



Market Day Checklist Guidance

Market day checklists are lists that market personnel can follow during a routine, pre-market walkthrough to provide your market with documentation that you did your due diligence to ensure a safe environment should a legal risk arise. These lists primarily focus on creating a safe environment, helping avoid common risks of injury and damage so your market is in a strong legal position. Good safety procedures and evidence that those procedures are followed can help the farmers market defend against claims of negligence, should that become necessary.

1 Parking & Vehicle Use

- Motor vehicles are properly parked, not obstructing access to fire hydrants, fire lanes, and other emergency vehicle access points.
- Unloading and loading times for vendors are observed and enforced.
- Parking spaces are free of potholes and other obstructions, or any obstructions are clearly marked and cordoned off.
- Curb bumps/parking blocks are properly secured and highlighted.
- Speed bumps are well marked.
- Vendor vehicles such as large trucks, vans, etc. have wheel chocks or blocks to help prevent movement.
- Parking areas are well lit.



2 Walkways & Pedestrian Safety

- Walkways are even and clear of obstructions. Any remaining tripping hazards are clearly marked (e.g., potholes, changes in elevation, lawn sprinklers, and abrupt surface edges).
- Any cords are clearly marked and secured (e.g., taped down) to prevent them from becoming a tripping hazard.
- Debris is removed from walking surfaces.
- Handicapped access is provided, including ramps where necessary.
- Sidewalk and customer area boundary lines are properly identified and enforced.
- Policy on use of bicycles, scooters, skateboards, etc. is established and posted.
- Vegetation, including tree branches, shrubs, etc., are kept from obstructing sidewalks, parking lots and common areas.
- Areas under construction, repair, or modification are properly fenced off, with appropriate warning signage, lights, etc.
- Customers and employees are restricted from fenced/barricaded construction areas.
- Walkways are well lit.

3 Equipment Safety

- Display tables are properly arranged and filled within reasonable load capacity.
- Electrical equipment, including extension cords, wiring, etc., are properly rated for outdoor use.
- Electrical outlets are equipped with ground fault circuit interrupters to reduce shock hazard.
- Tarps, tents/canopies, table legs, etc., are properly installed and secured to reduce tripping hazards and risk of collapse.
- Vendors' equipment (e.g., display tables, supports, awnings, umbrellas) comply with the market's rules for vendor booths.

4 Food Safety

- Containers of food for sale are managed per state health and safety codes.
- Hand-wash stations are available, where required.

5 Emergency Preparedness

- Emergency barricades, orange warning cones, etc. are available in case of emergency.
- Fully stocked first aid kit and fire extinguisher are available at market manager's booth.

6 Other

- Market's pet policy is posted.
- Appropriate "NO SMOKING" and "OPEN FLAME" signs are clearly displayed, as necessary.
- Appropriate licenses (e.g., State Department of Agriculture, Health Department, etc.) are clearly displayed, as necessary.
- Trash containers are available for public use, as appropriate.



In addition to the substantive checklist items above, consider the following design features when developing a market day checklist:

Add space on the checklist for the market personnel conducting the walkthrough to fill in his/her name, the date and time, and a checkbox for each inspection item to be checked as it's inspected (or another way to indicate that the standard is satisfied/not satisfied).

Organize the safety checklist in logical order with regard to your market's layout, for the convenience of the individual conducting the safety walkthrough.

Add a column to one side of the list and/or provide a space below the checklist (and checkboxes) for notes or needed follow up regarding specific items.

*Find more legal resources for farmers markets at
farmersmarketlegaltoolkit.org*