



TEMPORARY FOOD EVENT PLANNING CHECKLIST

The following is intended as an event planning guide for obtaining a Temporary Food Service License. A representative from Environmental Health Services may contact you to discuss the event. Please feel free to contact this office with questions at the number listed above.

PRIORITY VIOLATIONS (violations that can result in a denial of your license)

- All food preparation must take place on site the day of the event. Home prepared food will NOT be allowed.
- Any food prepared before the day of the event must be prepared and stored at a licensed facility. Submit Attachment A of Temporary Application along with a letter from the licensed facility if another site will be used.
- All food and ice must be obtained from an approved source, i.e. grocery store, restaurant, USDA inspected meat products (you must provide the USDA number for a pig roast).
- Food must be purchased on the day of the event or prior arrangements made to store items at a licensed facility. Have purchase receipts available to show the inspector when and where food was purchased.
- Drinking/cooking water must be from an approved source. Garden hoses may not be used. For well water, a current lab analysis will be needed to show it is safe to drink.
- Hot and cold food must be transported and stored in a manner that maintains required temperatures at all times.
 - Cold food must be at 41°F or below (if using ice, surround the food on all sides with ice)
 - Hot food must be held at 135°F or above after cooking
- Gloves or utensils must be used to prevent bare hand contact with ready-to-eat food.
- Temporary hand washing supplies needed:
 - * Water container with free-flowing spigot
 - * Bucket for waste water
 - * Hand soap
 - * Paper towels
- Sanitizing—Provide a spray bottle and paper towels or bucket with bleach solution for sanitizing surfaces and utensils.
 - *Test strips
 - *EPA-registered bleach
 - *Wash, Rinse & Sanitize set-up (see attached photo) or extra utensils
- Toxic items shall be stored separately from the food.
- Food thermometer with a range of 0-220°F, accurate to $\pm 2^\circ\text{F}$ is required. Calibrate using attached instructions.
- Food workers must be healthy and may not work with food if they are ill. All food workers must read and sign the attached sick policy. Show the signed sick policy to the inspector.

CORE ITEMS (violations that will be noted on the license for public viewing)

- Cooking equipment with enamel or Teflon surfaces cannot be scratched or peeling. Stainless steel is preferred.
- All food workers shall be informed that there must be NO eating, drinking or smoking in food prep areas.
- Hair restraints (hats or hairnets) for all people who will be handling food.
- Tables or other shelving available at the site for keeping food and supplies off of the ground or floor.
- Flooring or ground covering (i.e. tarp) to be located in the area of food preparation and storage.
- Overhead roof, canopy or tent to be located above the food preparation and storage area.
- Food temperatures being monitored and charted routinely (chart included on back).
- A place at the site to properly dispose of wastewater.