

Department of Restaurants and Hotels  
 Division of Environmental Health  
 DeKalb County Board of Health  
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Temporary Food Service Establishment Operations  
 CHECKLIST

*Use this guide as a checklist to assess your compliance with the DeKalb County Board of Health's Food Service Rules and Regulations 290-5-14-.08.*

- Application**      Ensure that the Division of Environmental Health receives your completed temporary food service permit application at least **30 days prior to the date of (or the first day of) the event.**

**Food and Utensil Storage and Handling**

- Dry Storage**      Keep all food, equipment, utensils and single-service items stored above the floor on pallets or shelving and protected from contamination.
- Cold Storage**      Provide refrigeration units to keep potentially hazardous foods at 41°F or below.
- Hot Storage**      Use hot food storage units (e.g., crock pots, steam wells, etc.) when necessary to keep potentially hazardous foods at or above 135°F.
- Thermometer**      Use a food thermometer to check temperatures of both hot and cold potentially hazardous foods.
- Food Display**      Protect food from customer handling, coughing and sneezing with sneeze guards and other effective barriers. Use only single-use disposable items. Ensure that items such as straws and plastic forks, spoons and knives are individually pre-wrapped by a commercial supplier.
- Food Preparation**      Provide a detailed menu with your application so the Division of Environmental Health can ensure that you will offer only permissible foods. Please note:
  - You may prepare and serve potentially hazardous foods that require limited preparation, such as hamburgers and frankfurters.
  - You may *not* prepare and serve stuffed pastries filled with cream, synthetic cream, custards or similar products, nor salads and sandwiches containing meat, poultry, eggs or fish.

## Food Preparation (continued)

Obtain food only from an approved source.

Handle and prepare food only in the approved temporary food service establishment. **Do not store or prepare food at a private residence.**

Ensure that all food contact surfaces are smooth, easily cleanable and non-absorbent.

Require employees engaged in food preparation to use utensils, deli paper and disposable gloves to prevent bare-hand contact with ready-to-eat food.

Obtain ice from an approved commercial source in chipped, crushed or cubed form and in an original, sealed plastic container, single-use plastic bag or single-use wet-strength paper bag.

## Personnel and Hygiene

- Hand Washing** Provide a hand-washing sink with warm water (at least 100°F), liquid pump soap and individual-use paper towels for employee use. Make a catch basin available for the wastewater. If a hand-washing sink is not built in, provide a large, insulated water cooler with a valve or spigot that remains open to allow for adequate hand washing.
- Health** Prohibit employees with symptoms such as vomiting, diarrhea, jaundice, sore throat with fever, or a lesion containing pus (such as a boil or infected wound) that is open or draining from working with food.
- Hygiene** Require employees to wear clean outer garments and effective hair restraints. Prohibit employees from using tobacco and eating in the food preparation and service areas.

## Cleaning and Sanitizing

- Warewashing** Clean food preparation utensils using the three-basin (wash/rinse/sanitize) method. Each basin should be large enough for complete immersion of the utensils. The wash basin should contain hot water that is at least 110°F. The rinse basin should contain clean, warm water. The sanitizing basin should contain a chlorine/warm water solution of at least 50/ppm.
- Sanitizing** Use chlorine bleach or another approved sanitizer to sanitize food contact surfaces, equipment and wiping cloths. For a chlorine sanitizer, use a minimum of 50/ppm.
- Storing Wiping Cloths** Store wet wiping cloths in a clean 50/ppm chlorine solution. Change solution frequently.

## Water

- Water Supply** Provide access to an adequate supply of potable hot and cold water protected from backflow or back siphonage. Make a means of heating water available in the facility (e.g., a coffee maker with spigot). Provide a minimum of 40 gallons of potable water each day unless there is a nearby water spigot that is supplied from an approved water source. Make sure any hoses connected to spigots are made of food-grade materials. These hoses are typically white and labeled “food grade.”
- Wastewater Disposal** Dispose of wastewater in an approved wastewater disposal system.  
  
Ensure that wastewater holding tanks are large enough to hold water drained from sinks throughout each day’s period of operation and are pumped daily to a sanitary sewer.

## Premises

- Floors** Ensure that floors are made of tight wood, asphalt, concrete or vinyl tarps, and that they are smooth, cleanable and durable.
- Walls and Ceilings** Ensure that walls and ceilings are tight and of sound construction to protect from insects, weather and dust. Ensure that doors to food preparation areas are solid or screened and self-closing. Use screening material for walls, doors and windows that is at least 16 mesh to the inch.
- Lighting** Provide adequate lighting by natural or artificial means, if necessary. Use only bulbs that are shatterproof or shielded.
- Trash** Provide an adequate number of cleanable trash and garbage receptacles inside and outside the concession. Use only receptacles that have tight-fitting lids, are made of leak-proof materials and are adequately protected from flies and other vermin.
- Restrooms** Provide an adequate number of approved toilet and handwashing facilities for employees and patrons. Provide, at a minimum, non-sewered toilet systems (i.e., portable toilets) as per Section O entitled “Special On-Site Sewage Management Systems” in Chapter 290-5-59.

**Note: Visit [dekalbhealth.net](http://dekalbhealth.net) for more information on food safety.**