SINGLE SERVICE ITEMS such as plastic and paper goods for customer use must be stored covered and a minimum of 4 inches above the floor.

## WASTE COLLECTION:

- [ ] SOLID WASTE: Minimum 2 garbage cans per booth (1 inside and 1 outside)
- [ ] LIQUID WASTE / GRAY WATER: Containers with covers to collect handwashing waste water and grease water. Pouring any type of liquids or waste water into storm drains, or on the ground, is prohibited.