

**Oneida County Temporary Event Checklist  
Operator Must Keep This Checklist At The Booth**

- Application:** Temporary restaurant application must be received by the department seven (7) days before event
- Handwashing Station:**
  - Provide at least one, **5-gallon container with dispensing valve**, which is capable of supplying a constant water flow when opened, without the need to use hands to keep the valve open while washing. Fill container with warm water for hand washing
  - Catch bucket** to collect hand wash waste water. Waste water shall be disposed of properly.
  - One **open-top** waste container for disposal of hand wash paper towels and gloves.
- Liquid Soap and Paper Towels:** Soap can be dish soap, but needs to be an easily dispensable container.
- Food handling gloves:** All workers handling food that is ready-to-eat must wear gloves. Workers must wash hands before putting on gloves.
- Food Thermometer:** Use a food thermometer for checking food temperatures. Thermometer must have a range of 0 to 220 degrees Fahrenheit.  
**Poultry, Ground beef, and Pork should be cooked to at least 165 F**
- Hot Holding Equipment**, such as steam tables, heat lamps and grills to keep the hot food at **135 F or more**
- Cold Holding Equipment**, such as refrigerators to keep cold food at **41 F or less**. Plastic coolers generally are not acceptable for keeping food cold. Mechanical refrigeration will be required in almost all situations.
  - Provide a **thermometer** for each cold storage unit
- Food Protection:**
  - Store food and food-related products at least six (6) inches off ground
  - Store food and food-related products away from chemicals, medications and personal items
  - Protect food from coughs and sneezes by using glass or plastic sneeze guards
  - Store food in food-grade containers, not garbage bags, trash receptacles, or non-food grade buckets or totes
- Wiping cloth station:**
  - At least one **bucket with bleach and water solution** for storing cloth towels used for wiping food contact surfaces. One gallon ice cream containers are a perfect size. Cloth towels must be stored in the solution in between wiping food contact surfaces. **Add one capful of bleach to one (1) gallon of water** for 100 parts per million chlorine. Must have test strips available. Be able to demonstrate 100 ppm on the test strips.
- Dishwashing Station**
  - Provide 3-compartment sink or **3 tubs or buckets for cleaning food utensils**. This needs to be done on site. Everyone has at least one utensil that needs to be washed, rinsed, and sanitized.
    - Wash** food utensils in soapy hot water in first tub or sink compartment
    - Rinse** food utensils in clear water in second tub or sink compartment
    - Sanitize** food utensils by immersing utensils in bleach sanitizing solution. **Add one tablespoon or capful of bleach to one (1) gallon of water** to obtain about 100 parts per million of chlorine in the water. Again, be able to demonstrate use of test strips. **Air dry** food utensils, or use single use paper towels.
- Booth Construction:** Hard or soft covered roof and three-walled structure, such as a canopy or tent, with cleanable flooring. A grass or dirt floor is not acceptable.
- Water Source and Waste Disposal:** Ensure there is an adequate amount of potable water for food preparation and hand washing, a designated container for disposal of wastewater, and trash receptacles with lids. Use food-grade hoses only, not garden hoses. Food grade hoses are typically clear or white, like RV water hoses.

***Remember: When in doubt, throw the food out. Keep the hot food hot, the cold food cold!***

***Citations of \$280.50 will be assessed for repeat violations, pursuant to Chapter 11.16 of the Oneida County Code.***