

Special Events Food Establishment Operational Checklist

This form is a tool to help operators ensure they have all the equipment needed to obtain compliance at special events. Complete this checklist as you set up your booth. Present the completed checklist to your Northern Nevada Public Health (NNPH) inspector at the time of inspection.

<p><input type="checkbox"/> STOCKED HAND SINK</p> <ul style="list-style-type: none"> • must be set up and used prior to any food related activities • must be either hands free (no push-button spigots) OR self-contained • must be fully stocked with a minimum of 2 gallons of water, soap, paper towels, and a 5-gallon wastewater bucket • must be located in all food prep areas and accessible at all times • hands must be washed whenever switching activities / gloves, and whenever they may become contaminated <p>★ Annual Itinerant TFES must have a self-contained hand sink</p>	 <p>Hands Free Self-contained</p>
<p><input type="checkbox"/> EMPLOYEE HEALTH AND HYGIENE</p> <ul style="list-style-type: none"> • employees must be in good health—no food handling if employee has diarrhea, vomiting sore throat with fever, un-covered lesions on hands, etc. • hands and clothing must be clean, hair must be restrained • no smoking or eating in booth 	
<p><input type="checkbox"/> WATER FROM APPROVED SOURCE</p> <ul style="list-style-type: none"> • all water used for cooking and handwashing must be from a sealed commercial source or from a permitted food facility • may not use water from garden hoses or personal residences 	
<p><input type="checkbox"/> WASTEWATER DISPOSAL</p> <ul style="list-style-type: none"> • wastewater must be disposed of in a holding tank or sewer • may be provided by event coordinator, location must be known by operator 	
<p><input type="checkbox"/> COVER OVER FOOD PREP, GROUND COVER MUST MINIMIZE DUST</p> <ul style="list-style-type: none"> • food prep area must be covered to provide protection from environment • grills and deep fryers can extend beyond the cover to comply with fire codes • floors of booth must be smooth and easily cleanable – no dirt or mud in food prep area 	
<p><input type="checkbox"/> COLD HOLDING EQUIPMENT</p> <ul style="list-style-type: none"> • all equipment must be clean and in good repair • must be capable of holding cold food at a temperature of 41°F or less • ice chests may be used within non-itinerant TFES (ice used for refrigeration may not be used for consumption) <p>★ Annual Itinerant TFES must have NSF/ANSI sanitation listed equipment</p>	
<p><input type="checkbox"/> HOT HOLDING EQUIPMENT</p> <ul style="list-style-type: none"> • all equipment must be clean and in good repair • must be capable of holding hot food at a temperature of 135°F or more • must use direct power or propane, no Sterno or canister heat allowed outdoors <p>★ Annual Itinerant TFES must have NSF/ANSI sanitation listed equipment</p>	

<p><u>☐ COVERED GARBAGE CANS</u></p> <ul style="list-style-type: none"> • provide dumpster or covered garbage cans for disposal • garbage must be removed at a frequency that prevents accumulation, odors and pests 	
<p><u>☐ DISHWASHING / CLEAN UTENSILS</u></p> <ul style="list-style-type: none"> • must provide or have access to a plumbed 3-compartment sink for washing with soap and water, rinsing with fresh water, and sanitizing • utensils must be properly washed every 4 hours OR booth must have an adequate supply of clean utensils for daily operation so that utensils are switched out every 4 hours • prior approval of a 3-tub system for dishwashing is required before operation 	
<p><u>☐ SANITIZER AND TEST STRIPS</u></p> <ul style="list-style-type: none"> • must have approved method to sanitize surfaces as needed, such as a spray bottle or sanitizer bucket • must provide test strips to monitor sanitizer concentration (chlorine 50-100ppm or quat 200-400ppm) 	
<p><u>☐ FOOD PROTECTION</u></p> <ul style="list-style-type: none"> • must protect displayed foods with a sneeze guard or other effective means • samples must be provided individually, no common bowls • all equipment must be smooth, easily cleanable and in good repair • personal belongings and food/drink must be stored away from food prep area 	
<p><u>☐ FOOD FROM APPROVED SOURCE</u></p> <ul style="list-style-type: none"> • all food must be from an approved source, <i>nothing can be made at home</i> • farms selling produce must have a Dept. Of Agriculture Grower's Certificate on-site 	
<p><u>☐ NO BARE-HAND CONTACT WITH READY-TO-EAT FOODS</u></p> <ul style="list-style-type: none"> • gloves, utensils, wax paper or other effective means must be used to handle RTE foods • gloves must be changed whenever switching tasks or gloves become otherwise contaminated • hands must be washed prior to donning new gloves 	
<p><u>☐ STEM THERMOMETER</u></p> <ul style="list-style-type: none"> • must have a calibrated stem thermometer to monitor final cook, and hot and cold holding temperatures • operator must have knowledge of temperature parameters for foods being served • thermometer must be able to accurately measure temperatures within 0-220°F. 	
<p><u>☐ FOOD / SINGLE USE ITEM STORAGE</u></p> <ul style="list-style-type: none"> • all food and single use items must be stored at least 6 inches off the ground 	