



**KCMO HEALTH DEPARTMENT
ENVIRONMENTAL PUBLIC HEALTH PROGRAM**

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Public Health

TEMPORARY EVENTS APPLICATION CHECKLIST

The following questions will help guide you in fulfilling your requirements for your temporary event. If requirements are not met at the time of your on site inspection your permit may be revoked or you may be assessed a re-inspection fee. If you have any questions or concerns about the requirements please contact the Health Department.

1. What foods are you planning on serving?
2. What method will be used to ensure your foods are *transported* safely and maintain 135F for hot foods and 41F for cold foods?
3. How will you maintain product temperatures of 135F for hot holding and 41F for cold holding at the event?
4. Do you have a metal stem thermometer to monitor hot and cold food temperatures?
5. Do you have a hand washing station within 10 feet of the stand that is separate from a restroom hand washing sink? (Temporary hand washing sink set-up must include a spigot type water dispenser container and a catch bucket for waste water.)
6. Is coolant ice kept separate from ice for consumption?
7. Is overhead protection provided for your food preparation and serving site?
8. Will you be preparing foods on site? (This includes slicing foods, assembling foods, etc...)
9. If you are preparing foods at an outside event do you have a fully screened enclosure with a serving window?
10. What methods will you use to prevent bare hand contact with ready to eat foods?
11. Do you have sanitizing solution for cleaning of food contact surfaces and storage of wiping cloths? (Must be chlorine, quaternary ammonium compound, or iodine)
12. Do you have a test kit for your sanitizing solution?
13. Does your grill have a hinged lid? (If applicable)
14. Do you have access to hot/cold running water? (If event is 2 or more days)
15. Do you have access to a 3 compartment sink? (If event is 2 or more days)
16. Does your site have durable, cleanable flooring?
17. Are chemicals properly labeled and stored separately from food, equipment and single service items?
18. Are food, equipment and single service items stored 6 inches above floor? (This includes cardboard boxed items)
19. Do your utensils have handles (ice scoop, etc...)?
20. Do you have a covered waste receptacle?
21. Are your coolers cleanable and equipped with drains?
22. Do employees have clean outer garments and proper hair restraints?
23. Will there be a designated area for storage of employee food, drinks, and personal items?
24. What procedures are followed when an employee has a communicable illness that can be transmitted through food or any type of wound infection?
25. Is the Person in Charge present and able to demonstrate knowledge of food safety practices applicable to your establishment?