

Special Food Event Checklist

- Application:** Please notify the department of your intention to participate at least seven (7) days before event
- Workers:** Food workers who have recently been ill must not handle food, especially if they had diarrhea or vomited
- Handwashing Station:**
 - Provide at least one, **5-gallon container with dispensing valve**, which is capable of supplying a constant water flow when opened. Fill container with warm water for handwashing
 - Catch bucket** to collect handwashing waste water.
- Soap**
- Paper Towels**
- Bleach** for sanitizing food-contact surfaces. Use unscented, household chlorine bleach available at grocery stores
- Food handling gloves:** All workers handling food that is ready-to-eat must wear gloves. Workers must wash hands before putting on gloves.
- Food Thermometer:** Provide food thermometer for testing food temperatures. Thermometer must be scaled every two (2) degrees Fahrenheit (F) from 0°F (-18°C) to 220°F (104°C).
 - Poultry:** cook to at least **165°F** (74°C)
 - Ground beef** and hamburger: cook to at least **155°F** (68°C)
 - Pork:** cook to at least **145°F** (63°C)
 - Steaks** and roast beef: cook to at least **130°F** (54°C)
- Remember: When in doubt, throw the food out, and keep the hot food hot, the cold food cold!***
- Hot Holding Equipment**, such as steam tables, heat lamps and grills to keep the hot food at least **140°F or more**
- Cold Holding Equipment**, such as refrigerators to keep cold food at least **41°F or less**. Plastic coolers generally are not acceptable for keeping food cold. We strongly recommend the use of mechanical refrigeration.
 - Provide a **thermometer** for each cold storage unit
- Food Protection:**
 - Store food at least six (6) inches off ground
 - Store food away from chemicals, medications and personal items
 - Protect food from coughs and sneezes by using glass or plastic sneeze guards
 - Store food in food-grade containers, not garbage bags, trash receptacles and waste-water buckets
- Single-service Items:**
 - Paper plates and napkins, and plastic plates, spoons, knives and forks must be stored at least six (6) inches off the ground, and away from possible sources of contamination, such as toilet rooms
- Wiping cloth station:**
 - At least one tub or **bucket with a bleach and water solution** for storage of cloth towels that are used for wiping food contact surfaces. Cloth towels must be stored in the bleach and water solution in between wiping food contact surfaces. **Add one tablespoon or capful of bleach to one (1) gallon of water** to obtain about 100 parts per million of chlorine in the water.
- Dishwashing Station**
 - Provide 3-compartment sink, mechanical dishwasher, or **3 tubs or buckets for cleaning food utensils**
 - Wash** food utensils in soapy hot water in first tub or sink compartment
 - Rinse** food utensils in plain water in second tub or sink compartment
 - Sanitize** food utensils by immersing utensils in bleach sanitizing solution. **Add one tablespoon or capful of bleach to one (1) gallon of water** to obtain about 100 parts per million of chlorine in the water.
 - Air dry** food utensils. Do not dry utensils with cloth towel! The cloth could contaminate the utensil.
- Booth Construction:** Hard or soft covered roof and three-walled structure, such as a canopy or tent.
- Water Source and Waste Disposal:** Ensure there is an adequate amount of potable water for food processing and handwashing, a designated container for disposal of wastewater, and trash receptacles with lids.