



**Department of
Resource Management**

675 TEXAS STREET, SUITE 5500
FAIRFIELD, CALIFORNIA 94533
(707) 784-6765 Fax (707) 784-4805

TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST

Please do not return this checklist to Resource Management with your application.

***This checklist shall be completed and POSTED INSIDE THE BOOTH during operation. ***

			COMPLIES		
CHECK LIST REQUIREMENTS			YES	NO	N/A
1		FOOD SOURCE AND TEMPERATURE			
	A	Source: All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at home or other unapproved location is prohibited.			
	B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at home or other unapproved location is prohibited.			
	C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.			
	D	Holding Temperatures: Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 45°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (45°F or less).			
	E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: *165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. *155°F for 15 seconds for ground fish and ground meat (hamburgers) *145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat			
	F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.			
	G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required.			
2		PERSONNEL			
	A	Health: All employees are healthy. Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing. Employees experiencing vomiting and/or diarrhea must be excluded from food related activities. Permit holder requires food employees to report illnesses as required			
	B	Handwashing: Handwashing facilities shall be provided inside the booth (adequate potable warm water in a container with a spigot, with catch bucket for wastewater, soap and paper towels).			
	C	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.			
	D	Food Preparation: Avoid bare hand contact with food. Whenever possible use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Change gloves often and wash hands in between changing gloves.			
3		FOOD AND UTENSIL STORAGE AND HANDLING			
	A	Hot and Cold Storage: Necessary equipment and supplies to maintain proper food temperatures, 45°F or less for cold foods, 135°F or above for hot foods (i.e. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel).			
	B	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).			
	C	Food Storage During Multiple Day Events: During periods of inoperation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment. Location: _____			

		CHECK LIST REQUIREMENTS	YES	NO	N/A
	D	Customer Self-Service: Condiments must be dispensed in single service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.			
	E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner (see Sampling Guidelines).			
	F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.			
	G	Cross Contamination: Food shall be protected from cross contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).			
4		CLEANING			
	A	Warewashing: Provide either a bucket system (Appendix A) or a three-compartment sink with potable running water for warewashing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 100 ppm chlorine, or quaternary ammonium at 200 ppm).			
	B	Wiping Cloths: Wiping cloths shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration (see concentration of warewashing above) between uses.			
5		WATER SUPPLY AND WASTEWATER DISPOSAL			
	A	Water: An adequate supply of warm and cold potable water shall be available on site for cooking, cleaning, sanitizing, handwashing and drinking. At least 20 gallons per booth per day for utensil and handwashing are required. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).			
	B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system (e.g., in a sink or toilet) located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.			
6		PREMISES			
	A	Garbage: Leakproof and insect-proof garbage containers with plastic garbage bags shall be provided.			
	B	Waste Grease: Waste grease shall be disposed of into a serviceable tallow bin or in another approved manner.			
	C	Lighting: Adequate lighting shall be provided.			
7		FOOD BOOTH			
	A	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.			
	B	Enclosure: Booth shall consist of four complete sides and a top (plywood, canvas, plastic or fine mesh fly screen) and shall enclose all food and equipment. Note: Local Fire Dept may require proof of fire retardant materials.			
	C	Identification: Facility name, operator name, city, state and zip code shall be posted in a location clearly visible to patrons.			
	D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.			
	E	Access Doors and Pass-thru Windows: Tight-fitting closures for access doors openings are required. Pass-thru windows are closeable and not larger than 18" X 12".			
	F	Fire Safety: Check with local Fire Department regarding necessary fire extinguishers and fire codes related to food booths.			
	G	Provisions for Wind: Weights to hold booth in place in high winds may be needed.			

NOTE: This list may not include all the necessary equipment you will need for your individual operation. Please contact the Environmental Health Division at (707) 784-6765 for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all to the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.

Signed: _____

Date: _____