

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.		

✓ Already onsite or covered by ACF

Working with our community to ensure a safe and healthy environment

