

Temporary Event Booth Preinspection/Self Inspection Form

[Please complete this form *before you begin to serve food* to the public.
 Have the form available to show to the event sponsor or to the Environmental Health Inspector.]

Items to be completed before serving food to the public	Initial when done
1 Handwash station has been set up and is ready to use. -container of water with a spigot which can be turned on and off without having to hold it on. -bucket to catch the dirty water -liquid soap in a pump dispenser -single use paper towels	1 _____
2 Utensil wash station is set up and ready to use. -bucket with soapy water -bucket with bleach and water to use for rinse and sanitizing -One (1) spoon of bleach for ½ bucket of water -[One tablespoon in each 2 gallons of water]	2 _____
3 Food preparation tasks are delegated so there are three types of workers: -those who only touch the raw meat and poultry -those who only touch ready to eat foods -those who only touch the money	3 _____
4 All food preparation is done inside of the booth	4 _____
5 If there is a bar-b-q it can be outside of the booth but all food cooked outside must then be taken back inside the booth for service to the customer	5 _____
6 Thermometer to measure food temperatures is available in the booth.	6 _____
7 All cold foods are well iced and are below 45 degrees F.	7 _____
8 All hot foods are: -served directly to the customer or -held at or above 140 degrees F <i>Discard any remaining hot foods at the end of each day.</i>	8 _____
9 Health Permit is prominently displayed for the public	9 _____
10 Trash containers are available inside the booth	10 _____
11 Self-serve condiments are: - in containers with a hinged lid or - in squeeze bottles or - in individual packets.	11 _____
12 All open food is protected from customer spit and sneezes.	12 _____

Name of the person in charge of the booth _____

(There must be someone in charge and present at all times)