Are You Ready?
Temporary Food Facility Self-Checklist

PREPARING FOOD BEFORE ARRIVING AT AN EVENT
☐ An approved kitchen will be used for preparing any food that will be sold to the public. (A commissary agreement may be required.)

BEFORE FOOD PREP STARTS AT THE BOOTH
Food Booth Construction
☐ An overhead protection is provided for food preparation, storage, and ware washing areas.
☐ Floor covering is provided if food service will occur on dirt or gravel.
☐ All food prep surfaces are cleanable, nonabsorbent and in good repair.
☐ Sneeze guards or other methods to protect the food from the public have been provided.
☐ A current food permit or exempt from permit paperwork is posted.
☐ A sign with business name is clearly posted.

Staff
☐ At least one person in the booth has a food worker card at all times. This person is the person in charge of following food safety rules.
☐ All staff is healthy and not experiencing vomiting, diarrhea, fever, or other contagious illness within the last 48 hours.
☐ Hair is restrained and garments are clean.

Hand washing
☐ A hand wash station must be set up before any food preparation begins in the booth.
☐ The hand wash station must include an insulated container that is at least five gallons with a continuously flowing spigot, warm potable water, soap, paper towels, and a bucket to catch waste water. (Hand sanitizer is not a substitute for a hand wash station.)

Food storage
☐ All containers are food grade and clearly labeled.
☐ All food and food service items are stored off the ground (ice chests on the ground are okay).
☐ Separate ice chests are being used for all raw proteins.
☐ An ambient thermometer is in each ice chest, cold holding unit, and hot holding unit.

Food
☐ All food comes from an approved source.
☐ All produce has been properly rinsed and stored in clean (NOT ORIGINAL PACKING) containers.

Sanitizing
☐ A sanitizer bucket is mixed and at the correct concentration.
☐ Appropriate test strips are available to monitor the concentration levels.

FOOD PREP DURING THE EVENT
Food handling
☐ Disposable gloves or other appropriate utensils are used to prevent bare hand contact with ready to eat foods.
☐ Foods will be kept under 41°F and hot foods over 135°F.
☐ A thin stem thermometer is used to check food.

Utensils
☐ Access to a three-compartment sink with a drain board to properly wash, rinse and sanitize dishes and utensils (commissary kitchen may be required).
☐ Ice bath for utensils that are not in active use.
☐ Enough utensils to rotate frequently.

Special outdoor event rules
☐ No cooling foods during events.
☐ All unsold hot held food items are thrown away at the end of the event.
☐ Time as control is not allowed at outdoor events.
☐ Use of Sterno™ or similar methods are not allowed at outdoor events for hot holding.

CLEANING UP AFTER THE EVENT
☐ Dispose of waste water at a commissary sink or dump station provided at the event.
☐ Wash, rinse and sanitize all utensils and wares at an approved location.