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**Serving Douglas & Pope Counties**  
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### Special Event Pre-inspection/Self Inspection Form

► Please complete this form *before you begin to serve food* to the public.

► **KEEP THIS FORM** and have it available to show to the event sponsor or to the Sanitarian (health inspector).

	Items to be Completed BEFORE Serving Food to the Public	Complies?		Initials
		Yes	No	
<b>1. License</b>				
	Health Department License is prominently displayed for the public			
	A knowledgeable person in charge is present			
<b>2. Hand Washing Station – Set Up and Ready to Use</b>				
	-container of water with a spigot which can be turned on and off without having to hold it on -bucket to catch the dirty water -liquid soap in a pump dispenser -single use paper towels Remember, unless there is a handwashing sink WITHIN the food booth, you must have a handwash station			
<b>3. Utensil Wash Station is Set Up and Ready to Use</b>				
	-bucket with soapy water <b>WASH</b> -bucket with clean water <b>RINSE</b> -bucket with sanitizer to use for rinse and sanitizing <b>SANITIZE</b> (i.e., one tablespoon of bleach in each two gallons of water)			
<b>4. Floor, Walls, Ceiling/Facilities</b>				
	Floors are smooth and easily cleanable			
	Provide flooring if on grass, gravel, or dirt surfaces			
	Entire booth has overhead protection (i.e., tent or canopy)			
	Carbon dioxide and bottle gas cylinders are secured with a chain or similar restraint			
<b>5. Food Protection From Contamination</b>				
	All open food is protected from contamination (dirt, chemicals, people). Food prep area is effectively screened or protected in a manner to prevent the entrance of flies, rodents, and insects.			
<b>6. Storage</b>				
	Food is stored at least 6" above the ground/floor.			
	Single service items are stored at least 6" off the ground/floor.			
	If used, ice chest is able to be drained (no wet ice storage allowed).			
<b>7. Food Source/Menu</b>				
	All food preparation is done onsite or at a licensed establishment and properly transported to the event			
	No homemade or home prepared foods or foods that have been stored in someone's home allowed. All food obtained from an approved source.			
<b>8. Sanitizer</b>				
	Unscented bleach or Quaternary (Quat) Ammonia sanitizer available.			
	Sanitizer strips available			
	Sanitizer at proper concentration (bleach at 50-200ppm or Quat at 200-400ppm)			
	Wiping cloths stored in bucket with sanitizer water.			
	Separate sanitizer buckets for raw meat area, food prep area, and service area.			
<b>9. Employee Hygiene</b>				
	Food stand workers maintain their hands in a clean, sanitary condition and wash hands properly (after using the toilet, after handling raw food, after smoking, after handling money, upon entering the booth, before putting on a new pair of single service gloves)			
	Single service gloves are provided and used by all persons having direct contact with ready to eat foods.			

<b>( 9. Employee Hygiene, continued)</b>			
	Hair restraints (hairnets, headbands, hair ties, caps, etc.) are worn at all times by all persons engaged in food preparation and service.		
	No eating, drinking, or using tobacco in any form is allowed in the food preparation/service area.		
	Food stand workers are wearing clean outer garments.		
	Pets are not allowed in the food stand.		
<b>10.</b>	<b>Food Preparation Tasks Are Delegated So There Are Three Types of Workers:</b>		
	-those who only touch the raw meat and poultry -those who only touch ready to eat foods -those who only touch the money		
<b>11.</b>	<b>Food Temperature Control</b>		
	All hot foods are -served directly to the customer OR - held at or above 140° F		
	All cold foods are held at or below 41°F. Mechanical refrigeration is required for events longer than four (4) hours; thermometer must be provided in refrigerator.		
	Frozen foods are kept frozen; no room temperature thawing allowed!		
	Absolutely no storage of potentially hazardous foods at room temperature.		
	Calibrated thermometer with range of 0° - 220°F provided.		
	Fire extinguisher provided if cooking on site.		
<b>12.</b>	<b>Cooking</b>		
	Raw poultry is cooked to at least 165° F.		
	Raw ground beef or pork is cooked to at least 155° F.		
	Raw steak, pork, fish or eggs are cooked to at least 145° F.		
	Items previously cooked & cooled must be properly reheated to at least 165° F.		
	Cooking and cooling of foods on-site for reuse is NOT allowed.		
	Calibrated thermometer with range of 0° - 220°F provided.		
<b>13.</b>	<b>Self Serve Condiments</b>		
	Self Serve Condiments are: -in containers with a hinged lid, OR -in squeeze bottles, OR -in individual packets		
<b>14.</b>	<b>Food Equipment</b>		
	All food equipment is in good repair – no corrosion, cracks, or chips		
	All equipment is food grade, smooth, easily cleanable, and non-absorbent		
	Extra utensils including tongs, spatulas, spoons available		
	If there is a grill, it can be outside of the food booth but all food cooked outside must then be taken back inside the booth for service to the customer.		
<b>15.</b>	<b>Ice</b>		
	Ice stored in waterproof container and kept covered.		
	Ice used for refrigeration is NOT used for consumption.		
	Ice bags never come into contact with the ground.		
	Ice is not handled with bare hands.		
<b>16.</b>	<b>Potable Water</b>		
	Adequate supply of potable water is provided. This water cannot come from a residential well and must be obtained from an approved public water system.		
<b>17.</b>	<b>Garbage</b>		
	Adequate number of garbage containers with plastic liners provided.		
<b>18.</b>	<b>Lighting</b>		
	Adequate lighting is available during night events. Light bulbs are shielded or shatterproof.		
<b>19.</b>	<b>End of Day Clean-Up</b>		
	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served).		
	Food and equipment stored in a secure location overnight (if applicable).		
	Food stand operator has identified an approved location for disposal of liquid waste and/or oil/grease.		

**Name of the person in charge of the food stand** \_\_\_\_\_  
(There must be someone in charge and present at all times)