

TEMPORARY FOOD FACILITY CHECKLIST
Special Events
3 Consecutive Days Or Less

This form is to be posted in your food booth.
All items must be completed prior to serving food to the public.

Name of Food Booth _____ ID# _____

Person in charge of Food Booth _____

Code	Item	Initial when complete
R01	1. FOOD BOOTH CONSTRUCTION (for booths serving non-prepackaged foods) a. The booth must be entirely enclosed with four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen). Booths set up on grass or dirt shall use plywood, tarp or other similar material on the floor. Pass through openings shall be no more than 12 inches high.	
N04	2. HANDWASHING FACILITIES a. The hand wash station must be set up within each booth and must at a minimum consist of the following: A 5-gallon water container with a dispensing valve or spigot which provides for hands-free washing, a catch bucket or waste container, a liquid soap pump-style dispenser, and paper towels in a dispenser.	
M04	3. UTENSIL WASHING FACILITIES a. The utensil-washing facility must at a minimum consist of three 5-gallon buckets: one with dishwashing detergent and water, one with clean water, and one with bleach or other approved sanitizer and water (bleach – 1 Tbsp/gal).	
A01 B01 J07	4. TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOOD a. Cold food must be maintained at 45 degrees F or below. If ice is used to hold cold food, store the ice above the food. b. Hot food must be maintained at 140 degrees F or above. <i>Discard any hot food at the end of each day.</i> c. A thermometer to measure food temperature is available in the booth.	
D01	5. BBQ FACILITIES a. The barbeque shall be located outside the booth. All food cooked on the barbeque must be taken back inside the booth for portioning or slicing. No hot holding on the barbeque. The barbeque must be located away from the public and adequately barricaded to prevent accidental contact.	
D01 D01 L01 F02 F03	6. FOOD HANDLING a. Food prepared or stored in a private residence is prohibited. b. All food preparation shall take place within an approved food facility or food booth. c. Food contact surfaces are clean and are in good condition (smooth and easily cleanable). d. Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair, and be in good health. e. Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves, or tissues are used to prevent bare hand contact with food.	
J01 D01 D01	7. FOOD PROTECTION a. Condiments shall be in pumps, squeeze containers, or have self-closing covers or lids. b. Ice used for refrigeration is not used for beverages. c. All food, beverage, equipment and food contact surfaces shall be stored, displayed and served in such a manner as to be protected from contamination.	
R07	8. DOCUMENTATION a. The Food Industry Permit and S.B. 180 Notice is posted and prominently displayed in public view.	
N01	9. WASTEWATER a. Liquid waste is disposed into an approved sewage system or holding tank. Wastewater shall not be disposed of onto the surface of the ground.	
P01	10. GARBAGE/REFUSE a. Garbage and refuse are stored in leakproof containers. A trash container is located inside the food booth.	