



TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST
COMPLETE ONE CHECKLIST PER BOOTH PER EVENT
POST NEXT TO YOUR VENDOR AUTHORIZATION

Event Name: _____

Vendor Name: _____ Event Dates: _____

| ITEM | YES | NO | N/A |
|--|-----|----|-----|
| Part 1: BOOTH REQUIREMENTS | | | |
| Vendor name, city, state, and zip posted on or adjacent to booth. | | | |
| Booth construction is consistent with the layout approved by Environmental Health. | | | |
| Booth has overhead protection (pop-up canopy, roof, other). | | | |
| Booth is fully enclosed on all 4 sides (mesh screen, wood, or metal). <ul style="list-style-type: none"> Two pass-thru windows are permitted no larger than 18"x12" each. Note: Side walls are not required when all food is prepackaged or when the operation is limited to serving foods from approved food compartments such as a lidded chafing dish, covered crock pot, or enclosed display case. In these instances, food is usually prepared ahead of time. | | | |
| Approved flooring material present: Cement, asphalt, tarp, or plywood. Note: Not required when all foods are prepackaged. | | | |
| Staffed counter outside booth serves only hot/cold non-potentially hazardous beverages and ice from lidded approved bulk dispensing units. | | | |
| Any outside BBQ, grill, fryer, etc. is adjacent to booth and separated from public access. | | | |
| Part 2: FOOD SAFETY | | | |
| Menu is consistent with food list provided to Environmental Health. | | | |
| Booth is within 200 feet of an approved toilet facility equipped with a hand washing station. | | | |
| Hand washing facility provided within the booth . Note: Not required when all foods are prepackaged and no sampling. | | | |
| Three-step utensil washing station provided within the booth . Note: Not required when all foods are prepackaged or when facility operates for no more than 4 hours with an adequate supply of spare cooking/serving utensils. | | | |
| Approved sanitizer and test strips available. (100ppm Chlorine or 200ppm Quaternary Ammonia) | | | |
| Food contact surfaces and utensils washed/rinsed/sanitized at least once every 4 hours. | | | |
| Multi-use wiping cloths kept in an approved sanitizer solution between uses. | | | |
| All foods stored in an approved location, and a minimum of 6 inches above the floor. | | | |
| Potentially hazardous foods held hot at $\geq 135^{\circ}\text{F}$ or cold at $\leq 45^{\circ}\text{F}$ and discarded at the end of the day. Cooling for next day service is not permitted. | | | |
| Transport containers adequately insulated to maintain potentially hazardous food hot $\geq 135^{\circ}\text{F}$, or cold $\leq 45^{\circ}\text{F}$. | | | |
| Probe thermometer provided to monitor food holding and final cooking temperatures. | | | |
| Frozen potentially hazardous foods properly thawed. | | | |
| Ice protected from contamination, scoop used, refrigeration ice not used for beverage service. | | | |
| Self-service condiments shall be squeeze bottles, pump dispenser, or individual packets. Communal condiment/topping containers are not permitted. | | | |
| Part 3: WASTE MANAGEMENT | | | |
| Wastewater from sinks and other equipment shall be disposed of in the sanitary sewer. | | | |
| Adequate trash and garbage disposal receptacles available in booth. | | | |

Vendor Signature _____

Date _____