

Temporary Food Establishment Checklist

1. FOOD PROTECTION:
 - Approved source: all food and ice from an inspected or approved source, properly labeled, receipts/invoices, in original packaging
 - Meats in ready-to-cook portions
 - **No salads with ingredients that are cooked and cooled can be made on-site**
 - Food heated at booth may not be sold or held for use on subsequent days or at future events
 - Ice for drinks separate from ice for keeping foods cold, handled scoops
 - No ready-to-eat food in direct contact with ice
 - Non-mechanical coolers must have a drainage port
 - Thermometer-accurate, graduated or thin tipped (0-220 °F digital display)
 - Utensils clean to sight and touch prior to permitting.
 - Sneeze guard or barrier for food exposed to customers
 - Hair nets, hats, skull caps, do-rag, etc.
 - Gloves, disposable and clean utensils (**No bare hand contact with food that is ready to eat**)
 - Food preparation sink if produce will be washed at booth**
 - Warm/cold water under pressure, or
 - Container with unassisted free-flowing faucet or stopcock
2. UTENSIL WASHING
 - Wastewater bin
 - Three basins of sufficient size to wash, rinse and sanitize utensils
 - Drainboard, table or counter space for air drying
 - Water under pressure; and a method to heat water
 - Wastewater bucket or tank
 - Soap, sanitizer, sanitizer test strips
 - **wash water must be maintained at a minimum of 110F, all solutions maintained clean**
3. HANDWASHING FACILITY: Handwashing use only!
 - 2-gallon container** of warm water (or larger) with unassisted free-flowing faucet or stopcock
 - Soap, single-use towels
 - Wastewater tank or bucket
4. PHYSICAL FACILITY:
 - Bottled water, containers and potable water hose **labeled** and used solely for potable water for water obtained on site
 - Screening and/or fans for controlling flying insects
 - Trash cans with lids, liners
 - Tent, canopy or other weather proof cover; **covering** for grill or other cookers not under tent
 - Ground cover if not set up on asphalt, concrete or similar materials.
 - Crates, pallets, 2x4's etc. to store all equipment & food above the ground
 - Wastewater collection tank or bucket with lid
 - Waste grease container with lid suitable for hauling off site
5. DOCUMENTS:
 - Letter from owner of permitted kitchen for food prepped away from booth.
 - Copy of permit from approved commissary or approval from regulatory authority for food prepped away from booth.
 - Copy of tax exempt letter for non-profit or political committee exemption
 - Employee health policy, agreement to report specific symptoms and illnesses
 - Vomit and Diarrhea Clean-up Kit/Plan