

## 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 <b>before</b> serving food to the public                                                                                                                                                                                                              | Initial when done |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1 <b>Handwash station</b> is set up and is ready to use (see page 2).<br>-container of water with a spigot which can be turned on and off without having to hold it on.<br>-bucket to catch the dirty water<br>-liquid soap in a pump dispenser<br>-single use paper towels | 1 _____           |
| 2 <b>Utensil washing station</b> is set up and ready to use (see page 2).<br>#1 bucket with soapy water<br>#2 bucket with clear rinse water<br>#3 bucket with bleach* and water to use for sanitizing<br>*Use one (1) tablespoon bleach per two (2) gallons of water.       | 2 _____           |
| 3 Food preparation <b>tasks</b> are <b>delegated</b> so there are three types of workers:<br>-those who only touch the raw meat and poultry<br>-those who only touch ready to eat foods<br>-those who only touch the money                                                  | 3 _____           |
| 4 <b>All food preparation</b> is done <b>inside</b> of the booth                                                                                                                                                                                                            | 4 _____           |
| 5 If there is a <b>bar-b-q</b> , it must be located <b>outside</b> of the booth but all <b>food</b> cooked outside must then be taken back <b>inside</b> the booth <b>for service</b> to the customer                                                                       | 5 _____           |
| 6 <b>Thermometer</b> to measure food temperatures is <b>available</b> in the booth.                                                                                                                                                                                         | 6 _____           |
| 7 <b>All cold foods</b> are well iced and are <b>below 45</b> degrees F.                                                                                                                                                                                                    | 7 _____           |
| 8 <b>All hot foods</b> are:<br>-served directly to the customer or<br>-held <b>at or above 135</b> degrees F<br><br><i><b>Discard any remaining hot foods at the end of each day.</b></i>                                                                                   | 8 _____           |
| 9 <b>Health Permit</b> is prominently displayed for the public                                                                                                                                                                                                              | 9 _____           |
| 10 <b>Trash</b> containers are available inside the booth                                                                                                                                                                                                                   | 10 _____          |
| 11 Self-serve <b>condiments</b> are:<br>- in containers with a hinged lid or<br>- in squeeze bottles or<br>- in individual packets.                                                                                                                                         | 11 _____          |
| 12 <b>All open food is protected from customer spit and sneezes.</b>                                                                                                                                                                                                        | 12 _____          |

**Name of the person in charge of the booth** \_\_\_\_\_  
(There must be someone in charge and present at all times)

## EXAMPLE OF HANDWASH SET-UP

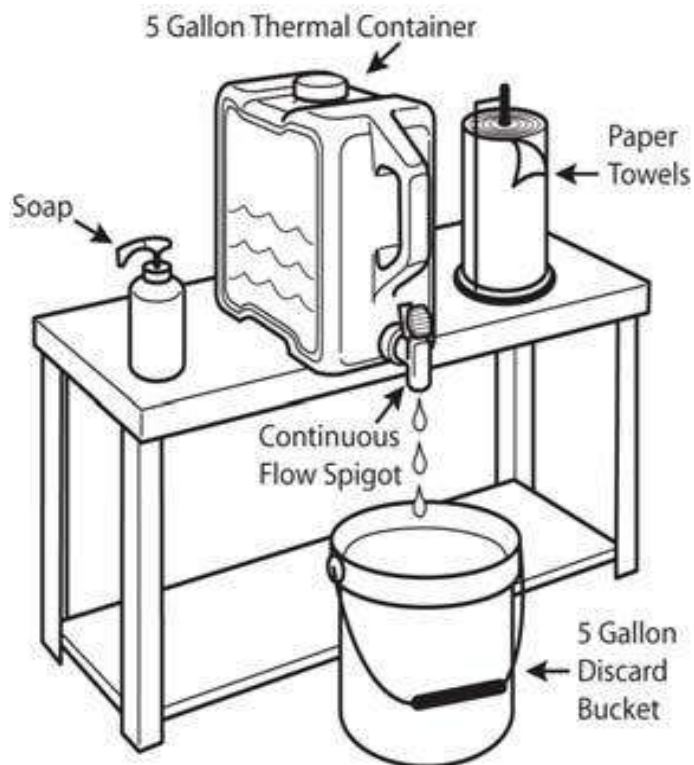
### WASH HANDS

#### Before

- Starting to Work
- Handling Ready to Eat Food

#### After

- Using Restroom
- Sneezing
- Coughing
- Touching Raw Food
- Touching Face or Hair
- Eating or Drinking
- Emptying Garbage
- Smoking
- Any chance of contamination



## EXAMPLE OF UTENSIL WASHING SET-UP

