



Temporary Event Checklist

Operators Must Keep This Completed Checklist at the Booth

- Application:** Temporary restaurant application must be received by the department **fourteen (14) days** before event.
- Hand Washing Station-**To be set up prior to prepping food:
 - Provide at least one **5-gallon container with dispensing valve**, which is capable of supplying a constant water flow when opened, without the need to use hands to keep valve open while washing hands. Fill container with warm water for hand washing.
 - **Catch bucket** to collect hand washing waste water. Waste water shall be disposed of properly.
 - One **open-top** garbage container for disposal of hand washing paper towels and gloves.
- Dishwashing Station-To be set up prior to prepping food:**
 - Provide 3 compartment sink or **3 tubes or buckets for cleaning food utensils**. This needs to be done on site, prior to prepping food. Everyone has at least one utensil that needs to be washed, rinsed and sanitized. **Wash** food utensils in soapy hot water in first tub or sink compartment. **Sanitize** food utensils by immersing utensils in bleach sanitizing solution. **Add one tablespoon or capful of bleach to one (1) gallon of water** to obtain about 100 parts per million of chlorine in the water. Again, be able to demonstrate use of test strips. **Air dry** food utensils, or use single use paper towels.
- Wiping Cloth Station-To be set up prior to prepping food:**
 - At least one **bucket with bleach and water** for storing cloth towels used for wiping food contact surfaces. One-gallon ice cream containers are a perfect size. Cloth towels must be stored in the solution in between wiping food contact surfaces. **Add one capful of bleach to one (1) gallon of water** for 100 parts per million chlorine. **Must have test strips available**. Be able to demonstrate 100 ppm on the test strips.
- Liquid Soap and Paper Towels:**
 - Soap can be dish soap, but needs to be in an easily dispensable container.
- Food Handling Gloves:** All workers handling food that is Ready-To-Eat (R-T-E) must wear gloves. Workers must wash hands before putting on gloves. R-T-E food



may include buns, ships, uncooked veggies, bakery items or anything that is not cooked.

- ❑ **Food Thermometer:** Use a food thermometer for checking food temperatures. Thermometers must have a range of **0 to 220 Degrees Fahrenheit**. **Poultry, Ground Beef and Pork should be cooked to at least 165°F.**
- ❑ **Hot Holding Equipment:** Use items such as steam tables, heat lamps and grills to keep hot food at **135°F** or more. Reheat leftovers to **165°F** or more prior to hot holding.
- ❑ **Cold Holding Equipment:** Use refrigerators to keep cold food at **41°F** or less. Plastic coolers generally are not acceptable for keeping food cold. Mechanical refrigeration will be required in almost all situations.
 - Provide a **Thermometer** for each cold storage unit.
- ❑ **Food Protection:**
 - Store food and non-food related products at least 6 inches off the ground.
 - Store food and non-food related products away from chemicals, medications and personal items.
 - Protect food from cough and sneezes by using glass or plastic sneeze guards
 - Store food in food-grade containers, not garbage bags, new/unused trash cans, or non-food totes.
- ❑ **Booth construction:** Hard or soft covered roof and three walled structure, such as a canopy or tent, with cleanable flooring. A grass floor is not acceptable.
- ❑ **Water Source and Water Disposal:** Ensure there is an adequate amount of potable water for food preparation and hand washing. A designated container for disposal water and trash receptacles with lids. Use food-grade hoses only, not garden hoses. Food grade hoses are typically clear or white, like RV water hoses.

Remember: When in doubt, throw the food out. Keep the hot food hot and the cold food cold!