



A Tradition of Stewardship
A Commitment to Service

Planning, Building & Environmental Services

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TEMPORARY FOOD FACILITY SELF-INSPECTION CHECKLIST FOR BOOTHS

This completed form is to be posted in your food booth along with the permit during operating hours.

All items must be completed prior to serving food to the public.

Name of Food Booth: _____ Person in Charge: _____

Food Booth Construction:

- ☐ Booth is entirely enclosed with all four complete sides, ceiling, and a floor if any unpackaged foods are handled or stored. Facilities handling only foods in original manufacturer packaging are provided with overhead protection and approved floor material.
- ☐ Floor is smooth, cleanable and made of plywood, tarp, pavement or asphalt (if clean).
- ☐ Walls and ceiling are constructed of plywood, canvas, fine mesh (16-mesh); booth fabric must be flame retardant.
- ☐ Food pass through openings are a maximum of 12" high X 18" wide (216 square inches maximum).
- ☐ Name of the facility, city state and ZIP code and name or operator are posted and clearly visible to customers.
- ☐ Adequate lighting for cleaning and handling food during night events is available; shatterproof light covers are installed.
- ☐ Trash container is located within booth; garbage and refuse is stored in leak-proof containers.

Hand Washing Facilities:

- ☐ A hand sink plumbed with hot and cold water OR an insulated container with a spigot or drain valve, which provides for hands free washing, containing a minimum of 5 gallons of warm (100°F) potable water is located within the booth.
- ☐ Liquid soap in a pump-style dispenser is provided.
- ☐ Single use paper towels in a dispenser are provided.
- ☐ A bucket to collect wastewater is provided.

Utensil Washing Facilities:

- ☐ Facility has access to a 3-compartment sink with integrally installed stainless steel drain boards and hot and cold water, OR three 5 –gallon buckets: one with dishwashing detergent and water, one with clean water and one with bleach or other approved sanitizer and water (bleach – 1 Tbsp/gallon) are available in the booth.
- ☐ Testing strips to ensure adequate sanitizing solution concentration are located within the booth.

Temperature Control of Potentially Hazardous Food:

- ☐ Adequate cold storage is provided (refrigerated trucks, refrigerators or for ONE DAY ONLY EVENTS ice chests with sufficient amounts of ice).
- ☐ Adequate hot storage IS PROVIDED (electric stove, heat lamps, crock pots, steam tables or for ONE DAY ONLY chafing dishes). Hot holding on the BBQ is not approved.
- ☐ Approved, hot and cold temperature thermometer, accurate to +/-2°F is available in food booth.
- ☐ Hot foods are maintained at 135°F or above and cold foods are maintained at 41°F or below. Alternatively, cold foods are to be maintained at 45°F and disposed of at the end of the day. All hot foods will be destroyed at the end of the day.
- ☐ All foods will be reheated to a minimum temperature of 165°F before placing in hot holding units.

Food Handling:

- ☐ All foods are obtained from an approved source; no food prepared or stored in a private home is stored and/or served.
- ☐ All thawing will be conducted under refrigeration, in a microwave or as part of the cooking process.
- ☐ All food preparation shall take place within an approved food facility or food booth with the exception of a BBQ.
- ☐ BBQ facilities are located outside the booth, and all food cooked on the BBQ shall be portioned, sliced and otherwise prepared inside the booth. BBQ is segregated from the public to prevent contamination of the food and injury by the public.
- ☐ All cooking equipment located inside the booth has been approved by the local fire official.

Food Protection:

- ☐ Food is stored at least 6" off the ground and within the booth.
- ☐ All food contact surfaces are smooth, easily cleanable, and nonabsorbent.
- ☐ Sanitizing solution for wiping cloths and other uses is provided (approximately 1 tablespoon of household bleach for each gallon of water).
- ☐ Food handlers shall follow proper hand washing practices, wear clean clothes, properly restrain hair and be in good health.
- ☐ Bare hand contact with ready to eat food is minimized. Serving utensils, disposable plastic gloves or tissues are used to prevent bare hand contact with food.
- ☐ Condiments for customer use are in squeeze bottle, pumps, or individual packets.
- ☐ Single-use utensils are provided for use by the consumer.
- ☐ Ice used for refrigeration is not used for consumption.
- ☐ All food, beverages, equipment and food contact surfaces shall be stored, displayed and served in such a manner as to be protected from contamination.

Management and Personnel:

- ☐ There is a person in charge (PIC) present at the food facility during all hours of operation responsible for the operation of the food facility and knowledgeable of safe food handling practices as they relate to the activities that occur at the food facility.
- ☐ The person in charge and all persons working in a food facility have been trained and have adequate knowledge of, and are properly trained in, food safety as it relates to their assigned duties.

Documentation:

- ☐ Permit issued by Napa County Environmental Management posted.
- ☐ Completed self-inspection checklist posted.

Wastewater:

- ☐ Liquid waste disposed into an approved sewage system or holding tank. Waste water shall not be disposed onto the surface of the ground.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all of the above items may result in immediate closure of my booth. I understand that I must post this completed checklist inside my booth.

Name of Person Completing Self-Inspection

Date & Time Self-Inspection Completed