

TEMPORARY FOOD ESTABLISHMENT CHECKLIST

THE FOLLOWING ITEMS MUST BE PROVIDED OR IN COMPLIANCE IN ORDER TO RECEIVE A PERMIT:

- Temporary Food Establishment Application and \$75 fee submitted at least 15 days prior to the event.
- All utensils and equipment clean & sanitized.
- Provide sanitizer made with regular bleach (*not scented or bleach for HE machines*) mixed with water to make a 50 ppm solution (approx 1 tsp per quart spray bottle) or other approved sanitizer (quaternary ammonium 200ppm).
- Test strip provided (chlorine strips for bleach, etc, depends on sanitizer used).
- A metal stem food thermometer (for taking food temperatures) provided. The scale of the thermometer should indicate the range of 0-220F. Also refrigerators/ freezers or coolers must have accurate thermometers.
- Water under pressure. Food grade hoses and proper backflow protection (threaded nozzle) are needed on water connections.
- 3 basins for washing, rinsing, and sanitizing. Drainboard/counter space. Water in wash basin must be at least 110F.
- A separate hand washing sink with antibacterial soap/ paper towels and proper wastewater disposal provided. May be a water cooler or beverage cambro with free-flowing dispensing valve filled with warm water and catch basin/ bucket..
- Gloves or other means (i.e. utensils with handles) provided to prevent bare hand contact with ready to eat foods.
- Hair restraints for all participants in food booth (baseball hat, hairnet, etc.). No jewelry (watches, bracelets) on arms/hands except a plain-band ring.
- Proper employee drink containers (cup with lid and straw) provided and stored below or away from any food prep/storage areas or clean utensils.
- Employee Health Policy provided. Have employees/volunteers read the policy and make a log sheet for them to sign that they've read the policy. Retain these in your records for a recommended period of 90 days.
- Coolers used to store refrigerated foods have drainage ports.
- Potentially hazardous / TCS foods at proper temps (41F or below, 135F or higher). If using refrigerators, units must be approx 41F ambient temp. Turn these on in advance of receiving permit.
- No open packages of potentially hazardous / TCS foods or no potentially hazardous / TCS foods from prior events.
- Receipts provided for applicable foods (meats, seafood, shellfish, poultry, eggs, dairy, commercially prepared foods, etc).
- Raw meats, poultry, seafood in ready to cook form unless prior approval obtained.
- Food preparation sink provided IF produce will be washed.
- Approved & adequate supply of ice if needed. Consumption ice (for drinks) should be kept in separate cooler/ bin from ice used from any other purpose. Ice scoops are required when dispensing ice to customers. Keep handles of scoops out of ice.
- Food stored off the ground. Foods must be protected from insects, dust, etc.
- All food handling and cooking must be done in a protected area (approved overhead coverage is required except when prohibited by Fire Marshal). Also, utensil washing/storage areas must be under overhead coverage.
- Open displays of food (grills, fryers, hot holding areas, ice bins) areas must be protected from contamination by sneeze guards, or other barriers.
- Dispensers for condiments (squeeze bottles,; pre-packed, etc.).
- Appropriate method to keep out flies, insects and pests (this can be done with fans, screens and covers over food).
- All wastewater containers / hoses and all toxic materials labeled..
- Shatterproof or shielded lighting provided.
- Garbage can with a lid provided.
- Ground covering provided (tarps, mats, indoor/outdoor carpeting, etc) in absence of asphalt/concrete or grass.
- Conveniently located toilet facilities for employees.

IF ALL ITEMS ABOVE ARE NOT PROVIDED OR NOT IN COMPLIANCE, PERMIT WILL NOT BE ISSUED.