



# Checklist for Setting up a Temporary Food Service Stand

Use this as a guide to plan for your inspection.

- Application**-A completed temporary food permit application is to be submitted 14 days prior to the event.

## Personnel

- Handwashing**-Provide a two-gallon or larger insulated container with a faucet type (not pushbutton) spigot for warm water, along with a basin, soap, and dispensed paper towels for handwashing. \*See our instructions for setting up this station.
- Health**-Make sure that anyone working your booth has no open cuts or sores or vomiting, diarrhea or intestinal illness.
- Hygiene**-Assure that all workers are wearing clean clothes, clean aprons and hair restraints. Nail polish or fake nails are not allowed.

## Cleaning

- Dishwashing**-A minimum of three basins, large enough for complete immersion of utensils are required to wash, rinse, and sanitize utensils or equipment that must be reused or used on a production basis. Utensils used continuously must be washed, rinsed and sanitized every 4 hours.
- Bleach**-Household bleach or other approved sanitizer must be provided for dishwashing sanitization and wiping cloths in lukewarm water. Test strips must be available to test the strength of the sanitizer. \*Test strips are available for purchase.
- Wiping Cloths**-Wiping cloths must be rinsed frequently and stored in a clean 50-100 ppm chlorine solution anytime they are not in use.

## Food & Utensil Storage & Handling

- Food Preparation**-Cooking and serving areas must be protected from contamination by covering or segregation. Barbecue areas must be roped off or otherwise segregated from the public. Utensils such as tongs, tissues, ladles or gloves must be used. **No bare hand contact with ready to eat foods** such as garnishes, vegetables, bread, pastries or other items that do not have a cook step prior to service.
- Dry Storage**-Store all food, equipment, utensils and single-service items above the floor on pallets or shelving.
- Cold Storage**-Refrigeration units must keep potentially hazardous foods at 41°F or lower. An insulated container with blue ice or drained ice, may be approved by the inspector for storage of less hazardous foods or for shorter events.
- Hot Storage**-Hot food storage units must to keep potentially hazardous foods at 135°F or higher.
- Thermometers**-Each refrigeration unit needs a thermometer to accurately measure the air temperature of the unit. A metal stem thermometer must be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to +2°F, and have a minimum range of 0°-220°F.
- Wet Storage**-Wet storage of canned or bottled, non-potentially hazardous beverages is acceptable when the water is changed frequently at least every 2 hours or has a chlorine solution of 10 ppm.
- Food Display**-All food must be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- Food Source**-All food must come from approved, inspected sources, no home-prepared food.

## Water Supply

- Water Supply**-An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth must be in an approved storage container(s).
- Wastewater Disposal**-Wastewater must be disposed in an approved wastewater disposal system. An adequate number of covered containers, labeled 'Wastewater' shall be provided in the booth.

## Premises

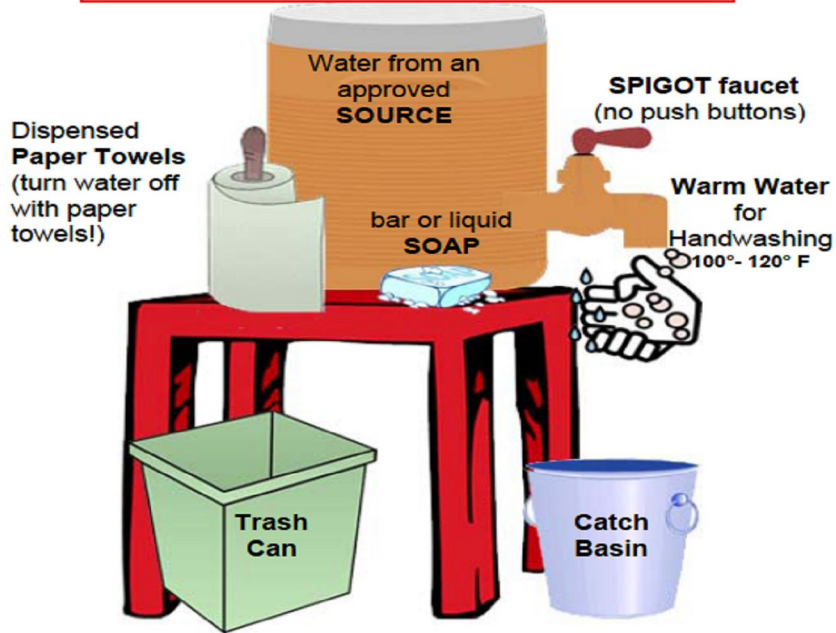
- Floors**-Unless otherwise approved, floors shall be constructed of tight wood, asphalt or other cleanable material, such as tarps or mats. Floors shall be finished so they are cleanable.
- Walls & Ceiling**-Walls and ceilings must protect from the elements and where necessary flying insects.
- Lighting**-Adequate lighting by natural or artificial means is to be provided. Bulbs must be non-breakable or shielded.
- Counter/Shelving**- All food preparation surfaces must be smooth, easily cleanable, durable, and free from seams and difficult to clean areas. All other surfaces must be finished so they are cleanable.
- Garbage**-An adequate number of cleanable containers must be provided inside and outside the booth. Garbage stored outside needs to be covered and stored in a way to prevent the attraction of pests.
- Clothing**-Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation areas, food service and dishwashing areas.
- Pest Control**-Effective measures taken for fly and other pest control (i.e. fans, screens)

## HANDWASHING STATION

Use it **OFTEN!**

Use **CLEAN** water jugs:

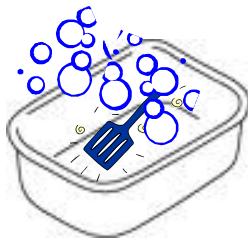
1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water



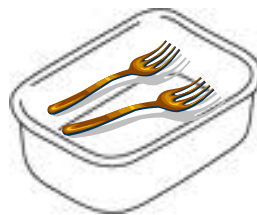
## Dishwashing Setup for Temporary Events



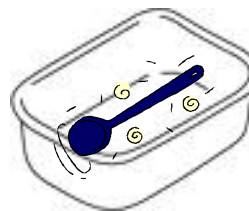
Scrape  
utensils.



**Wash**  
in hot water (110°F-125°F) containing a detergent until visually clean.



**Rinse**  
in clean hot water to remove the soap film and remaining particles.



**Sanitize**  
in cool water (75°F-100°F) for 60 seconds in a sanitizing solution.



Air Dry  
utensils.

### Chemical Sanitizer Concentrations

Chlorine (Bleach): 50-100 ppm  
Quaternary Ammonium: 200-400 ppm