

**ALLEGHENY COUNTY HEALTH DEPARTMENT
FOOD SAFETY PROGRAM
TEMPORARY & SEASONAL FACILITIES CHECKLIST**



Mail with fee to:
Allegheny County Health Department
Food Safety Program
 3901 Penn Avenue, Building 1
 Pittsburgh, PA 15224-1318

Phone (412) 578-8044 Fax – 412-578-8190
 E-mail – foodsafety@achd.net

INSTRUCTIONS: Complete all sections of the **Checklist**. (Please print)
 If any section of the checklist is not applicable, mark “N/A” in the question box.

NAME OF EVENT:		
LOCATION OF EVENT:		
DATES OF EVENT/ OPERATIONAL HOURS:		
NAME OF STAND:	NUMBER OF STANDS:	
STAND OWNER:		
MAILING ADDRESS:		
PHONE NUMBER:	FAX NUMBER:	E-MAIL:

MENU AND PREPARATION

Please list menu items

Will any food preparation be done off of the site of the event? Yes No

If yes, where will the food be prepared? (Submit copy of Health permit)

Name: _____

Address: _____

TEMPERATURE CONTROL OF FOODS

How will food temperatures be maintained during transport to the event? _____

List proposed cooking equipment

List proposed equipment to hold foods hot (check all that apply):

Steam table Chafing dish/sterno

Roaster Grill

Other (specify) _____

List proposed equipment to hold foods cold during storage, preparation, and display (check all that apply):

Refrigerator Ice chest

Other (specify) _____

****Note: Insure all refrigeration is pre-chilled to $\leq 41^{\circ}\text{F}$ prior to use***

Will a refrigerated truck be used for food storage? Yes No

POWER SUPPLY

Will electricity be available? Yes No

Who is responsible for providing electrical power? _____

What plans have you made in the event of a power shortage? _____

FOOD HANDLING AND DISPLAY

What utensils will be used for food preparation and service? (check all that apply)

Cutting boards Tongs Plastic gloves Mixer Can opener

Large bowls Other _____

How will foods be protected from contamination by the public? (check all that apply)

Sneeze guards Covers Other _____

WATER SUPPLY

What is your source of water? _____

How will you store water within your stand? _____

How will you heat water? _____

Note: Minimum of 10 gallons must be available at each stand. Water for drinking should be in a closed container and dispensed from a spout. The supply for drinking purposes should be dedicated for "drinking only."

CLEANING AND SANITIZING

What equipment will be provided to clean and sanitize utensils and food-contact surfaces?

Three compartment sink Three large containers

Other _____

What sanitizer will be used? _____

HANDWASHING

How will you wash your hands?

Moist towelettes with disinfectant

Water dispensing unit with soap/ paper towels and collection container

WASTE WATER

Where will waste water be disposed? _____

GARBAGE/REFUSE

How will you store garbage? _____

Who is responsible for garbage storage? _____

CONSTRUCTION OF STAND

What materials will be used for overhead protection? _____

What type of ground cover will be utilized within your stand? _____

Note: Sufficient coverage must be provided for the entire food prep, display and storage area. Plans should be made for walls in the event there is inclement weather, and to minimize dust, spray, etc.

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Director