

Compliance with San Mateo County Health Department Regulations Checklist	
	No food should be prepared on SMCCCD's premises by an organization/client renting SMCCCD's facilities; and,
	No foods or perishable beverages can be prepared or stored in a private home and transferred to SMCCCD's premises due to possible contamination, avoiding home-made foods and beverages; and,
	Clients bringing in food from an outside/third party vendor (i.e., pizza, sandwich trays, cakes), those foods must be purchased from a business that has a current food handling health permit and considered approved food source vendors only; and,
	Prepackaged food items are approved; however, prepackaged food items are defined as food items packaged at a licensed bakery, restaurant, grocery store, and
	All perishable foods and beverages shall be protected at all times from unnecessary handling and possible contamination (i.e., gloves must be worn by servers and items refrigerated); and
Hospitality/Sanitary Conditions	
	Use of the following sanitary practices are always suggested; i.e.,
	While on SMCCCD's premises, during your event, your self-serve or display areas should be continuously monitored in order to maintain proper housekeeping and areas safe and free of slip and fall hazards; and,
	Foods and condiments should be protected from contamination by being kept in covered approved containers; and,
	Containers should be clean or new for fresh product; and,
	Avoid foods that have been sitting out for a long period of time and where food has discoloration, smells and/or is otherwise unappealing and should be removed from a serving table and replaced with fresh food product; and,
	Use, by servers, of *disposable gloves, containers, covers, aprons, or hair caps/nets to further prevent possible contamination; and,
	Frequent washing of hands; and,
	Wiping down of surfaces; and,
	Avoid cross-contamination by keeping hot foods together and cold foods together; and,
	Refrigerate as necessary.
	<i>*Avoid use of latex gloves due to possible allergies.</i>
Beverages	
	Watch for milk spoilage; and,
	Watch for hot liquids to prevent possible burns.

	<b>Use of Knives</b>
	Be cautious with the placement of knives (any sharp objects around minors or special needs individuals).
	<b>Food Allergies</b>
	Organizations/Clients should check with their guests regarding food allergies/special dietary needs.
	<b>Caterers</b>
	If a Caterer is hired, the contracting Organization, legal party to and named, in the Facility Agreement will ultimately be liable regarding any issues, incidents, complaints, allegations of liability, negligence for loss or a claim. <b><u>The caterer would need to name San Mateo County Community College District as additionally insured to their policy (see the insurance requirements in the Facilities Agreement).</u></b>
	<i>We encourage the Organization/Client request the Caterer provide proof of:</i>
	A current food handling health permit and any other license requirements or documents of any federal, state or local governments that apply to serving food; and,
	Proof of compliance of the insurance requirements (coverage and limits) as specified by SMCCCD in the Facilities Agreement; and,
	The Facilities Agreement is between SMCCCD and an Organization/Client, the Organization is hiring the Caterer and would be the legally responsible party in case there are any incidents, issues, complaints, allegations of liability, negligence for loss or a claim.
	<b>Food Trucks</b>
	Food Trucks are considered outside caterers and may sell only at events where a Facility Agreement has been approved and fully executed. The contracting Organization, legal party to and named, in the Facility Agreement will ultimately be liable regarding the Food Truck. <b><u>The Food Truck would need to name San Mateo County Community College as additionally insured to their policy (see the insurance requirements in the Facilities Agreement).</u></b>
	<i>We encourage the Organization/Client request the Caterer provide proof of:</i>
	A current food handling health permit and any other license requirements or documents of any federal, state or local governments that apply to serving food; and,
	A mobile food facility permit issued by the County of San Mateo Environmental Health Services Division; and,
	Proof of compliance of the insurance requirements (coverage and limits) as specified by SMCCCD in the Facilities Agreement; and,
	The Facilities Agreement is between SMCCCD and an Organization/Client, the Organization is hiring the Food Truck and would be the legally responsible party in case there are any incidents, issues, complaints, allegations of liability, negligence for loss or a claim.
	<b>BBQ Grills</b>

	BBQ grills should not be brought onto SMCCCD's premises for use in preparing food.
	<b>Clean-Up</b>
	All trash generated from the event must be collected in plastic bags.
	SMCCCD expects everyone who uses our facilities to remain in compliance with the terms and conditions stated in our Facilities Agreement.