## Temporary Event Booth

**Pre-Inspection/Self-Inspection Form**

Please complete this form **before you begin to serve food** to the public.  
Have the form available to show to the event sponsor or to the campus sanitarian.

<table>
<thead>
<tr>
<th>Items to be completed before serving food to the public</th>
<th>Initial when done</th>
</tr>
</thead>
</table>
| 1 Hand-wash station has been set up and is ready to use.  
- 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 | 1 ______ |
| 2 Utensil wash station is set up and ready to use.  
- bucket with soapy water  
- bucket with bleach and water to use for rinse and sanitizing  
- One teaspoon (about a capful) of bleach for each gallon of water | 2 ______ |
| 3 Food preparation **tasks are delegated** so there are three types of workers:  
- those who only touch the raw meat and poultry  
- those who only touch ready to eat food  
- those who only touch the money | 3 ______ |
| 4 All food preparation is done **inside** of the booth | 4 ______ |
| 5 If there is a BBQ it can be **outside** of the booth but all food cooked outside must then be taken back **inside** the booth for service to the customer | 5 ______ |
| 6 Thermometer to measure food temperatures is **available** in the booth.  
It is clean and calibrated. | 6 ______ |
| 7 All cold food is well iced and is **below** 45°F. | 7 ______ |
| 8 All hot food is served directly to the customer or held at or above 135°F.  
**Discard any remaining hot food at the end of the day.** | 8 ______ |
| 9 Special Event Temporary Food Permit is prominently displayed for the public | 9 ______ |
| 10 Trash containers are available inside the booth | 10_______ |
| 11 Self-serve **condiments** are in self-serve packets, squeeze, or pump bottles | 11_______ |
| 12 All open food is protected from customer spit and sneezes. | 12_______ |

**Name of the person in charge of the booth**  
(There must be someone in charge and present at all times)