

## CONTRACT CATERING SERVICE USE CHECK LIST (7500)

(Revised 1996)

This checklist and procedures are intended for use in those situations where a contract catering services is used to provide food services to an emergency incident.

- \_\_\_ Obtain briefing from the Service Branch director or Logistics chief.
- \_\_\_ Determine the location of working assignment, and number of personnel to feed.
- \_\_\_ Determine the probable duration of the incident.
- \_\_\_ Obtain the equipment and supplies to be furnished by the State as specified in the current catering services contracts.
- \_\_\_ Ensure that sufficient potable water is available to meet the incident needs; arrange for potable water transportation and storage, if necessary.
- \_\_\_ Ensure that the contractor sets up the kitchen and serving areas as directed by the Food Unit leader and/or Facilities Unit leader.
- \_\_\_ Ensure that contractor follows contract specifications on menus to provide incident personnel with well-balanced meals. If any problems occur, contact the Logistics chief and advise him/her of the situation.
- \_\_\_ Ensure that all appropriate health and safety measures are taken. Contact local health authorities for assistance if necessary.
- \_\_\_ Supervise agency-furnished personnel.
- \_\_\_ Complete Daily Meal Order/Invoice and Daily Contract Catering Service Evaluation forms.
- \_\_\_ Release contract catering service in accordance with the incident demobilization plan and the current catering service contracts.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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