

Pre-event Self-inspection Checklist

***To be completed and ready to turn in at time inspection**

- Prior to your event, take a moment to go through this checklist.
- The checklist should be completed by the person in charge of the food site.

Facility

- An adequate supply of potable/drinkable water is available on site. Water is from an approved public water supply or a tested approved well water supply.
- All food contact surface are smooth and easily cleanable.
- Floors, walls, and ceilings comply with regulatory guidelines.
- Lighting is adequate and is shielded, coated, or otherwise shatter resistant.
- There are an adequate number of easily cleanable garbage containers inside and outside of the site.
- A temporary hand washing station is provided, conveniently located near food prep areas.
- Adequate supplies of soap, paper towels, and potable 100° water.
- A place is designated for storage of clothing and other personal belongings.
- Pesticides and cleaning chemicals must be labeled and stored properly.

Personnel

- A designated staff person responsible for health code compliance must be onsite and accessible during all hours of operation of the event. This person is responsible for keeping records of worker assignments.
- An employee work log is present.
- An employee health policy is in place, prohibiting workers with communicable diseases, vomiting, diarrhea, or respiratory infections, or infected cuts or sores from working.
- Employees are trained in basic safe food handling including the importance of hand washing and temperature control.

Purchasing/Food Source

- All food is purchased from approved sources. No home-canned foods are used in preparation of any item. All meats and poultry must be inspected by USDA.
- Ice is purchased from approved sources, made from potable/drinkable water.

Receiving

- Procedures are in place to check temperature of foodstuffs when receiving at the sites.
- Cold foods should be 41 F or below
- Frozen foods should be at 0 F or below
- Hot foods should be at 134 F or above

Storage

- All food, equipment, utensils, single service items, and paper products are stored at least 6” off the ground or floor.
- All cold foods must be stored at 41 F or below
- Unpackaged foods is not stored in direct contact with ice

- Hot food storage units must maintain food at 135 F or above
- All food is stored in food grade containers
- Ice for food, not stored in original bag, shall be kept in a clean and sanitized container

Preparation

- All preparation is done **on site or in licensed kitchen**. No home cooked or home prepared food is allowed.
- A thermocouple or thermometer is available to check temperatures of hot and cold food items.
- Thermometers are calibrated
- Adequate equipment is available for cooking and preparing food
- Crock pots are not used to cook foods (only hold foods)
- All cooking and serving areas are protected from contamination. Cooking equipment (BBQs, propane stoves, grills) are roped off or other wise separated from the public.
- Clean utensils are available for preparing each different food item
- Gloves, utensils or papers are available to prevent bare-hand contact with ready-to-eat foods

Holding

- Hot holding equipment must maintain a food temperature of 135 F or above
- Cold holding equipment must maintain a food temperature of 41 F or below

Serving

- All food is protected from customer handling, coughing, sneezing, or other contamination by wrapping, sneeze guards, or other barriers
- Condiments are dispensed in single serving containers, pump-style dispensers, or in a protected squeeze bottles, shakers, or other container that protects the food from contamination
- Hot held foods must be discarded at the end of the day

Cleanup

- A 3-compartment sink set- up is available to wash, rinse, and sanitize equipment and utensils
- Chlorine bleach or other approved sanitizers are provided for sanitizing food contact surfaces, utensils, and wiping cloths
- An approved test kit is available for testing the strength of the sanitizer
- Wiping cloths are stored in sanitizer water between uses or use a spray bottle of sanitizer water and paper towels

If you have any questions please call 319-385-6724
Jodi Sutter, REHS, MPH
Henry County Environmental Specialist