

## Checklist for Re-opening Vending Locations

- Meet with management at client location to educate them on your company's "re-opening" protocols and determine on-site and government restrictions for servicing the location.
- Discuss with management at client location their personal protective equipment (PPE) requirements for their facilities (i.e. gloves, face masks, handwashing).
- Provide information for clients to email on-location employees about cleaning standards that you have added for the vending machines at their workplace to increase customer/employee comfort.
- Inspect all currently stocked products for past "Use by or Sell by" dates.
- Discard spoiled product and keep detailed records of the value of spoiled product for operating loss claims.
- Inspect all chilled and frozen units for appropriate temperatures; remove debris and clean around unit condenser(s) for proper air flow to ensure machine is still cooling properly.
- Review OEM cleaning guide for your vending machines and clean with EPA approved cleaning supplies/chemicals.
  - [Click here for list of approved COVID-19 disinfectants.](#)
- Clean inside of machine (including, but not limited to spirals and racks).
- Clean outside of machine, especially keypads and touchscreens.
- Clean product packaging in vending machine if it appears soiled.
- Meet with management at client location about adding wipes dispenser and/or contactless hand sanitizer station(s) near vending machine.
- Meet with management at client location about providing signage on walls, machines and floor regarding proper social distancing while waiting to use vending machine.
- Educate cleaning staff on safe cleaning protocol for exterior of vending machine(s) at client location by posting NAMA's sanitization best practices for them to use as a resource when doing nightly or daily building cleaning and maintenance.

- Discuss need for hand sanitizer, cleaning supplies/chemicals and any personal protective equipment (PPE) products that client location may require. This may be an opportunity to assist customers as a supplier of these products.
  
- Educate cleaning staff at client location by posting NAMA's sanitization best practices for them to use as a resource when doing nightly or daily building cleaning and maintenance. Also, meet with management at client location about providing a log/signage that can be initialed by cleaning person for daily cleaning.