

The following are required for licensure:

- Hand Washing
 - Option 1 – indoor hand sink. This is only approved if the event is held indoors AND in close proximity to the hand sink. Hand sinks in separate rooms may not be approved.
 - Option 2 – Self Contained, portable unit
 - Option 3 – Large insulated drink container with spigot and catch bucketAll handwashing sinks must have
 - Warm Water (100+ deg F)
 - Hand Soap
 - Paper Towels
- Three basin sink set-up
 - Three containers for dish washing and sanitizing
 - Basin 1 – Warm (110+ deg F) water with soap
 - Basin 2 – Clean water
 - Basin 3 – Water with Sanitizer
- Sanitizer and Test Strips
 - Approved Sanitizers
 - Bleach (Chlorine) – Unscented and approved for food contact surfaces (check the label)
 - Quaternary Ammonia (Quat)
 - Be sure to purchase the correct test strips!
- Wiping Cloths
- Metal Stem Thermometer (0-220 degrees F)
- Food Approved Gloves
- Hair restraints

If the event is held outdoors, the following must be available

- Canopy, Tent, or Umbrella

Based on the menu, the following items must be available –

Cold Foods (raw meat, cut vegetables, cut melon, milk or dairy products, etc)

- Ice Chest/Cooler with Ice, Refrigerator, or Freezer
 - All potentially hazardous foods be held cold below 41 deg F.

Hot Foods (cooked meats, cooked vegetables, cooked pasta, etc)

- Cooking Equipment: Grill/BBQ, Fryer, Oven, Roaster, or Griddle
- Hot Holding Equipment: Steam Tables, Grill/BBQ, Chafing dish w/fuel, slow cooker or roaster
 - All potentially hazardous foods must be held hot above 135 deg F.

If your water is not from a municipal (city) water source, you will need to submit test results for the well. Please contact OCDPH (616-393-5645) at least two weeks prior to your event for more information.