



Temporary
Food Service
Establishment

Requirement Checklist

(NRO 2008 Chapter 170)

Use this checklist as a guide for plan review and pre-opening inspections.	
Administrative	
<input type="checkbox"/>	APPLICATION: A completed temporary food service application must be submitted to the Environmental Health Department a minimum of TWO WEEKS before the event for review and approval. The approved plan, to include list of foods, may not be changed unless changes are submitted in writing and approved.
<input type="checkbox"/>	INSPECTION: No food shall be sold or distributed until facility is inspected, unless the department determines that an inspection is not necessary. Facility must be ready to inspect 1 hour prior to the event start time, or the temporary food service license will not be issued. All systems, water, electricity, etc. must be ready at the time of inspection. For the purpose of licensure, the start time may indicate the beginning of food sales or distribution, which must be indicated on the application.
<input type="checkbox"/>	LICENSES: License issued by the Environmental Health Department must be posted at each facility. If the event is on City-owned property, a Hawker's and Peddler's License must also be obtained from the City Clerk's Office.
Personnel	
<input type="checkbox"/>	PERSON IN CHARGE: A designated staff person responsible for compliance with health code requirements must be on site and accessible during all hours of operation at the temporary event, and will be responsible for maintaining an accurate record of each food worker's assignments.
<input type="checkbox"/>	HEALTH/HYGIENE: Food service workers must maintain a high degree of personal cleanliness and must wear clean outer garments, aprons and effective hair restraints. Smoking, drinking and eating are not allowed in the food preparation and service areas. Unauthorized persons are not allowed in the food preparation and service areas. Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea must be excluded from food activities. Food workers must not have any open cuts or sores. Employment of youth less than 16 years of age must follow NH Dept. of Labor regulations.
<input type="checkbox"/>	BARE HAND CONTACT: Employees preparing food may not contact exposed, ready-to-eat food with their bare hands and must use appropriate utensils such as single-use gloves, tongs, deli paper or dispensing equipment.
<input type="checkbox"/>	HANDWASHING: Each facility shall have an individual hand-washing set up, which minimally will consist of a 5 gallon insulated container with a spigot to hold heated water, a catch basin of one and one half times the size of the water container, hand soap and paper towels. Facilities that only offer food that is commercially prepackaged and distributed in original packaging do not require a hand washing set up. Food service workers must wash their hands prior to entering food preparation and service areas, immediately before food preparation, after using toilets, smoking, drinking or eating and as often as necessary.
Food and Utensil Storage/Handling	
<input type="checkbox"/>	FOOD: All foods must come from an approved source, according to local, state and federal codes. FOODS MAY NOT BE PREPARED OR STORED IN HOME KITCHENS! Foods must be either prepared on-site or obtained from a licensed source. Foods must be stored to prevent cross-contamination.
<input type="checkbox"/>	WATER: All water at the facility must be obtained from an APPROVED SOURCE . Adequate supplies of both hot and cold water must be provided. Hoses and water supply equipment carrying water must be constructed of approved food -grade materials and installed to preclude the backflow of contaminants into the water supply.
<input type="checkbox"/>	ICE: Ice used for consumption must be from an approved source and must not be used to cool food products or containers. Ice must be stored in an approved container and dispensed with a proper utensil and must be self-draining to remove accumulations of water.
<input type="checkbox"/>	THAWING: Potentially hazardous food must be thawed either under refrigeration that maintains the food temperature at 41°F or less; completely submerged under running water at a temperature of 70°F or below; or as part of the cooking process.

<input type="checkbox"/>	REHEATING FOR HOT HOLDING: Potentially hazardous food that is cooked, cooled, and reheated for hot holding must be reheated so that all parts of the food reach a temperature of at least 165°F for 15 seconds. Reheating must be done rapidly so that food is between 41°F and 165°F for less than 2 hours. Potentially hazardous foods must be discarded after 4 hours when held at hot holding temperatures.
<input type="checkbox"/>	COLD STORAGE: Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. A cooler with sufficient ice or other means to maintain potentially hazardous foods at 41°F or below may be approved for the storage of small quantities of potentially hazardous foods. Unpackaged foods may not be stored in direct contact with un-drained ice.
<input type="checkbox"/>	THERMOMETERS: Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the temperature of the unit affixed to the unit. A metal stem food service thermometer shall be provided to check the internal temperatures of both hot and cold foods.
<input type="checkbox"/>	PROTECTION FROM CUSTOMER CONTAMINATION: All food must be protected from customer contamination by use of wrapped single serve items, food shields, or other effective barriers.
<input type="checkbox"/>	WAREWASHING: The minimum requirements for a utensil-washing set-up to wash/rinse/sanitize should consist of 3 basins, large enough to immerse utensils, potable hot water, and adequate wastewater disposal. A licensed facility may transport used utensils back to their facility, but should ensure a sufficient supply of utensils prior to the event's start-up time.
<input type="checkbox"/>	DRY STORAGE: All food, equipment, utensils and single service items must be stored at least 12" above the floor/ground on shelving and protected from contamination.
<input type="checkbox"/>	HOT STORAGE: Hot food storage units must be used to keep potentially hazardous foods at 140°F or above. Electrical equipment, propane stoves, grills, etc., must be capable of holding foods at 140°F or above. Crock-pots or other hot holding devices must not be used for re-heating of foods; they are only to be used for hot holding of foods at 140°F or above.
<input type="checkbox"/>	UTENSIL STORAGE: Food dispensing utensils must be stored in the food with their handles above the top of the food and container, clean and dry on a sanitized surface or under running water.
Sanitation	
<input type="checkbox"/>	WASTEWATER: All wastewater and grey water must be disposed of in a sanitary sewer system. If a sanitary sewer system is not readily available, suitable storage devices must be provided.
<input type="checkbox"/>	TRASH: Trash must be stored in leak proof, non-absorbent containers that must be kept covered with tight fitting lids. Trash containers must be provided for consumer use. Trash must be removed as necessary to prevent a nuisance or health hazard. Grease must be disposed of properly.
<input type="checkbox"/>	SANITIZER: Chlorine bleach or other approved sanitizers must be provided for sanitizing food contact surfaces, equipment and wiping cloths. Sanitizers must be used at appropriate strengths: chlorine solution at 50 ppm, quaternary ammonium compound at 200 ppm. An approved test kit must be available and utilized to accurately measure the concentration of the sanitizing solution.
<input type="checkbox"/>	TOXIC MATERIALS: Poisonous or toxic materials must be properly labeled and stored so that they cannot contaminate food, equipment, utensils, single-service articles. Only those chemicals necessary for the operation of the facility will be allowed on site.
Structure	
<input type="checkbox"/>	OVERHEAD PROTECTION: The facility must be covered with a tent, canopy or other type of overhead protection unless the foods offered are commercially pre-packaged food items dispensed in their original containers. Walls and ceilings, if required, are to be of tight and sound construction against the elements, windblown dust and debris, insects, or other sources that may contaminate food, food contact surfaces, equipment, utensils, or employees.
<input type="checkbox"/>	LIGHTING: Adequate lighting by natural or artificial means must be provided. Light bulbs must be shielded, coated, or otherwise shatter-resistant in areas where there is exposed food, clean equipment and utensils, or unwrapped single-service articles.
<input type="checkbox"/>	FOOD CONTACT SURFACES: All food contact surfaces must be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces must be finished so that they are easily cleanable.
<input type="checkbox"/>	TOILET FACILITIES: An adequate number of toilet and hand washing facilities must be provided for food service workers, in sufficient proximity to the event.