

Business Name: _____

TFE Self-Inspection Checklist

Event: _____ Date: _____

Completed by: _____

***This form must be completed on the first day of each event and available in your TFE booth during the event.
Mark next to each item to indicate it has been completed or is being performed.***

1	PERMITS	Check box below
a	Permit Posted: TFE permit is posted in public view.	
b	Food Handler Permit: A person is present with a valid food handler permit or certified manager certificate. Individual must be able to present permit upon request.	
2	HANDWASHING STATION <i>(Immediate closure if out of compliance)</i>	Check box below
a	Minimum Water: Minimum five (5) gallon water supply with hands-free spigot is provided.	
b	Waste Water Container: Minimum five (5) gallon waste water container is provided.	
c	Paper Towels and Soap: Paper towels and liquid soap are provided.	
3	CLEANING	Check box below
a	Sanitizer Available: Bleach (Chlorine) or Quaternary Ammonia (Quat) is available.	
b	Sanitizer Test Strips: Appropriate test strips are available for use.	
c	Sanitizer Concentration: Bleach concentration = 50-100 ppm or Quat concentration = 150-400 ppm.	
d	Dishwashing: A dishwashing setup, consisting of three (3) containers, is available for washing (soap and water), rinsing (clean water), and sanitizing (bleach or quaternary ammonia solution) utensils and equipment OR sufficient replacement utensils are provided. Sanitizer must be available for cleaning food preparation surfaces if applicable. Area must be provided for utensils to air dry after sanitizing.	
e	Wiping Cloths: Wet wiping cloths must be stored in a container with sanitizing solution.	
f	Utensils: Wash, rinse, and sanitize all utensils before use.	
4	FOOD SOURCE / MENU	Check box below
a	Approved Source: All food must be obtained from a permitted commercial or retail food establishment (restaurant or store). All food shall be prepared on-site at the event or at a permitted facility.	
b	Commissary Agreement: Completed commissary agreement must be available for foods prepared off-site.	
c	Potable Water: Water for cooking, cleaning, sanitizing, handwashing, and drinking must be potable. Potable water includes bottled water and water from an approved public water supply. Hoses used for obtaining water must be food grade quality. Containers used to transport water must be sanitized before use. Contact event organizer for information about approved water on-site.	
d	Menu: Food items on-site are limited to menu items listed in TFE application.	
5	PERSONNEL	Check box below
a	Handwashing: Employees must wash hands before food preparation, when changing tasks, and as often as necessary to keep hands clean.	
b	Employee Health: Employees must be restricted from working with food if they are sick or exhibiting any signs or symptoms of illness.	
c	Personal Hygiene: Employees shall maintain personal cleanliness, wear clean clothing, and wear hair restraints or hats.	
d	Eating, Drinking, Smoking: No eating or smoking is allowed in the booth. Employee food and drinks must be stored to prevent contamination of TFE foods.	
e	Approved Personnel: Individuals not involved in food operations are not allowed in the booth.	

Business Name: _____

6	STORAGE	Check box below
a	Food Storage: All food must be stored at least six (6) inches off the ground or inside a closed, waterproof container. Food must not be stored in standing water inside ice chests.	
b	Utensil Storage: All plates, cups, utensils, and equipment must be stored at least six (6) inches off the ground or inside a closed, waterproof container. Single-service utensils provided to customers must be protected from contamination.	
c	Cross-Contamination: Food must be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display.	
7	TEMPERATURE CONTROL	Check box below
a	Holding Temperatures: Temperature control for safety (TCS) foods must be maintained hot above 135° F or cold below 41° F.	
b	Cooking Temperatures: Food must be cooked to the following minimum internal temperatures and times: 165° F for 15 seconds for poultry, stuffed meats or reheated foods 155° F for 15 seconds for ground beef or pork and pooled eggs 145° F for 15 seconds for fish, cook-to-order eggs, and intact muscle beef or pork	
c	Thermometers: Stem thermometer must be provided to measure food holding and cooking temperatures. Thermometer must be calibrated and accurate.	
d	Temperature Maintenance: Adequate equipment and ice must be provided to keep foods hot or cold.	
8	FOOD PROTECTION	Check box below
a	No Bare Hand Contact: Use gloves or utensils when handling ready-to-eat foods; bare hand contact is prohibited.	
b	Sanitize Equipment Between Tasks: Utensils, cutting boards, and other equipment must be washed, rinsed, and sanitized between tasks (i.e. switching from preparing raw meats to preparing ready-to-eat foods).	
c	Sanitize Equipment Every Four (4) Hours: Utensils and cutting boards must be washed, rinsed, and sanitized at least every four (4) hours unless extra sanitized replacements are provided. If replacements are provided, utensils and cutting boards must be replaced at least every four (4) hours.	
d	In-Use Utensils: In-use utensils must be stored so that foods and utensils are not contaminated. Utensils stored in the food must be stored with their handles out of the food and above the rim of the container. Utensils used for serving dry foods can be stored on a clean, dry surface or in the food with the handle out of the food.	
e	Food Display: All food must be protected from customer handling, coughing, sneezing or other contamination. Food sampling must be done in a sanitary manner.	
f	Self-Serve Condiments: Condiments must be protected from contamination.	
g	Food Contact Surfaces: All food contact surfaces must be smooth, easily cleanable, and non-absorbent.	
h	Remaining Hot Food: Any leftover hot food may not be re-served to the public.	
9	WASTE DISPOSAL	Check box below
a	Garbage: Leak-proof and insect-proof garbage containers with plastic liners must be provided. Waste must be disposed of at an approved location.	
b	Waste Water: Wastewater must be disposed of at an approved location. Dumping of waste water onto ground or into storm drains is prohibited.	
10	PREMISES	Check box below
a	Lighting: Adequate lighting must be provided. Bulbs must be shielded or shatterproof.	
b	Food Equipment: All food equipment and utensils must be in good repair (no corrosion, cracks, or chips).	