



Special Event Inspection Checklist

Please check each box once complete:

	Completed	N/A
Permit card posted.		
Commissary log is complete and onsite.		
Hand wash station is complete, accessible, and functioning with warm water available (approximately 100°F)		
Adequate water, soap, and paper towels are available for the duration of the event.		
Waste water catch bucket (tank) is 15% larger than fresh water container (tank).		
Freshwater tank has been properly flushed prior to use.		
Receipts are onsite (all food is from an approved source).		
Cold holding equipment is holding less than 41°F.		
Hot holding equipment is provided with a constant heat source greater than 135°F.		
All PHF/TCS foods from previous day are discarded unless otherwise approved		
Probe thermometer is available and calibrated.		
All produce has been washed in a commissary or purchased pre-washed.		
All food contact surfaces are clean to sight and touch.		
Cooking equipment is operational.		
Three compartment sink is set-up and functioning (if applicable)		
Sanitizer is prepared and in proper concentration. Test strips available.		
Plumbing is properly constructed and free from leaks.		
Location identified for waste water and grease disposal.		
Non-latex gloves are available.		
Proper sneeze guards/barriers in place.		
All food and non-food contact surfaces are in good condition.		
Approved flooring, overhead covering, and side walls are in place.		
An employee illness policy is in place.		
Certified food manager and food service worker cards onsite.		



Working with our community
to ensure a safe and healthy environment



Environmental Services
Department