Self-Inspection Checklist for Temporary Food Facilities  
(Nonprofit Sponsored)

**PRE-OPENING REQUIREMENTS: COMPLETE BEFORE BEGINNING FOOD PREPARATION / DISTRIBUTION**

**POTABLE WATER**
- Approved supply of potable water provided
  - Commercially purchased bottled water or municipal water

**LIQUID WASTE/OIL DISPOSAL**
- Booth operator has identified an approved location for disposal of liquid waste and oil

**FOOD BOOTH STRUCTURE AND OPERATIONS**
- Soundly constructed with overhead protection and large enough to accommodate all food and equipment (no food preparation is allowed outside of booth)
- Booths that handle open food shall have:
  - Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides OR other approved means of protecting food from contamination by flies
- Hand wash station is set-up with at least running water and disposable towels  
  [Recommend liquid soap]

- **Utensil wash station** is set-up and ready-to-use inside booth consisting of 3 containers large enough to hold largest piece of equipment or utensil
  - Soapy water in 1st container
  - Clean water in 2nd container
  - Sanitizing solution in 3rd container  
  (i.e. / 1 tablespoon of bleach for each gallon of water)

**NOTE:** An exception to utensil wash station being required would be to provide enough utensils to swap out at frequent intervals during operation. (At least every 4 hours)
- All equipment and utensils approved for use
  - Made of safe material and easy-to-clean
  - No galvanized utensils/containers in contact with acidic foods
  - All utensils and cooking equipment are off the floor and inside facility (except grills and deep fat fryers)
- Live animals not allowed in booth or cooking areas
- Sanitizing solution for wiping cloths provided  
  (For example, use 1 tablespoon of unscented bleach for each gallon of water for a concentration of 50-100 PPM chlorine)

**FOOD PREPARATION AND HANDLING**
- Food from an approved source – no foods stored or prepared in a private home
- No open food stored or displayed at service counters
- **Neither of the following foods prepared without an approved Hazard Control Plan:** Cream-filled pastries, custards, salads containing meat, poultry, eggs or fish
- All open food stored inside facility and off the floor
- Calibrated probe-type metal thermometer provided
- Food temperature control: Enough equipment provided to hold ALL
  - Cold foods at or below 45°F  
    (41°F recommended)
  - Hot foods at or above 140°F
- Required minimum cooking temperatures monitored. (pork 145°F, fish 145°F, ground meat 155°F, poultry/stuffed foods/reheat 165°F)
- Utensils or disposable gloves provided to **minimize** hand/food contact

**EMPLOYEE HABITS**
- Employees keep hands clean and wash hands frequently
- Employees have no open sores or communicable disease(s)
- All food handlers are wearing clean clothing and hair is restrained, if needed
- No smoking allowed in food facility or grill/deep-fat fryer area

**POSTINGS**
- Valid permit posted allowing operation of temporary food facility, as issued by the municipality
- Self-inspection checklist visibly posted inside booth

**SIGNATURE OF BOOTH OPERATOR COMPLETING CHECKLIST:**

**DATE:**

*Checklist provided by the Center for Environmental Health, Cobb & Douglas Public Health, CobbandDouglasPublicHealth.org*