

City of Albuquerque Environmental Health Department Consumer Health Protection Division

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Temporary Food Facility Self-Inspection Checklist

1	FOOD SOURCE AND TEMPERATURE	Initial When Complete
A	Approved Source: All food shall be obtained from a permitted commercial or retail food establishment (store or restaurant). Food stored or prepared at a private home without a valid permit is prohibited.	
B	Preparation: All food shall be stored and prepared at a permitted food establishment or within the permitted temporary food booth. Food stored or prepared at an unapproved location is prohibited.	
C	Thawing: Food shall be thawed in the refrigerator at 41°F or less, submerged in running water at 70°F or less, in a microwave, or as part of the cooking process.	
D	Holding Temperatures: Potentially hazardous foods shall be maintained hot at 135°F or higher, or cold at 41°F or below. Frozen food cannot be used to chill other products. If using an ice chest, ice must be used in sufficient quantity to maintain proper food temperatures (41°F or less). <i>Perishable food held cold at 41°F or below or hot at 135°F or above must be discarded at the end of the operating day. Overnight storage requires mechanical refrigeration, and that food be held at 41°F or colder for duration of event.</i>	
E	Cooking Temperatures: Food shall be cooked to the minimum internal temperatures specified below: <ul style="list-style-type: none"> • 165°F for 15 seconds for poultry, any stuffing containing fish, beef, pork or poultry, or stuffed fish, beef, pork or poultry. • 155°F for 15 seconds for ground fish and ground meat (hamburgers) • 145°F for 15 seconds for eggs or dishes containing raw egg, whole fish, and whole meat 	
F	Reheating for Hot Holding: Previously cooked, cooled, and reheated foods shall be reheated to an internal temperature of 165°F.	
G	Thermometer: A probe thermometer with a temperature range of 0°F-220°F for measuring food holding and cooking temperatures is required. Internal thermometers are required for any hot/cold holding units.	
2	PERSONNEL	
A	Health: Employees with cuts or sores on their hands shall wear gloves in addition to proper handwashing. Employees experiencing vomiting and/or diarrhea must be excluded from food-related activities. Permit holder requires food employees to report illnesses as required to the Person in Charge (PIC).	
B	Training: Each food booth must have a Certified Food Protection Manager and any employees handling open food are required to have a food handler’s card or equivalent training. Proof of training must be available for review.	
C	Handwashing: Handwashing facilities shall be provided inside the booth and include a 5-gallon warm water (85°F) supply in a container with a spigot to allow hands-free washing, catch bucket for waste water, paper towels and soap in a pump dispenser.	
D	Hygiene: Food workers shall maintain personal cleanliness, wash hands frequently, wear clean clothing, and wear hair restraints.	
E	Food Preparation: Avoid bare hand contact with ready-to-eat food. Use gloves, tongs, deli paper, spatulas or other dispensing equipment when handling ready-to-eat foods. Wash hands prior to putting on gloves and in between glove changes.	
3	FOOD AND UTENSIL STORAGE AND HANDLING	
A	Hot and Cold Storage: Necessary equipment and supplies to maintain proper food temperatures, 41°F or less for cold foods, 135°F or above for hot foods (e.g. sufficient ice, a means of obtaining ice throughout operation, sufficient heating fuel, etc.).	
B	Storage: All food and equipment (except BBQs) shall be stored inside the booth and at least 6 inches off the ground. Bulk items protected from contamination by a solid waterproof barrier may be stored on the ground (e.g. ice chest).	
C	Food Storage During Multiple Day Events: During periods of non-operation, potentially hazardous foods shall be stored in a refrigerator at an approved location. All other food shall be stored in sealed containers inside a permitted food establishment.	
D	Customer Self-Service: Condiments must be dispensed in single-service type packaging, in pump-style dispensers, squeeze bottles, shakers, or similar dispensers.	

Temporary Self-Inspection Checklist (cont'd)

3	FOOD AND UTENSIL STORAGE AND HANDLING (cont'd)	Initial When Complete
E	Food Display: All food shall be protected from customer handling, coughing, sneezing, or other contamination. All cooking and serving areas shall be protected from contamination. BBQs should be roped off or otherwise separated from the public. Food sampling shall be conducted in a sanitary manner.	
F	Utensil Storage: In-use food dispensing utensils must be stored in the food with their handles above the food. Wash and sanitize all utensils before storing. Store clean utensils in a sanitary location protected from contamination.	
G	Cross-Contamination: Food shall be protected from cross-contamination by separating raw animal foods from ready-to-eat foods during storage, preparation, holding, and display. This includes separation of foods on the cooking unit (such as beef and chicken on the BBQ).	
4	CLEANING	
A	Utensil Washing: Provide either a bucket/tub container system or a three-compartment sink with potable running water for utensil washing. Sanitizing shall occur in the final step of the cleaning process with a solution of proper concentration (bleach solution at 50 - 100 ppm chlorine or quaternary ammonium at 200 - 400ppm). After sanitizing, let utensils completely air dry to allow the full sanitizing effects of the sanitizer to take place. You are required to have the appropriate test strips for the sanitizer being used. Special Considerations: - If an event is four hours or less and extra sets of sanitized utensils are provided, a warewashing area may not be required, every food booth is unique.	
B	Wiping Cloths: Wiping cloths shall be used once then laundered or thrown away, or shall be stored in a clean sanitizing solution of proper concentration (see concentration of utensil washing above) between uses.	
5	WATER SUPPLY AND WASTEWATER DISPOSAL	
A	Water: An adequate supply of potable water shall be available on site for cooking, cleaning, sanitizing, hand washing and drinking. Potable water includes bottled water, and water from an approved public water supply. Water supply hoses must be made from food grade materials (garden hoses are prohibited).	
B	Wastewater Disposal: Wastewater will be disposed of in an approved wastewater disposal system located at _____. Wastewater may not be dumped onto the ground surface, into waterways, or into storm drains.	
6	PREMISES	
A	Garbage: Leak-proof and insect-proof garbage containers with plastic garbage bags shall be provided.	
B	Waste Grease: Waste grease shall be disposed of into a serviceable bin or in another approved manner.	
C	Lighting: Adequate lighting shall be provided.	
7	FOOD BOOTH	
A	Tables, Counters and Shelves: Tables, counters, food prep surfaces, and shelves shall be smooth, easily cleanable and nonabsorbent.	
B	Enclosure: All food booths shall have an overhead canopy. Booths moderate food preparation shall be fully enclosed with four complete sides, excepting the BBQ area. Perimeter barriers for BBQ required.	
C	Signs and Documentation: Signage with facility name, operator name, city, state and zip code is posted. Food permit is posted.	
D	Floor: Cleanable floor surfaces (tarp or other cleanable material) shall be provided.	
E	Fire Safety: Check with local fire department regarding necessary fire extinguishers and fire codes.	