



Provided By: Minneapolis Health Department Food, Lodging, & Pools Unit Phone: 612-673-3000	<h2 style="margin: 0;">Event Food Booth</h2> <h3 style="margin: 0;">Self-Inspection Checklist</h3> <p style="margin: 0;">(To be Completed When Setting Up on Event Day)</p>
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Vendors and Event Sponsors are Responsible for Implementing Food Safety Standards

Additional copies of this form are available on our website:

<http://www.minneapolismn.gov/CivicEvents>

	Booth Requirements	Yes	No	Comments
1.	Permits			
a.	Permit number is listed on Event Sponsor's Event Certificate			
b.	A knowledgeable person in charge is present			
2.	Hand Washing Station <i>(Immediate closure if out of compliance)</i>			
a.	Minimum 5-gallons warm water			
b.	Container with hands-free spigot			
c.	5-gallon waste water container			
d.	Pump soap and paper towels			
3.	Floor, Walls, and Ceiling (Unless all items are pre-packed or in bottles or cans)			
a.	Floors smooth and cleanable			
b.	Provide flooring on grass, gravel or dirt surfaces			
c.	Entire booth has overhead protection (tent or canopy)			
4.	Food Source/Menu <i>(Immediate closure if out of compliance)</i>			
a.	Food not prepared and/or stored at home <i>(Exemption – Vendors listed in MN Statute 28A.15)</i>			
b.	Licensed Commercial Kitchen used for foods prepared offsite			
c.	Only foods approved on the application are served			
5.	Employee Hygiene <i>(Training required)</i>			
a.	Employees wash hands upon entering the booth			
b.	Employees keep hands clean and wash hands often			
c.	Employees do not have these symptoms: vomiting, diarrhea			
d.	Gloves or utensils are used – no bare hand contact with foods			
e.	Employees have hair restraints or hats. Clean clothing			
f.	No eating, drinking, or smoking in the booth			
g.	Pets are not allowed in the booth			
6.	Food Temperature Control			
a.	Hot foods held at 140° F or above			
b.	Cold foods held at 41° F or below			
c.	Adequate equipment to maintain temperatures hot or cold			
d.	Mechanical refrigeration required for potentially hazardous foods. (Ice cooler allowed only by Short-Term Permit Vendors at events for 4 hours or less) Seasonal Permit vendors must use NSF mechanical			
e.	No potentially hazardous food stored at room temperature			
f.	Fire extinguisher provided if cooking			
g.	Calibrated thermometer with range 0° - 220°F provided			
7.	Storage			
a.	Food is stored at least 6" above the floor or inside a closed ice chest or waterproof box			
b.	Ice chest is able to be drained			
c.	All plates, cups, utensils and equipment stored at least 6" above the floor in a			

Find food safety information at www.minneapolismn.gov/FoodSafety

	Booth Requirements	Yes	No	Comments
	closed, waterproof box			
8.	Ice			
a.	Ice stored in waterproof container and kept covered			
b.	Ice used for refrigeration is not used for consumption			
c.	Ice bags never come into contact with the ground			
d.	Ice is not handled with bare hands			
9.	Cooking			
a.	Raw poultry is cooked to at least 165°F			
b.	Raw ground beef or pork is cooked to at least 155°F			
c.	Raw steak, pork, fish or eggs are cooked to at least 145°F			
d.	Items previously cooked & cooled at the commissary must be reheated to 165°F			
e.	Cooking and cooling of foods on-site for reuse is prohibited			
10.	Food Protection			
a.	Self-serve condiments are (1) in squeeze bottles, (2) in individual packets, or (3) in containers with lids			
b.	All open food is protected from customer contamination			
11.	Food Equipment			
a.	Good repair – no corrosion, cracks, or chips			
b.	Food-grade – smooth, easily cleanable, non-absorbent			
c.	Extra utensils including tongs, spatulas, spoons available			
12.	Sanitizer			
a.	Unscented bleach or Quaternary (Quat) sanitizer available			
b.	Sanitizer test strips available			
c.	Bleach concentration at 50-200 ppm or Quat at 200-400 ppm			
d.	Wiping cloths stored in bucket with sanitizer water			
e.	Separate sanitizer bucket for raw meat/poultry area			
13.	Dish Washing (Required if equipment/utensils are used for potentially hazardous foods for 4 hours on longer)			
a.	Three 5-gallon buckets or tubs available:			
b.	(1) Wash in soapy warm water			
c.	(2) Rinse in clean warm water			
d.	(3) Sanitize in warm water with proper concentration			
e.	All food equipment and utensils washed, rinsed and sanitized prior to use each day, and at least once every four hours during an event			
14.	Garbage			
a.	Garbage containers with plastic liners provided in booth			
15.	Lighting			
a.	Adequate lighting is available during night events			
b.	Light bulbs are shielded or shatterproof			
16.	End of Day Clean-Up			
a.	Any remaining hot food is discarded (leftover hot food from temporary events shall not be cooled and re-served)			
b.	Food and equipment stored in a secure location overnight			
c.	Booth operator has identified an approved location for disposal of liquid waste and oil/grease			
17.	End of Day Clean-Up			
a.	Name of facility is posted and visible to customers			
b.	Self-inspection sheet is complete and available for Event-Sponsor and Inspector to view			

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-3000 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500

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