



Checklist for Re-opening Vending – Markets & Coffee Locations

- ✚ Prepare your own COVID – 19 protocol of safety measures that your company adheres to for the safety of its employees, customers, and suppliers. (Your customer's may ask for it). This should be done on your own company letterhead.
- ✚ Meet with your customer's management to review your safety protocols and review their safety protocols. They may have additional rules and guidelines that they will want your service people to follow to be allowed access to their location.
- ✚ Discuss with your client if there is a need for more frequent sanitization of key contact areas on your equipment. Even though your staff clean and sanitize when they service the equipment, your customer may feel additional sanitization is required between your service intervals. They may choose to appoint one of their own staff to monitor additional cleaning frequencies. You can assist them by providing the proper sanitization tools.
- ✚ Inspect the "Best before dates" on all remaining inventory (if any) to ensure it is still fresh and salable. Replace any product that appears soiled. Remember to keep a record of spoiled products to claim as an operating loss.
- ✚ Inspect all chilled, frozen, and heated equipment for proper operating temperatures and all electronic equipment for proper functionality.
- ✚ Give all equipment a detailed cleaning and sanitization. Clean equipment with fresh looking product will be more appealing to your customers.
- ✚ Discuss with your customer the need for adding a sanitization station for their employees near the location of your services.
- ✚ Discuss with your customer about providing signage near your services reminding everyone of proper social distancing practices.