

# Temporary Event Check-off List

- 1. **Handwashing** – A temporary handwashing station with warm water, a continuous running spigot, soap, paper towels, and a catch basin must be available (see photo)
- 2. **Gloves** – Single-service gloves must be provided for food service employees who will be handling ready-to-eat foods with their hands.
- 3. **Hair Restraints** – Employees preparing food and washing dishes/utensils shall wear effective hair restraints that keep hair from contacting exposed food and food contact surfaces.
- 4. **Approved Sources** – All food prepared and served at Temporary Food Events shall be obtained from inspected and approved sources.
- 5. **Sanitizer** - Sanitizer solution must be available for wiping cloths to sanitize food contact surfaces and appropriate test strips must be available as well.
- 6. **Utensils** - Wash, rinse, sanitize capabilities are required for all food contact surfaces of equipment and utensils.
- 7. **Cold Holding** – Potentially hazardous foods must be kept cold at or below 41°F by way of mechanical refrigeration or self-draining cooler with ice.
- 8. **Hot Holding** – Potentially hazardous foods must be kept hot at or above 135°F by way of electrical equipment, steam table or chafing dish with sterno heat.
- 9. **Coolers with Ice** – Coolers used to keep bottled/canned water or soda cold may be used, so long as these coolers are continuously self-draining and only used for holding bottled/canned drinks.
- 10. **Probe thermometer** – A thin tipped probe thermometer must be provided to monitor internal temperatures of potentially hazardous foods if they are prepared or served.
- 11. **Pest Control** – Effective pest control measures must be set in place to effectively rid the premises of pests and flying insects. Depending upon the food served and the time of year, the vendor may need to provide several measures for effective pest control (fans for air curtains, fly spray, fly strips, netting around tent/food prep. area, etc.)
- 12. **Food Storage** – Food must be stored up off the ground at least 6 inches.
- 13. **Ground Cover** – If set up on concrete or asphalt is not available, a tarp shall be provided to cover grass in all areas of food preparation and service.
- 14. **Overhead Protection** – Overhead protection must be provided in above food preparation areas. Grills and Smokers are not required to be under the tent, however, food must be covered when transported from tent to grill and grill to tent.
- 15. **Flooring** – A temporary flooring must be provided on grassy surfaces if the temporary event is held outside. If held on a parking lot, a tarp is not required, so long as the surface (concrete, asphalt, or gravel) does not retain water in puddles.

