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Temporary Food Service Facility Checklist

Disclaimer: This checklist is intended to serve as a guide and is not comprehensive.

* An application for licensing by the health department is submitted and received a minimum of 10 days prior

to the event date.

* The site has been approved. A public event permit has been obtained from the Charles County Government

(as applicable).

* Overhead protection (tent), insect control measures (screened walls, insect control fans), and appropriate

ground material (clean, to cover any mud or dirt) are provided.

* A stem thermometer graduated in 2°F increments is provided.
* A hand washing station equipped with a free-flowing tap, potable warm water (of at least 100°F), soap, and

paper towels is provided. A waste receptable is located under the tap to catch the gray water.

* A three compartment basin/dishwashing set up is provided. The basins must accommodate the largest

utensil, be clean, and be furnished with hot potable water. Dish washing soap, approved sanitizer

(quaternary ammonia, chlorine, or iodine), and sanitizer test strips are provided.

* Food is obtained from an approved source (approved grocery store, food distributor, etc.). Food must not be

prepared or stored at home, including ingredients.

* Water is from an approved source. Water must be from an approved potable supply. Water from private

wells is not acceptable unless tested for contaminants. If a private water supply is used, test results must be

submitted with your application that are no more than 30 days old.

* Ice is from an approved source. Ice must be obtained from an approved supplier.
* Refuse disposal is provided. Trash receptacles must be provided, properly located, and emptied to prevent

overflow during operation.

* Gray water disposal area is provided. Water from hand washing and dish washing operations may not be

disposed of onto the ground surface.

* Employee accessible restrooms are provided.
* Surface sanitizer is provided. An approved surface sanitizer and appropriate sanitizer test strips must be

provided.

* Food is protected from adulteration and contamination. Sneezeguards or covers must be provided in

customer accessible areas. Appropriate insect control means must be in place.

* Disposable gloves are provided.
* Hair restraints are provided.
* Employees are screened for illness and open wounds. Employees are restricted from work as identified.
* Foods are cooked to proper temperatures (temperature chart is onsite).
* Foods are cold held as required. Coolers must be drained and the ice used must be from an approved source.
* Mechanical refrigeration is required for multiple day events unless food is picked up daily from an approved

source.

* Foods are hot held appropriately using insulated units, sternos, hot holding cabinets, steam tables, etc.

Consumer grade coolers may not be adequate to hot hold food products properly.

* Food allergens are identified as required.
* Consumer advisory is posted, as applicable.
* Shell stock tags and eggs records are onsite and are kept for 90 days (if using applicable product)
* Onsite juice bottling, cooling, and other special processes may not be approved. You must consult with the

health department regarding any special processes that you plan to complete.

* Cottage food sales cannot be conducted concurrently with licensed food service facility operations.