




## Equipment Shopping List for RICFB Member Agencies

*This is your one-stop shop for items and equipment useful to running your food pantry or meal site program. The RI Community Food Bank does not endorse or sponsor any of these items. This resource is only to give you a few examples of products you can purchase for your agency's use. You are of course welcome to find your own supplier, provided it is of similar quality.*

### REQUIRED ITEMS FOR ALL AGENCIES

These items are required per the Food Bank's *Basic Agreement*, *Food Safety Standard*, and the Rhode Island Department of Health's (RIDOH) Food Code. For these documents, please visit the Agency Portal.

ITEM EXAMPLE	WHAT IS IT?	WHEN TO REPLACE?	WHERE TO PURCHASE?
<b>Refrigerator / Freezer Thermometer</b>			
	Measures temperature inside cold storage units. Regularly checking thermometers ensures that food products are stored at safe temperatures.	After big bumps or falls; If the fluid inside separates; If the thermometer is no longer giving accurate readings.	Amazon link: <a href="#">link</a> Target: <a href="#">link</a> Walmart: <a href="#">link</a>
<b>Bodily Fluid Spill Clean-Up Kit</b>			
	These kits ensure that any bodily fluid accidents (vomiting, diarrhea, blood) are cleaned up and sanitized properly to prevent the spread of pathogens.	After each use.	Amazon: <a href="#">link</a> Amazon: <a href="#">link</a> Staples: <a href="#">link</a> Walmart: <a href="#">link</a> You may also build your own kit. Please refer to the <i>Food Safety Standard</i> for more info.
<b>Fire Extinguisher</b>			
	Extinguishers help put out fires and prevent fires from spreading and causing further injury or damage.	Your local fire department should regularly inspect your fire extinguishers (typically annually or bi-annually).	The type of extinguisher will depend on your agency's specific operations. Please check with your local fire department to ensure you have the right extinguisher.

### REQUIRED ITEMS FOR MEAL SITES

For Meal Sites, per RIDOH regulations, your Food Safety Manager is responsible for ensuring all meals are prepared and distributed safely to prevent foodborne illness by contamination and time/temperature abuse. It is up to each site to determine what items they need. Examples include food service thermometers, cleaners and sanitizers, sanitizer test strips, and single use food-service gloves.




Questions? Contact a Customer Service (230-1730) or Community Impact (942-6325) staff member.  
Last Updated: January 2022

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### REQUIRED EQUIPMENT FOR RETAIL PICK-UP PROGRAM

The following tools are required for all Food Bank members that participate in the Retail Pick-Up program as per the *Retail Program Agreement*. Each participating agency is given this equipment when the agency signs on to the program. Each agency is responsible for replacing lost or damaged equipment with new equipment of the same quality. If your agency needs to replace equipment, below are some options for your reference.

*Please send Jillian Carter a copy of the receipt via email at [jcarter@rifoodbank.org](mailto:jcarter@rifoodbank.org) to show proof of purchase for our records.*

ITEM EXAMPLE	WHAT IS IT?	WHEN TO REPLACE?	WHERE TO PURCHASE?
<b>Infrared Thermometer Gun</b>			
	Thermometer for taking the temperature of product upon receiving at the store and upon arrival once back at your agency.	After big bumps or falls; If the thermometer is no longer giving accurate readings.	Thermoworks: <a href="#">link</a> Thermoworks: <a href="#">link</a>
<b>Freezer Blanket</b>			
	Blankets insulate cold and frozen products during transportation.	If the blanket is torn or damaged.	QA Supplies: <a href="#">link</a> Uline: <a href="#">link</a>
<b>Digital Scale</b>			
	Scales measure the weight of food products.	After big bumps or falls; If heavy items have been left on the scale for extended periods of time. You may be able to calibrate the scale – please check the scale’s user manual.	Uline: <a href="#">link</a> Global Industrial: <a href="#">link</a>




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### SUGGESTED ITEMS

**These items are NOT a requirement to have at your agency.** These items are suggestions for items that can improve your guests' experience and reinforce safety for guests, staff, and volunteers. Pick and choose what items (if any) make sense for your agency's needs!





If there is other equipment you are interested in purchasing, give us a call and we can help source it for you. We also invite any suggestions to include on this list as helpful ideas for other agencies!

*Food Bank grants may be available to help your agency purchase these items. Grants will be announced through the weekly and quarterly Agency Newsletters. For questions on grants, please contact Community Impact or Customer Service staff.*

ITEM EXAMPLE	WHAT IS IT?	WHERE TO PURCHASE?
<b>Safety Vests (Reflective)</b>		
	Vests worn by staff or volunteers during distributions. These are especially useful for outdoor distributions where there may be car traffic.	Global Industrial: <a href="#">link</a> Uline: <a href="#">link</a>
<b>Traffic Safety Cones</b>		
	These can be used to help direct people or car traffic during distributions.	Global Industrial: <a href="#">link</a> Uline: <a href="#">link</a>
<b>Produce Display Bins/Baskets</b>		
	Bins store and display fresh fruits and vegetables. Look for bins made of non-porous materials that are durable and can be easily cleaned and sanitized (such as stainless steel or plastic).	Global Industrial: <a href="#">link</a> Uline: <a href="#">link</a>

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ITEM EXAMPLE	WHAT IS IT?	WHERE TO PURCHASE?
<b>Folding Shopping Carts</b>		
	<p>Carts can be used by guests to transport food.</p>	<p>Target: <a href="#">link</a>                      Walmart: <a href="#">link</a>                      Global Industrial: <a href="#">link</a>                      Global Industrial: <a href="#">link</a>                      Uline: <a href="#">link</a></p>
<b>Shopping Carts</b>		
	<p>Carts can be used by guests to transport food.</p>	<p>Global Industrial: <a href="#">link</a>                      Uline: <a href="#">link</a></p>
<b>Name Tags for Staff and Volunteers</b>		
	<p>Name tags can help guests easily identify staff and volunteers when seeking assistance. You can opt for single use name tags or choose to create official name tags for staff and long-term volunteers.</p>	<p>Amazon: <a href="#">link</a>                      Target: <a href="#">link</a>                      Walmart: <a href="#">link</a></p>
<b>Marquee Easel / Curbside Sign / Standing Poster</b>		
	<p>Signs can be used to signal when your program is open, highlight pantry products or meals-of-the-day, display posters or signs, highlight community resources, alert guests to product recalls, and many other uses.</p>	<p>Amazon: <a href="#">link</a>                      Amazon: <a href="#">link</a>                      Walmart: <a href="#">link</a>                      Uline: <a href="#">link</a>                      Staples: <a href="#">link</a>                      Webstaurant Store: <a href="#">link</a></p>

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