

# WASH STATION SETUP CHECKLIST

## DIRTY DISH RETURN AREA

**Marquee** (3m x 3m or 6m x 3m marquee if hand-washing) or undercover area

**Trestle tables** x 3

**Hand-wash facilities:** soap, water, paper towels (tea-towels are not suitable)

**Bin station:** waste, recycling and compost

**Scrapers and rinse tubs**

**Waste-water disposal** setup

**Breakage kit:** 2 x brooms, dustpan, 2 x A-frame signs marked 'cleaning in progress'

**Trolley for dirty dishes**, marked with red tape so it's not mixed up with the clean dish trolley

## HANDWASHING AREA

**Trestle tables** x 3

**Hot water urn or kettles** with water temperature thermometers

**Detergent (eco-friendly) and sanitising spray** with 70% isopropyl alcohol or ethanol (if not using very hot water over 77 deg C)

**Brushes and gloves**, plus spares

**Large sinks or tubs** x 3 – 1st: rinse, 2nd: soapy clean with detergent, 3rd: rinse in hot water (over 77 C to sanitise)

**Waste-water** storage and disposal system

**Drying racks** in a fully enclosed area

## MECHANICAL WASHING AREA

**Commercial dishwasher** and equipment

## CLEAN DISH MARQUEE

**Marquee** 3m x 3m marquee with four walls and a floor or undercover area

**Trestle tables** x 3

**Hand-wash facilities:** soap, water container and paper towels

**Clean food-safe tubs** with lids for storage and transportation of clean items.

**Trolley to transport clean dishes** to vendor clean dish storage bays – marked with green tape so it is not mixed up with the dirty dish trolley

## VENDOR CLEAN DISH STORAGE BAYS

**Trestle tables** x 1 for every two vendors, covered with tablecloths

**Itemised utensil lists** for each vendor

**Fencing/barricades** and signage to prevent patrons accessing the area

## SITE SIGNAGE

**1 x sign for each vendor**, communicating where customers are to take dirty dishes

**Minimum of 6 x signs** (600mm x 800mm) across event site, communicating where customers are to take dirty dishes.

**Valance signage** clearly showing the marquee as the dirty dish return area