

Health Department of Northwest Michigan

**PRE-EVENT SELF INSPECTION LIST
For Temporary Food Establishments**

Prior to your event, take a moment to go through this checklist. Make corrections/changes to your set-up/operation as needed. The checklist should be done for each temporary food booth, and each time you operate. Copy as necessary.

Facility:

- Storage of food/utensils/dishes/paper products **off the ground/floor** (use shelves/crates/tables)
- Mechanical cold storage at 41° F.** or below (coolers must be approved prior to use)
- Handwashing station:** must have a dispensing container of hot water, hand soap, disposable paper towels, and bucket to catch wastewater.
- Safe water supply from a regulated source** (hot and cold under pressure if required)
- Food preparation area adequate to safely prepare food
- Shielded** lighting, when necessary
- Dishwashing facilities: on site or in a licensed kitchen as required
- Clean and safe transportation and ice storage. Ice is food and must be protected
- Adequate enclosure to limit the entrance of pests/weather
- Proper wastewater disposal (not on the ground)
- Toilet facilities conveniently located (FDA recommended 50-500 feet from booth)

Equipment and Supplies:

- Metal stem thermometer with a range of 0° - 220° F. (to check both cold and hot foods)**
- Extra utensils including tongs, spatulas, spoons, etc. (minimum of 4 each, if no dishwashing on site)
- Bleach for sanitizing and test strips to test concentration (50-100 ppm required)
- Clean wiping cloths or disposable paper towels and container for sanitizing solution
- Plastic/vinyl disposable gloves
- Garbage containers** with plastic liners (minimum: **1 in the booth** and 1 outside the booth)

Food:

- NO home-prepared foods can be used/sold from a licensed booth**
- All meats/poultry/fish must be inspected and come from an approved source
- All preparation must be done on site or at a licensed kitchen
- Check temperatures of cold foods when they arrive. They must be at 41° F. or below.
- Ice is a food and must come from an approved source and be protected from contamination/hand contact.**

Personnel:

- A knowledgeable Person-in-Charge is present during all times of operation**
- Workers wash hands upon entering booth**
- Workers have hair restraints/hats, clean clothes/uniform, short clean nails**
- Workers do not touch Ready-to-Eat food with bare hands**