# Self-Inspection Checklist for Temporary Food Facilities

## Pre-Opening Requirements: Must Be Completed Before Any Food Preparation Or Food Distribution Begins

- Valid permit posted allowing operation of temporary food facility, as issued by the County of Santa Clara Department of Environmental Health.
- Approved supply of portable water provided.
  - Commercially purchased bottled water, municipal water (NO RECLAIMED WATER SOURCES), OR approved well water (requires prior evaluation of bacterial water test).
  - Minimum of 20 gallons/day for utensil and hand washing.
  - Additional water may be needed for food preparation activities (i.e. produce washing).
- **All booths:** cleanable floor (grass, dirt and decomposed granite MUST be covered with approved tarps or plywood) and overhead protection.
- **Booths that handle open food shall have:**
  - Window openings do not exceed 216 square inches. Minimum distance between window openings are not less than 18 inches. *(Fire Dept. has been contacted regarding additional requirements)*
  - Fully enclosed booth with approved 16-mesh fly-screening or canvas on all sides.
- Hand wash station is set-up and ready-to-use inside booth.
  - Approved water source, dispenser to have a spigot that can lock in the open position.
  - Warm water for handwashing.
  - Liquid soap in pump dispenser.
  - Paper towels.
  - Wastewater bucket.
- Utensil wash station is set-up and ready-to-use inside booth; test strips available.
  - 3 containers large enough to hold largest piece of equipment or utensil.
    - Soapy water in 1st container.
    - Clean water in 2nd container.
    - Sanitizing solution in 3rd container.
    *(use 1 tbsp of unscented bleach for 2 gal of water)*
  - Enough equipment provided to hold ALL:
    - Cold foods at or below 45°F (41°F if food used for next day).
    - Hot foods at or above 135°F.

## Food Booth Structure and Operations

- Correctly constructed and large enough to accommodate all food and equipment *(no food preparation is allowed outside)*.
- Name of the booth *(not less than 3 inches high)*, city, state, ZIP Code, and name of the permittee *(not less than 1 inch high)* to be displayed on side of booth.
- Shatterproof light bulbs or covers present over food preparation and food/utensil storage areas.
- Self-inspection checklist visibly posted inside booth.

- All open food stored inside facility and off the floor.
- All equipment and utensils approved for use.
  - Made of safe material and easy-to-clean.
  - No galvanized or enamel cookware or utensils.
  - All utensils and cooking equipment are off the floor and inside facility *(except BBQ and deep fat fryers or otherwise directed by the Fire Department)*.
- BBQ and deep-frying cooking areas fenced off from public access.
- Live animals not allowed in booth or cooking areas.
- Restroom(s) located within 200 feet.
- Safe and sanitary method available to dispose of charcoal and briquettes *(i.e. metal waste container)*.
- Leak-proof containers provided for:
  - Wastewater.
  - Trash.
  - Grease.
- Knows location of common waste disposal area.
- Sanitizing solution for wiping cloths provided *(use 1 tablespoon of unscented bleach for 2 gallons of water)*.

## Food Preparation and Handling

- Food from an approved source – no foods stored or prepared in a private home unless this is Cottage Food Operation *(food invoices/receipts must be available at booth for specialist’s review during inspection)*.
  - NO open food stored or displayed at service counters.
  - Condiments in single-service, pump-type or squeeze containers.
  - Calibrated probe-type metal thermometer provided.
  - Required minimum cooking temperatures monitored *(pork 145°F, ground meat 157°F, poultry/stuffed foods/reheat 165°F)*.
  - Utensils and disposable gloves provided to **minimize** hand/food contact.

## Employee Habits

- Employees keep hands clean and wash hands frequently.
- Employees have no open sores or not affected with a disease in a communicable form.
- All food handlers are wearing clean clothing and hair is restrained if needed.
- No smoking allowed in food facility or fenced BBQ/deep-fat fryer area.

## Additional Requirements

- Fire department has been contacted regarding any additional requirements.
- Department of Alcohol Beverage Control has been notified if alcohol is served.

## Signature of Booth Operator