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## Temporary Food Service Checklist

**ALL ITEMS BELOW MUST BE APPROVED AND DETERMINED IN COMPLIANCE BEFORE A TEMPORARY FOOD SERVICE PERMIT IS TO BE ISSUED.**

**Please use this checklist as a guide on setting up your Temporary Food Service Booth.**

### GENERAL REQUIREMENTS

- Submit a temporary food service permit application, applicable fees, copy of the menu, and plan of facility 30 days before the event date.
  - Contact your respective local Environmental Health Department for fee amounts.
  - All fees for temporary food service events must be paid by cash, money order, or credit card if paid less than 30 days prior to the event.
- The temporary food service operation shall be ready for inspection prior to the opening of the event.

### PHYSICAL FACILITIES

- Booths must be set up concrete, asphalt, tight wood or similar approved surfaces (grass or dirt surfaces are not approved).
- Must have overhead protection (gazebo style tents) AND at least the sides screened and the back of the booth screened (screening is to be from the top to the ground; 16 mesh to one inch) (**see picture #1**).
- An appropriate backflow prevention device is needed if a hose connection to the potable water supply is utilized (consult with your inspector). Hoses used for potable water must be Food Grade, NSF Approved.
- Restroom facilities shall be made available and conveniently located to participants. Determination of location and number of facilities will be determined/approved by the Health Department.
- Trash and other refuse must be disposed of in such a manner that does not create a public health hazard or nuisance.

### FOOD PROTECTION/HOLDING

- Foods shall be from approved sources (i.e., a permitted food supplier or permitted fixed food service establishment owned by the vendor—owners must be the same). Vendors must have receipts for all foods.
  - Foods from unverifiable sources will be discarded (i.e., no home prepared foods).
  - Raw or undercooked shellfish (oyster, mussels, clams, and scallops) are **NOT PERMITTED** for service at temporary events.
  - The following foods are **NOT ALLOWED TO BE MADE ON-SITE** at temporary events:
    - Pastries filled with cream or synthetic cream,
    - Custards, and similar products,
    - Salad and sandwiches containing meat, poultry, eggs, or fish (i.e., chicken salad sandwiches, tuna fish salad, etc),
    - Potato Salads, and
    - Casseroles.



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- Vendors must **NOT** prepare any foods on-site prior to approval and permitting from the Health Department.
- Vendors must have time/temperature control for safety (TCS) foods delivered at the appropriate temperatures:
  - Cold held foods at 41°F or less;
  - Hot held foods at 135°F or above.
- Vendors must have adequate means to properly cold/hot hold **ALL** TCS foods (functional coolers and/or freezers, or ice, or foods in steam wells, foods over sternos, etc).
  - Cold hold foods at 41°F or less;
  - Hot hold foods at 135°F or more.
  - Vendors must not use Time Only as a Public Health Control on TCS foods.
- Foods on display are to be covered or properly shielded.
- Vendors must have appropriate utensils for dispensing foods.
- Vendors must have appropriate thermometers (**see picture #2**).

#### **EMPLOYEE HYGIENE**

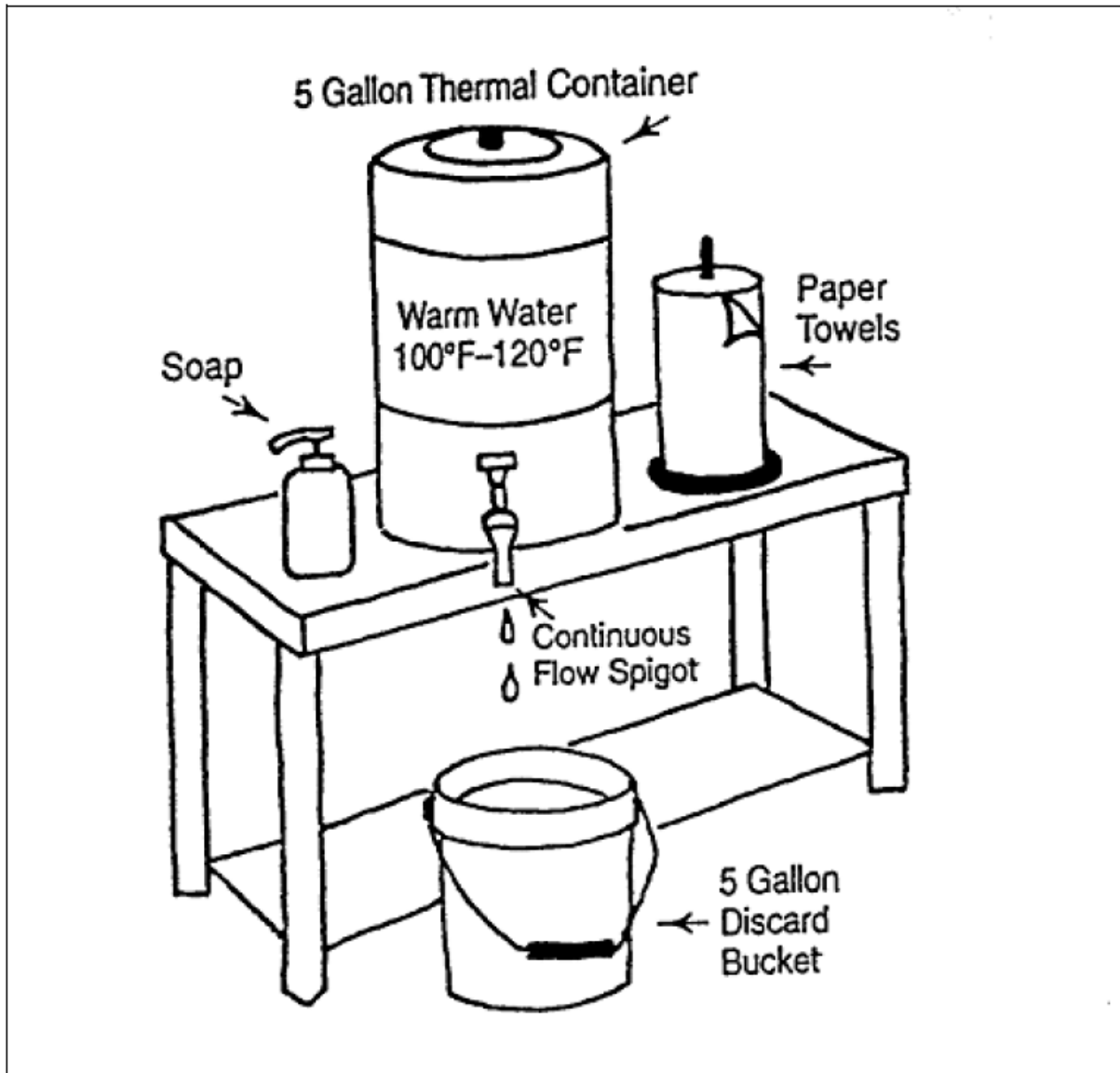
- Vendors must have at least 1 rudimentary hand wash station supplied with container of water with a continuous water spigot, soap, paper towels, and a catch basin (**see illustration**).
- Employees working with foods must have effective hair restraints.

#### **EQUIPMENT/SINGLE-USE ARTICLES**

- Vendors must have a rudimentary dish sink – a wash basin with dish detergent, a rinse basin, and a sanitize basin (most use bus pans or buckets); exceptions may be made, consult with your inspector (**see picture # 3**).
- Vendors must have gloves or suitable utensils to handle ready to eat foods (**see picture # 4**).
- Single use items (forks, knives, spoons) shall be wrapped (**see picture # 5**).
- Vendors must have a way of heating up water (coffee pot, grill, etc.).
- Vendors must have sanitizer available for sanitizing (i.e., regular bleach).
- Vendors must have appropriate sanitizer test strips – (i.e., bleach test strips) (**see picture #6**).

**\*\*NOTE:** This is not an all inclusive list. The Health Department may impose additional requirements to protect against health hazards. The Health Department **MAY** limit your menu items that are to be served.

**Illustrations and Pictures**



**Illustration 1: Rudimentary handwashing station**



**Picture 1: Required screening if event is outside.**



**Picture 2: Digital thin-tipped PROBE thermometer for taking food temperatures.**



Picture 3: Rudimentary three-compartment sink (for washing, rinsing, and sanitizing utensils and equipment).



Picture 4: Single-use gloves (NO BARE HAND contact of ready-to-eat foods).



**Picture 5: Single-use flatware (individually wrapped if customers can obtain these items themselves).**



**Picture 6: Chlorine (bleach) sanitizer test strips.**