

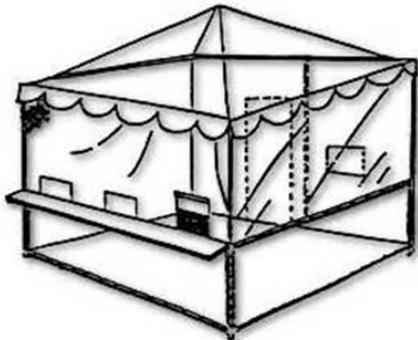
COMMUNITY EVENT ORGANIZER CHECKLIST

Planning Ahead:

- Obtain documentation from City or County agency granting approval
- Provide a list of participating food booths/food trucks/food carts. Only food vendors indicated on the list will be permitted to operate at the community event.
- Ensure all food vendors have a current /valid Temporary Food Facility permit.
- Ensure all food trucks/food carts/food trailers have a current Mobile Food Facility have a current permit.
- Provide electrical supply (if available).

Booth Construction or Set Up (if provided by organizer)

- Food preparation booth set-up with approved floors, walls, and ceilings:
 - Floors on smooth and cleanable surface (dirt, sawdust, grass, or gravel not allowed).
 - Wall and ceilings constructed of wood, canvas, plastic, or similar material.
 - All doors and openings fly-proof (closeable or screened).
 - If pass-thru window used: maximum 216 square-inch opening and closeable with tight fitting closure.



- Prepackaged food booth set up with approved ceilings constructed of wood, canvas, plastic, or similar materials.

Warewashing Facilities

- Warewashing sink(s) provided for TFFs with food preparation. No more than 4 food preparation booths may share a sink. Sinks are located within 100 ft. of each food booth. Sink must have:
 - Hot (120°F) and cold running water
 - Minimum 25 gallons of potable water per food booth with waste holding tanks being 50% greater
 - Minimum 18" x 18" x 12" compartment size with dual integral drain board or sink compartments large enough to submerge largest equipment/utensils
 - Sink connected to the public sewer or a holding tank
 - Adequate space for air drying utensils and equipment
 - Soap, sanitizer, and test strips are available for utensil washing and sanitizing.
 - Overhead protection or indoors

Employee Health & Hygiene

- Employees in good health (not working while sick) no discharge from eyes, nose, and mouth.

Food Employee Toilet/Handwashing Facilities

- 1 toilet for every 15 food employees within 200 feet of food booths/trucks/carts.
- Each toilet facility has a sink for hand washing with warm water (100°F – 108°F), liquid soap, single use paper towels, and a trash container for towel waste.
- A sign is provided indicating "Employees Only"

Potable Water Supply

- Potable water is from a municipal source or from another approved source.

Sewage and Liquid Waste Disposal

- Wastewater is disposed properly by an approved method.
- An approved sewage removal vehicle (permitted pumper truck) is available to service portable toilets and remove liquid waste from sinks, if not connected to the city sewer system.

Public Toilet Facilities

- Adequate toilet facilities are available for public/guests use. See Chart below for number of toilets needed.
 - 1 hand washing sink is provided for every 4 toilets.

Maximum Expected People Attending	NUMBER OF HOURS FOR EVENT									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500 -1,000	4	6	6	6	6	8	8	8	8	12
2,000	4	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	20	24	28
5,000	12	12	12	16	20	30	30	30	30	34

Trash Disposal

- An adequate number of trash containers, lined with watertight plastic bags, are available adjacent to food booths, at handwashing sinks, and throughout the event.
- Trash containers are emptied, and bags replaced on a regular basis to prevent a nuisance (i.e., flies or vermin attractant).
- Trash is disposed of in an approved manner (i.e., trash service).

Animals/Vermin

- No rodents, insects, birds, or animals (except service animals) are allowed in areas with food booths.
- Animal rides and petting zoos maintained at least 20 ft away from food booth with adjacent handwashing stations.

This list is not all-inclusive of the requirements contained with the California Retail Food Code.

Contact the Community Events Program at (626) 430-5320 or communityevents@ph.lacounty.gov with any questions.

6/2023



COUNTY OF LOS ANGELES
Public Health