



## Temporary Event Checklist

Use this checklist as a guide for review and pre-opening inspections for your Temporary Event.

### 1. Set up the temporary hand washing station.

- Vendors who handle foods must utilize the hand-washing set up, which minimally will consist of a 5 gallon insulated container with a spigot to hold heated water, a catch basin of 1 ½ times the size of the water container, a hand soap dispenser and paper towels on a dispenser. Food service workers must wash their hands prior to entering food preparation and service areas, immediately before food preparation, after using toilets, smoking, drinking or eating and as often as necessary.
- Proper hand washing: wet hands with clean, warm water. Apply soap and work into lather. Rub hands together for 20 seconds; clean under the nails and between fingers. Rinse under clean, running water. Dry hands with disposable paper towels.

### 2. Set up sanitizer solutions.

- Make up buckets (or spray bottles) of sanitizer for use while cooking. Using bleach and water, ensure concentration of sanitizer falls between 50-100 parts per million. The concentration can be checked by a chlorine test strip kit. If quaternary ammonium products (Quat) are used to make sanitizer, ensure concentration is 200 parts per million. The concentration can be checked by a Quat test strip kit.

### 3. **FOOD:** Foods must be stored to prevent cross-contamination, and must be stored off of the ground.

- Place a liner (tarp, plastic garbage bag, etc.) underneath any container that houses food so that the container is not in direct contact with the grass/ground. **THIS INCLUDES COOLERS AND CAMBROS.**
- All food must be protected from customer contamination. Use serving utensils to prevent bare-hand contact with ready-to-eat foods. Ensure any single use item, such as plastic silverware, is stored with the handle-side facing out to avoid contact with the surface used for eating.
- **TEMPERATURES:** Potentially hazardous food must be maintained at 135°F or higher or 41°F or below. Food must be cooked to the minimum temperatures and times specified below:
  - 165°F for 15 seconds--poultry; stuffing containing fish, meat, or poultry; stuffed fish, meat, pasta, or poultry;
  - 155°F for 15 seconds--comminuted fish; comminuted meat (hamburgers); pooled raw eggs;

- 145°F for 15 seconds--raw shell eggs that are broken and prepared in response to a consumer's order and for immediate service; fish; meat and pork.
- To check the internal temperature of chicken, insert the thermometer in the innermost part of the thigh and wing and the thickest part of the breast. For hamburgers, insert the thermometer sideways into the middle part of the patty.
- **REHEATING previously cooked foods: 165°F for 15 seconds**
- Sanitize thermometer stems in between uses using sanitizer solution of bleach and water.
- Make sure any servers who are touching ready-to-eat foods have washed hands and donned gloves prior to handling food.
- Avoid cross contamination of your work area, utensils, etc. by having some members work solely with the raw meat products and others work only with cooked product.
- Keep any potentially hazardous products on ice to maintain product temperature of 41°F or below. If product is not on ice during service, ensure it does not sit out at ambient temperature for more than 3.5 hours.
- **Ensure coolers have thermometers to monitor cooler temperatures.**

**Items to have on-site the day of your event:**

1. Hand wash station set up
2. Pumped hand soap
3. Paper towels
4. Bleach or Quaternary Ammonium compound used for sanitizer solution
5. Containers for sanitizer solutions
6. Digital thermometer for cooking
7. Extra utensils for cooking and serving
8. Gloves
9. Chemical test strip kit for checking sanitizer solution
10. Tarps/garbage bags for use as liners
11. Thermometers inside each cooler used at the event