

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATIONS
DIVISION OF HOTELS & RESTAURANTS
WWW.HOSPITALITYEDUCATION.ORG

TEMPORARY EVENT SETUP/CHECKLIST

General

- 1-3 day event, licensed operator no charge with original current License; Hotel & Restaurant or AG license
- 1-3 day event \$91.00 money order only
- 4-30 day event \$105.00 money order only
- Single service items protect, 6" off the ground
- Sanitizer and the Sanitizer test kit, for sanitary buckets and three compartment sink
- Gloves to prevent bare hand contact with ready to eat foods and prevent the contamination of foods
- Sneeze guard to provide protection from customer contamination (hard plastic non movable barrier)
- Adequate amount of utensils for service if three compartments sink is remotely located at commissary or food service establishment
- Adequate and conveniently located restroom facilities provided for employees and customers

Hand Washing

- Hand wash facility provided (e.g., Igloo cooler with shut off valve)
- Soap and disposable towels provided; chemical towelettes (when approved)
- Bucket or catch basin to collect water from proper hand washing

Food Safety "WHEN IN DOUBT THROW IT OUT"

- Food stored 6" off the ground
- Hot foods maintained at 135F or hotter, internally
- Cold food maintained at 41F or below, internally.
- Enough ice to keep foods cold throughout the operation if using ice coolers
- Clean equipment at food storage/prep/display/service/ areas etc
- Thermometer to take internal temperatures (e.g.; 0-220F)
- Thermometers in holding units both cold and hot equipment

Physical Facilities

- Overhead protection required (non flammable overhead protection if cooking)
- Flooring graded to drain and protected from contamination of the food operation (covered to protect from grease, debris, etc)
- 4-30 day event must provide walls to prevent contamination from weather and wind blown dust and debris
- Protection of food from flying insects and other pests

Water, Plumbing and Wastes

- Water from an approved source or bottled water
- Adequate amount of approved water for food service and hand washing
- Access to a three compartment sink or equivalent if sink is not attached to the unit for washing of equipment and utensils
- Sewage/Waste disposal in an approved sewage system (not on ground or storm drains)
- Garbage receptacle and lid for refuse provided
- Timely removal of garbage/waste from food service area

Fire Safety (Approval from Authority having jurisdiction)

- A functional fire extinguisher as required by the Authority Having Jurisdiction

Date

Signature of Recipient
Recipient:
Title:
Phone:

Inspector Signature
for future information please contact