

## Division of Hotels and Restaurants

www.MyFloridaLicense.com/dbpr/hr

## **TEMPORARY EVENT CHECKLIST**

Water, Plumbing and Waste
☐ Adequate water supply from an approved source provided
☐ Food-grade potable water hose/containers used to convey/transport water
☐ Access to a three-compartment sink, if not installed in unit, for washing and sanitizing utensils and equipment
☐ Sewage/wastewater disposed into approved sewerage system
☐ Covered garbage receptacle provided; garbage/trash removed timely
Hand Washing
☐ Handwashing facility provided (e.g., Igloo® cooler with on/off valve); bucket/catch basin provided
☐ Soap and disposable towels provided
Physical Facilities
☐ Overhead protection for all food equipment, food preparation and storage areas, and warewashing areas
☐ Dustless flooring graded to drain (concrete, machine-laid asphalt, wood chips, grass, gravel, etc.)
Overhead protection and walls (if needed) must protect from weather and windblown dust/debris
Ability to protect unit against the entrance of flying insects/other vermin at 4–30 day events
Food Safety
☐ All food prepared onsite and/or obtained from an approved source (food prepared under the Cottage Food Law
is not permitted; food may not be stored or prepared at a private residence)
☐ Employees experiencing symptoms of foodborne illness (vomiting, diarrhea, jaundice) not permitted to work
☐ Time/temperature control for safety (TSC) food held hot maintained at 135°F or hotter
☐ Cold TCS food maintained at 41°F or colder
☐ TCS food cooked and reheated for hot holding to the proper temperature
☐ TCS food cooled from 135°F to 70°F within 2 hours and 135°F to 41°F within a total of 6 hours
☐ TCS food cooled from ambient temperature to 41°F within 4 hours
☐ Thermometers in all hot and cold holding units
☐ Probe type thermometer available for operator's use to check food temperatures
☐ Ready-to-eat food protected against cross contamination from raw animal foods
☐ No bare hand contact with ready-to-eat food
☐ Displayed food protected against customer contamination (e.g., sneezeguard, packaging, etc.)
☐ Food stored at least 6 inches off floor/ground
General
☐ Adequate supply of spare utensils provided if three-compartment sink is remotely located
☐ Single-service items protected
☐ Sanitizer and test kit provided if chemical sanitization/wiping cloths utilized
☐ Portable fire extinguisher (if heat-producing or hot holding equipment present)
☐ Copy of current DBPR public foodservice license, if applicable (1–30 day events)
☐ Department of Agriculture and Consumer Services (FDACS) food service permit, if applicable (1–3 day events)
☐ Original FDACS permit letter and decal for MFDV, if applicable (1–30 day events)
☐ Cashier's check or money order for license fee (1-3 day event \$91; 4-30 day event \$105; annual \$456)
Owner's Social Security number (required), federal tax identification number (FEIN), and sales tax number for
license application