

Self-Checklist for Temporary Food Facilities



This is a checklist of items Environmental Health looks for when performing Temporary Food Facility (TFF) inspections. Use this to review your operation prior to opening. We suggest that you carefully go through and “check off” those items that are in compliance. Those not checked would be considered a “violation” during our inspection, and need to be corrected. This checklist will assist you in maintaining your facility at the highest standards.

PERMIT

- TFF has a valid health permit to operate at the community event approved by the Department of Environmental Health.
- Each booth has a person in charge.

BOOTH CONSTRUCTION

- Booth is fully enclosed with roof and 4 sides (for open food).
- Pass-thru windows are no larger than 216 sq. inches.
- Floor is cleanable, well maintained and in good repair.
- Wall screening is 16 mesh per square inch.
- Signage is clearly visible to customers (Name of facility in 3” letters; city, state, ZIP code, and owner name in 1” letters).
- Adequate lighting is available during evening hours.

HANDWASH STATION

- Handwash sink with pressurized hot and cold water is available inside the booth for TFFs operating for more than 3 days or a simplified setup for TFFs operating for 3 days or less.
- Pump soap and paper towels available.
- Catch basin for wastewater.

DISHWASHING SINK

- An approved 3-compartment dishwashing sink with hot and cold running water, soap and sanitizer.
- Dishwashing sink is located within 200 feet of booth.
- Dishwashing sink has adequate overhead protection.

FOOD

- Food is purchased from an approved source (keep receipts on-site).
- Food is not prepared or stored in a private home, except for registered or permitted Cottage Food Operations.
- Approved “Kitchen Agreement Letter” for food made at an approved kitchen and not made on-site.
- All food is stored at least 6” off the floor.
- Food and food related products are protected from dirt, overhead leakage and other forms of contamination.
- All food storage containers have tight fitting lids and are properly labeled.
- Ice used for refrigeration purposes (e.g., cooling cans of soda, etc.) is not used for consumption in food or beverages.

TEMPERATURE CONTROL

- Adequate equipment to maintain potentially hazardous food at 41°F and below (coolers or refrigerators) or 135°F and above (steam tables or chaffing dishes) is available.
- An accurate metal probe thermometer is readily available and actively used to measure internal food temperatures.
- Food is cooked* to the proper internal temperature for at least 15 seconds:
 - 165°F for poultry, stuffed fish and meat, or reheated foods
 - 155°F for hamburgers, sausage, injected meats and eggs
 - 145°F for single pieces of meat and fish or eggs cooked to order

* Foods cooked per request do not need a minimum cooking temperature. Written “Disclosure” and “Reminder” must be provided to customer

Self-Checklist

FOOD HANDLERS

- Employees wash their hands with soap and warm water (min. 100°F) at the following times:
 - Before starting work
 - Immediately after using the restroom
 - Any time hands have become contaminated
- Employees handling food or utensils have no open sores and are not sick.
- Employees have clean outer garments.
- Hair is properly restrained.
- When possible, tongs or other utensils, rather than bare hands, are used for preparing or serving food.
- Employees do not smoke or use tobacco inside the booth.

UTENSILS/EQUIPMENT/CHEMICALS

- Approved dishwashing method is used (wash, rinse, sanitize, air dry).
- Required minimum sanitizer concentration used:
 - Chlorine (bleach) 100 ppm for 30 seconds
 - Quaternary Ammonium 200 ppm for 1 minute
- Test strips available to test sanitizer concentration.
- All utensils are clean, sanitized and in good repair.
- All utensils are properly protected from contamination.
- All pieces of equipment (i.e., stoves, grills, tables, sinks, etc.) is clean and in good repair.
- Food contact surfaces are properly cleaned and sanitized.
- Sanitizer and cleaning chemicals are available, labeled and stored away from food, food contact surfaces or utensils.
- BBQ is separated from the public by using rope or other approved method.

WATER AND SEWAGE

- Potable water is used for cooking, utensil washing and hand washing.
- Public water supply connection is protected with an approved backflow device.
- All wastewater drains to an approved sewer system.

TRASH

- Trash is kept in leak-proof and rodent-proof containers.
- Outside trash container lids are kept closed.
- Trash is removed as necessary so as not to create a nuisance.
- Outside premises are clean and well maintained.

RESTROOMS

- Available within 200 feet of booth.
- Approved handwashing facilities are provided.

PEST CONTROL/ANIMALS

- Booth is free of insects and rodents.
- Outside doors/screens are closed during preparation/operation.
- Live animals are kept at least 20 feet away from booth.

THE FOLLOWING CONDITIONS ARE SERIOUS AND MAY PREVENT YOUR TFF FROM APPROVAL UNTIL RESOLVED:

- No enclosure
- No potable water
- No hot water
- No electricity (when required for refrigeration, lighting, etc.)
- No sanitizer
- Food from an unapproved source
- No hand wash station in place prior to food preparation
- Inclement weather conditions hinders proper sanitation
- Overflowing sewage (inside or outside)
- Actual or potential threat to public health and safety (foods out of temperature, unapproved food source, inadequate sanitization, etc.)

QUESTIONS?

Contact your nearest Riverside County Environmental Health office and ask to speak to a specialist or visit our website at www.rivcoeh.org.