

# Self-Inspection Checklist for Temporary Food Facilities (Nonprofit Sponsored)

**PRE-OPENING REQUIREMENTS: COMPLETE BEFORE BEGINNING FOOD PREPARATION / DISTRIBUTION**

**POTABLE WATER**

- Approved supply of potable water provided
  - Commercially purchased bottled water or municipal water

**LIQUID WASTE/OIL DISPOSAL**

- Booth operator has identified an approved location for disposal of liquid waste and oil

**FOOD BOOTH STRUCTURE AND OPERATIONS**

- Soundly constructed with overhead protection and large enough to accommodate all food and equipment (no food preparation is allowed outside of booth)
- Booths that handle open food shall have:**
  - Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides OR other approved means of protecting food from contamination by flies
- Hand wash station is set-up with at least running water and disposable towels  
[Recommend liquid soap]
- Utensil wash station** is set-up and ready-to-use inside booth consisting of 3 containers large enough to hold largest piece of equipment or utensil
  - Soapy water in 1<sup>st</sup> container
  - Clean water in 2<sup>nd</sup> container
  - Sanitizing solution in 3<sup>rd</sup> container  
(i.e. / 1 tablespoon of bleach for each gallon of water)

**NOTE: An exception to utensil wash station being required would be to provide enough utensils to swap out at frequent intervals during operation. (At least every 4 hours)**

- All equipment and utensils approved for use
  - Made of safe material and easy-to-clean
  - No galvanized utensils/containers in contact with acidic foods
  - All utensils and cooking equipment are off the floor and inside facility (except grills and deep fat fryers)
- Live animals not allowed in booth or cooking areas
- Sanitizing solution for wiping cloths provided  
(For example, use 1 tablespoon of unscented bleach for each gallon of water for a concentration of 50-100 PPM chlorine)

**FOOD PREPARATION AND HANDLING**

- Food from an approved source – no foods stored or prepared in a private home
- No open food stored or displayed at service counters
- Neither of the following foods prepared without an approved Hazard Control Plan:** Cream-filled pastries, custards, salads containing meat, poultry, eggs or fish
- All open food stored inside facility and off the floor
- Calibrated probe-type metal thermometer provided
- Food temperature control:
  - Enough equipment provided to hold ALL
    - Cold foods at or below 45°F  
(41°F recommended)
    - Hot foods at or above 140°F
- Required minimum cooking temperatures monitored. (pork 145°F, fish 145°F, ground meat 155°F, poultry/stuffed foods/reheat 165°F)
- Utensils or disposable gloves provided to *minimize* hand/food contact

**EMPLOYEE HABITS**

- Employees keep hands clean and wash hands frequently
- Employees have no open sores or communicable disease(s)
- All food handlers are wearing clean clothing and hair is restrained, if needed
- No smoking allowed in food facility or grill/deep-fat fryer area

**POSTINGS**

- Valid permit posted allowing operation of temporary food facility, as issued by the municipality
- Self-inspection checklist visibly posted inside booth**

**SIGNATURE OF BOOTH OPERATOR COMPLETING CHECKLIST:**

**DATE:**