

Retail Food Special Event Self-Inspection Checklist

Handwashing/Personal Hygiene

- Handwashing station set up with soap and paper towels.
- Handwashing station is easily accessible.
- Employees practice proper handwashing. (i.e., before putting on gloves, after handling trash, after returning to the booth).
- Handwashing station has a basin to catch wastewater.
- Employees exhibit good hygienic practices.
- Cuts/sores properly covered with bandage and glove.
- Employee beverages properly covered and stored.
- Employees eating/drinking/smoking away from food preparation areas and clean utensils.

Temperature Control

- Facility is using approved hot holding equipment (electrical or propane).
- Metal stem thermometer available with range of 0°F to 220°F, calibrated and properly used.
- Time/temperature controlled foods for safety, held at 41°F or below or at 135°F or above.
- Time/temperature controlled foods for safety, rapidly reheated to 165°F or higher (within two hours or less).
- Raw proteins cooked to proper temperature.
- Ice chests and coolers have thermometers.

Storage/Protection

- All advanced food preparation completed at a licensed facility (not at special event establishment).
- Raw meat stored separately from other food items.
- All food and single-use items stored at least 6" off the ground.
- Ice drained from coolers frequently.
- Food protected from the environment and the public (i.e., food shielded, covered).
- Utensils and single-use items stored inverted and protected.
- Chemicals labeled and stored away from food and food contact surfaces.
- Food stored in approved refrigerators/freezers or durable ice chests.

Miscellaneous

- All food from an approved commercial source.
- Utensils properly washed/rinsed/sanitized at commissary (no washing in food booth).
- Test strips available for testing sanitizer.
- Sanitizer available and at the proper concentration.