

# Temporary Food License Checklist

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| 1. Proper Permits/Licenses have been obtained prior to the event.                                                                                                                                                                                                                     | Yes | No |
| 2. There is a designated person who will be in charge. They are knowledgeable of Temporary Food License and Food Safety Rules and Regulations.                                                                                                                                        | Yes | No |
| 3. There is an employee/volunteer log book available to track who is working at the event.                                                                                                                                                                                            | Yes | No |
| 4. The food being served at the event will be prepared the day of the event-before or during the event (onsite), or in the Temporary Food License holder's licensed kitchen (off site from the event).<br>Food item receipts/invoices shall be made available upon inspector request. | Yes | No |
| 5. At the Event- water will be received from, and disposed of, according to law.                                                                                                                                                                                                      | Yes | No |
| 6. There will be an approved hand washing station set up in the permit holder's designated space at the event prior to any food preparation.                                                                                                                                          | Yes | No |
| 7. Food and equipment will be stored off the ground/floor during the event.                                                                                                                                                                                                           | Yes | No |
| 8. There is proper equipment available onsite to maintain hot and cold food temperatures.                                                                                                                                                                                             | Yes | No |
| 9. Proper thermometers will be available to monitor food cooking and holding temperatures.                                                                                                                                                                                            | Yes | No |
| 10. There are adequate warewashing facilities available.<br>Single service items are required for customers (plates, cups, silverware).<br>Cooking items and utensils may be taken back to the owner's licensed kitchen for warewashing after the event.                              | Yes | No |
| 11. Leftover food will be discarded.                                                                                                                                                                                                                                                  | Yes | No |
| 12. Questions? Please contact your Food Safety Inspector.                                                                                                                                                                                                                             |     |    |