



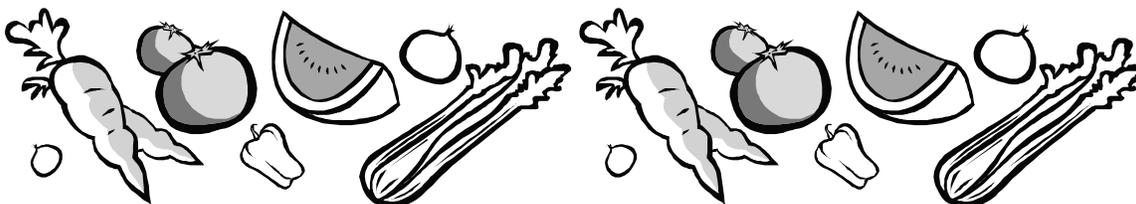
**FOOD SAFETY CHECKLIST**  
**For Food Fundraisers, Food Shows, and Food Demonstrations**

If you will be selling or serving food to the public, keep it clean, temperature safe, and avoid cross contamination. Use this checklist to keep your event safe.

<b>Planning</b>	<b>Yes/Done</b>	<b>Not Applicable</b>
Temporary Food Establishment permit obtained from Hawaii State Department of Health 10 working days before the event if food will be served to the public.		
Approved kitchen secured for preparing food to be served to the public (i.e. restaurant, church, community centers)		
Whenever possible, food booth has overhead covering and totally enclosed except for the serving window. Must meet fire code.		
Adequate hand washing facilities available. Potable water, liquid soap, paper towels and a container to catch wastewater		
Bathroom must be within 200 feet of booth.		
Menu kept simple and potentially hazardous foods avoided whenever possible. Potentially hazardous foods include: · Milk, Eggs, Dairy products · Sprouts & cut melons · Beef, poultry, pork, lamb · Fish and shellfish · Cooked potatoes, beans and rice		
Only workers allowed in the food preparation/serving area		
No animals/birds allowed in food preparation/serving area. Individuals requiring service animals (guide dogs, signal dogs, security dogs) can assist in non-food handling tasks.		
Back-up plan in case electricity goes off		



Food & Supplies	Yes/Done	Not Applicable
All food (including ice), utensils and disposables are from approved sources. (retail grocery store, restaurant suppliers, inspected meat facility). Foods <b>NOT ALLOWED</b> include: foods prepared at home, meats from non-USDA inspected facility, game meat, home-canned foods		
Foods inspected to make sure they are fresh and safe to use when purchased/received: <ul style="list-style-type: none"> <li>· Cold foods are cold</li> <li>· Frozen foods feel solid</li> <li>· Packages are not torn or defective</li> <li>· Jars are free of cracks or leaks</li> <li>· Cans are not leaking, bulging, rusted or severely dented</li> </ul>		
Separate ice for cooling drinks/food and for use in beverage cups		
Only food grade containers/equipment used to store/prepare foods. (No garbage bags, for utility buckets, etc.)		
Disposable plates, cups, utensils and other items used whenever possible. <b>DO NOT</b> reuse disposable utensils or dishware		
Individually portioned foods selected whenever possible (i.e. sugar, cream, sauces)		
Food and serving supplies kept covered and protected from insects, rodents, and cleaning supplies. Food and supplies are stored at least 6 inches off the ground to protect from contamination		
Adequate number of garbage containers with plastic liners and tight-fitting lids. Garbage containers emptied into dumpster frequently		



Cleaning	Yes/Done	Not Applicable
Wash hands often with soapy water for 20 seconds: <ul style="list-style-type: none"> <li>· Before handling food</li> <li>· After handling raw meat, poultry and seafood</li> <li>· After using the bathroom</li> <li>· After eating</li> <li>· After handling money or soiled items</li> <li>· After handling garbage or using cleaning chemicals</li> <li>· After coughing, sneezing, or blowing nose</li> <li>· After touching hair, face or body</li> </ul>		
Clean and sanitize-equipment, food preparation surfaces and utensils before and between food preparation steps or whenever contamination has occurred		
Rinse and store clean wiping cloths in a bucket of sanitizer, changing solution every 2 hours. Sanitizing solution, 1 tablespoon bleach to 1 gallon water		
Use a commercial dishwasher if available. Hand wash using the 4-step process: <ul style="list-style-type: none"> <li>· Wash with hot, soapy water</li> <li>· Rinse with hot water</li> <li>· Chemically sanitize 1 tablespoon bleach per gallon of warm water (100ppm)</li> <li>· Air dry (do not dry with towels)</li> </ul>		



<b>Preparing</b>	<b>Yes/Done</b>	<b>Not Applicable</b>
Wash fruits & vegetables thoroughly before use and keep cold after cut		
Thaw food in the refrigerator, under cold running water or in the microwave as part of the cooking process		
Don't cross-contaminate. Store raw meat, poultry, and seafood below or away from all pre-cooked and ready-to-eat foods in the refrigerator		
Use separate cutting boards –one for raw meat, poultry, and seafood and another for all other foods. Clean and sanitize cutting boards after each use (when changing to another food, after interruption and at least every 4 hours if continually used).		
Never defrost (or marinate) food at room temperature (i.e. kitchen counter). Thaw in the refrigerator or in the microwave if you're cooking immediately. If raw meat is left at room temperature over 2 hours, it may not be safe to eat even after proper cooking.		
Minimize bare hand contact. Use a utensil, such as tongs, ladles and single service, disposable gloves to minimize potential contamination.		

<b>Cooking</b>	<b>Yes/Done</b>	<b>Not Applicable</b>
Foods cooked to safe internal temperatures. Check for doneness with a <b>clean food thermometer</b> . <ul style="list-style-type: none"> <li>· Poultry (whole and parts) 165°F</li> <li>· Stuffing, ground poultry, reheat leftovers 165°F</li> <li>· Meats medium, eggs &amp; egg dishes, Pork &amp; ham, ground meats 160°F</li> <li>· Medium-rare beef steaks, roasts, veal, lamb 145°F</li> </ul>		
Never place cooked food on a plate that previously held raw meat, poultry, fish or seafood		
Cool foods rapidly. Transfer hot foods to shallow containers to speed cooling. Foods must be cooled to 40°F in four hours		

Serving	Yes/Done	Not Applicable
Stove burners, microwave oven, convection ovens or double boilers used to reheat foods thoroughly to 165°F or above for 15 seconds. (Do not use steam tables, crock pots or other hot holding devices for reheating)		
Keep hot foods hot, 140°F or higher, by using warming trays, chafing dishes or crock pots		
Keep cold foods cold, 40°F or below. Store in the refrigerator until serving time and placing plate or dish on a bed of ice.		
Foods served in small dishes or platters, with cold back-up dishes in the refrigerator and hot back-up dishes in the oven at 200-250°F.		
The <b>Danger Zone</b> is 40-140°F. Do not leave foods in this temperature range longer than a TOTAL of 2 hours. This includes preparation, delivery, display and serving time. Discard food after 4 hours.		
Use separate ice for cooling foods and ice for consumption		
Have sauces in single-serving portions or in a bottle to avoid "double-dipping"		
Refrigerate or freeze perishables, prepared food and leftovers within 2 hours. Perishable foods include meat, poultry, fish, eggs, tofu, dairy products, pasts, rice, cooked vegetables, fresh, peeled and/or cut fruits and vegetables		

