



## Onsite Coordinator Checklist

### Temporary Food Facilities

<input type="checkbox"/>	Overhead protection for all operation, food storage, and food preparation
<input type="checkbox"/>	Ground coverage if grass, dirt, or other non-easily cleanable surface
<input type="checkbox"/>	Side walls (front sneeze guard protection if necessary) (back to cooking area may be open)
<input type="checkbox"/>	Handwash station with spigot, catch basin, liquid pump soap, and paper towels (all booths preparing food) (several low hazard booths can share one if within 25 feet) Extra water
<input type="checkbox"/>	3-compartment wash station (wash, rinse, and sanitize)
<input type="checkbox"/>	Trash Can
<input type="checkbox"/>	Adequate ice in coolers to keep PHF $\leq 45^{\circ}\text{F}$ (ice must be at or above the level of food)
<input type="checkbox"/>	Adequate hot holding capabilities of $\geq 135^{\circ}\text{F}$ (powered or gas heat for extended periods) (2 cambros per chaffing dish)
<input type="checkbox"/>	Thermometers
<input type="checkbox"/>	All food storage must be $\geq 6$ inches off the ground or in protected containers such as insulated coolers
<input type="checkbox"/>	All cooking equipment must be at least 4 feet away from public access

### Mobile Food Facilities

<input type="checkbox"/>	Full tank of potable water
<input type="checkbox"/>	Running hot water of $\geq 120^{\circ}\text{F}$
<input type="checkbox"/>	Power to run all hot and cold holding units
<input type="checkbox"/>	No food handling outside of the Mobile unit (requires a TFF permit)
<input type="checkbox"/>	Post valid annual license certificate, permit-to-operate and most recent routine inspection report.

### Onsite Coordinator

<input type="checkbox"/>	Extra Ice or directions to closest store that sells ice
<input type="checkbox"/>	Extra Handwash station supplies including water
<input type="checkbox"/>	Bleach
<input type="checkbox"/>	Providing adequate power to all booths where applicable
<input type="checkbox"/>	Toilets within 200 feet of booths
<input type="checkbox"/>	Potable water supply and waste water disposal.
<input type="checkbox"/>	No eating inside of any TFF/RFV/CFM/MFF
<input type="checkbox"/>	Signage for all vendors

**NOTES:**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_