

**CITY OF STAMFORD
DEPARTMENT OF HEALTH &
SOCIAL SERVICES**

**TEMPORARY FOODSERVICE
REQUIREMENT CHECKLIST
&
APPLICATION**



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Requirement Checklist

◇ APPLICATION:	A completed temporary food service application form must be submitted a minimum of 14 days prior to the event with 5 or less food booths; more than 5 booths a minimum of 21 days prior to the event , the application form must be submitted to the STAMFORD HEALTH DEPARTMENT .
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FOOD & UTENSIL STORAGE AND HANDLING

◇ DRY STORAGE:	All food, equipment, utensils, and single service items shall be stored off the ground and above the floor on pallets, tables, or shelving.
◇ COLD STORAGE:	Refrigeration units shall be provided to keep potentially hazardous foods at 45° or below . An effectively insulated hard sided container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or use at events of short duration.
◇ HOT STORAGE:	Hot food storage units shall be used to keep potentially hazardous foods at 140° or above . For hot holding, electrical equipment is requested. However, due to past events during which electrical problems occurred, propane stoves or grills, capable of holding food at 140° or above , may be used and/or should be available for backup. Sterno is allowed provided proper temperatures are maintained. Steam tables or other hot holding devices are not to be used for heating up foods ; they are to be used only for hot holding process.
◇ THERMOMETERS:	Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to $\pm 2^{\circ}$ F, and have a minimum range of 40° to 220° F.
◇ WET STORAGE:	Wet storage of all canned or bottles beverages are not acceptable unless the water drains to an approved pit drain (submit plan of pit drain). Liquid waste cannot be dumped into streets, storm drains, or onto the ground.

◇ FOOD DISPLAY:	Foods on display must be covered and the public is not allowed to help themselves to opened containers of food and/or to uncovered food items. Condiments, such as; ketchup, mustard, coffee creamer, sugar and so forth, should be served individual packets or from squeeze containers and/or pump bottles. Foods must be stored at least 12” off the ground. All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards or other effective barriers.
◇ FOOD PREPARATION:	All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.
◇ COOKING DEVICES:	Charcoal and wood cooking devices are not permitted. Propane stoves or grills are approved as cooking devices. All cooking of foods must be done towards the rear of the food booth. When barbecuing or using a grill, the equipment must be separated (roped off from the public by at least 4 feet to protect the public from burns or splashes of hot grease).
◇ LEFTOVERS:	Leftovers may not be used, sold, or given away in a temporary food service booth. Hot held foods, which have not been used by the end of the day, must be discarded.

PERSONNEL

◇ HANDWASHING:	A minimum of a two gallon insulated container with a spigot, and a basin, soap and dispensed paper towels shall be provided for hand washing. The container shall be filled with hot water and/or handy wipes of an approved type, may be approved by the Sanitarian.
◇ HEALTH:	Employees shall not have any open cuts or sores, or communicable diseases.
◇ HYGIENE:	Employees shall have clean outer garments, aprons, and effective hair restraints. Smoking, eating, or drinking in food booths, while working, is not allowed. All non-working, unauthorized persons are to be kept out of the food booth.
◇ LOG BOOK:	All volunteers and/or workers at a food booth site must sign a “ LOG BOOK ” with the date, name, address, and hours worked.
◇ SITE COORDINATOR:	A designated staff person responsible for compliance with Health Department requirements must be on site.

CLEANING

◇	DISHWASHING:	A minimum of three basins, large enough for complete immersion of utensils and a means to heat water are required to wash, rinse and sanitize utensils or equipment that will be reused on a production basis at the food booth, if approved by the Sanitarian for onsite dishwashing; otherwise and alternate approved site may be required.
◇	BLEACH:	Household bleach or other approved sanitizer shall be provided for dishwashing sanitization and wiping cloths. Provide for approved sanitizing test kit to be on site for testing of sanitizing solutions.
◇	WIPING CLOTHS:	Wiping cloths shall be rinsed frequently in a clean 100 ppm chlorine solution.

WATER SUPPLY

◇	WATER SUPPLY:	An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
◇	WASTEWATER DISPOSAL:	Wastewater shall be disposed in an approved wastewater disposal system. An adequate number of covered containers, labeled “Wastewater” shall be provided in the booth and/or nearby access to a permanent toilet facility must be provided for. Liquid waste cannot be dumped into streets, storm drains or onto the ground.

PREMISES

◇	FLOORS:	Unless otherwise approved, floors shall be constructed of tight wood, asphalt, rubber and/or plastic matting or other cleanable material.
◇	WALLS & CEILINGS:	Walls and ceilings, if required, are to be of tight and sound construction to protect against the elements and, where necessary, flying insects. Walls shall be finished so that they are easily cleanable.
◇	LIGHTING:	Adequate lighting by natural or artificial means is to be provided. Bulbs shall be non- breakable or shielded.
◇	COUNTER	All food preparation surfaces shall be smooth, easily cleanable,

SHELVING:	durable and free of seams and difficult to clean areas. All other surfaces shall be finished so that they are easily cleanable.
◇ GARBAGE:	An adequate number of cleanable containers shall be provided inside and outside the booth.
◇ REST ROOMS:	An adequate number of approved toilet and hand washing facilities shall be provided at each event. These facilities shall be accessible for employee use.
◇ CLOTHING:	Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and dishwashing areas.

FOOD SERVICE FACILITY LICENSE

◇ INSPECTION:	Food booth operators may be required to make an appointment for pre-opening inspection prior to the first day of the event.
◇ BOOTH:	Temporary food service facility licenses are required for EACH temporary food booth.
◇ TENT:	Tents with roll-up sides are required for all events where food is dispensed for more than four (4) hours. At events with less than four (4) hours duration, a tent/sides may not be required.

*The Public Health
Code
of the
State of
Connecticut and
other department
regulations*

*State of Connecticut
Department of Health Services
150 Washington Street
Hartford, Connecticut 06106*

Sec. 19-13-B42

Sanitation of places dispensing foods or beverages. No person, firm or corporation shall operate or maintain within the State of Connecticut any place where food or beverages are served to the public except after compliance with the following requirements:

>>>>> (r) (1) No person, firm or corporation shall operate or maintain, within any town, city or borough, any place where food or beverages are served to the public without local permits or licenses if such permits or licenses are required by local ordinance, or otherwise without registration of the name and business address with the local director of health of the town, city or borough in which the business is conducted. Permits for temporary food service establishments shall be issued for a period of time not to exceed 14 days.

(2) A temporary establishment serving food or drink shall comply with all provisions of this regulation which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms or may modify specific requirements for physical facilities when in his opinion no health hazard will result.

Handwashing

Temporary Food Booths

A handwashing station must include:

- Potable hot and cold running water (or warm water)
- Liquid soap in a dispenser
- Paper towels
- Container for waste water (water container must be clean and have a valve or spigot that remains open to allow for adequate handwashing)

Proper Hand Wash Station

