



Self-Inspection Checklist for Short-Term Events

PERSON IN CHARGE OF FOOD STAND IS RESPONSIBLE FOR IMPLEMENTING FOOD SAFETY STANDARDS AND COMPLETING THE SELF-INSPECTION DURING SET UP ON DAY OF EVENT

This form is available on our website: www.hennepin.us/envhealth

STAND REQUIREMENTS		YES	NO	COMMENTS
1.	Administration			
a.	Short-term License is posted			
b.	A knowledgeable person in charge is present			
c.	Self-inspection Checklist is complete and on-site			
d.	Short Term Guideline document has been reviewed and is on site			
2.	Hand Washing Station Required (<i>Immediate closure if out of compliance</i>) (Unless all items are packaged or in bottles or cans when served)			
a.	Container with hands-free spigot (approved for events ≤10 days)			
b.	Pump soap, nailbrush, and paper towels			
c.	Waste water container			
d.	Events taking place >10 days must have a pressurized handsink			
3.	Floor, Walls, Ceiling			
a.	Floors smooth & cleanable			
b.	Provide flooring if on grass, gravel, or dirt surfaces (tight wood, sheet vinyl, or similar material)			
c.	Entire booth has overhead protection, and 3 sides covered during adverse weather. If unable to provide overhead protection and 3 sides, stand must shut down in adverse weather			
4.	Food Source/Menu (<i>Immediate closure if out of compliance</i>)			
a.	Food was not prepared at home or stored at home at any point			
b.	Meat has USDA or MN Equal stamp			
c.	Licensed Commercial Kitchen used for foods prepared offsite			
d.	Only foods approved on the application form are served			
5.	Employee Hygiene			
a.	Employees wash hands upon entering the booth			
b.	Employees keep hands clean and wash hands often			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used - no bare hand contact with ready-to-eat food			
e.	Employees have hair restraints or hats. Clean clothing			
f.	No eating, drinking (from open containers) or smoking in the booth			
g.	Pets are not allowed in the booth			
6.	Food Temperature Control			
a.	Hot foods held at 140°F or above			
b.	Cold foods held at 41°F or below			
c.	Adequate equipment to maintain temperatures hot or cold			
d.	Mechanical refrigeration required for potentially hazardous foods held longer than 4 hours, including transport time to the event			
e.	Fire extinguisher provided if cooking			
f.	Calibrated thermometer with range 0 – 220°F provided and sanitized before each use			
g.	Thermometer in every refrigeration unit			

STAND REQUIREMENTS		YES	NO	COMMENTS
7.	Storage/Transportation			
a.	Food, single service items, utensils and equipment are stored at least 6 inches above the floor			
b.	Beverage ice chest is able to be drained. Sanitize before use			
c.	Transport all prepared foods in insulated, covered containers in clean vehicles- no Styrofoam, provide blue ice packs for transport of potentially hazardous food			
8.	Ice/Water			
a.	Ice needs to be stored at least 6 inches above the ground			
b.	Ice can be used for bottled/canned drinks only			
c.	Ice is not handled with bare hands			
d.	Dry ice or ice pack(blue ice) is only permitted for 4 hours or less (including transport time) if proper food temperature is maintained			
e.	Potable water is used (drinkable)			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F			
b.	Raw ground beef or pork is cooked to at least 155°F			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F			
d.	Items previously cooked & cooled must be reheated to 165°F			
e.	Cooling of foods on-site without prior approval is prohibited			
f.	Leftover hot food is discarded (shall not be cooled and re-served)			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, (3) in containers with lids, or (4) under a food shield			
b.	All open food is protected from customer contamination			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
d.	No crockpots, wooden utensils, or drills			
e.	Seasonal Temporary vendors must have NSF refrigerator			
12.	Sanitizer (<i>Immediate closure if out of compliance</i>)			
a.	Unscented Bleach or Quaternary (Quat) sanitizer available			
b.	Appropriate sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing			
a.	Three buckets or tubs available large enough to hold largest utensil:			
	(1) Wash in soapy warm water			
	(2) Rinse in clean warm water			
	(3) Sanitize in warm water with proper concentration			
	(4) Air Dry			
b.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during event			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth			
15.	Lighting			
a.	Adequate lighting is available during night events			
b.	Light bulbs are shielded or shatterproof			