

## Event Checklist

### Before the event

- ☐ UCR Department/Organization submits a Request for Contracting Out Services via HRMS portal.
- ☐ Vendor to provide a copy of each employee's food handlers card to Tiffany Kwok ([tiffanyk@ucr.edu](mailto:tiffanyk@ucr.edu)) at least 7 business days in advance and have it available on the day of the event.
- ☐ Vendor to provide a copy of current Environmental Health permit from county of business to Tiffany Kwok ([tiffanyk@ucr.edu](mailto:tiffanyk@ucr.edu)) at least 7 business days in advance and have it available on the day of the event.
- ☐ UCR Department/Organization to submit [request for UCR Temporary Food Permit](#).
- ☐ Ensure vendor is reviewed and approved by Procurement (contact Matt Burke 951-827-3095 for more info).

### Setup/Equipment

- ☐ A **hard copy** of UCR Temporary Food Permit is available during the event.
- ☐ Food preparation surfaces are smooth, easily cleanable, and non-absorbent.
- ☐ A commercial grade flame resistant 10' x10' canopy with side rails and screen cover is required for all operations with non-prepackaged, perishable foods. Note: If selling pre-packaged, non-perishable foods, side screens are not required.
- ☐ Each booth has a hand wash station including soap and one-time use paper towel that is accessible to all food handlers/booth staff members.
- ☐ Sufficient refuse containers are available for each booth and in public eating areas.
- ☐ Restroom facilities is located within 200 feet of the booth.
- ☐ A 3-compartment warewashing sink with adequate hot and cold water is available and located in a centrally located and adjacent to the sharing food booths. Note: a maximum of 4 booths can share a warewashing sink.
- ☐ A bucket with adequate sanitizer concentration is available to sanitize utensils and is stored in a place that will not contaminated any food/clean utensils.
- ☐ All equipment is clean prior to use.
- ☐ All sides of mesh netting is closed throughout the duration of the event.



### Food Preparation/Storage

- ☐ All food, beverages and utensils are stored at least six inches off the ground/floor.
- ☐ All food preparation (chopping, dicing, packaging, etc.) and food service to the public is from inside the enclosed food booth.
- ☐ All food is protected food from contamination.
- ☐ A sneeze guard is available to protect food from contamination.
- ☐ Condiments are protected from contamination by:
  - o being kept in dispensers that are designed to provide protection
  - o original containers designed for dispensing
  - o individual packages or portions
- ☐ Ice for human consumption is separated from ice used for refrigeration purposes.
- ☐ No food is stored at home prior to the event.
- ☐ **Pre-packaged food have the proper labeling: Common name, List of ingredients in descending order of predominance weight, Net weight of contents, and Name and place of business**

### Food Handler Practices

- ☐ Hats/Hair nets are used to restrain hair of all booth staff members preparing, serving, or handling food or utensils.
- ☐ No eating, drinking, or smoking in the booth.
- ☐ Only the food handlers listed on the permit are inside the booth.
- ☐ All personal belongings are separated from food and utensils.
- ☐ Food handlers are using utensils, including scoops, forks, tongs, paper wrappers, or gloves to handle ready-to-eat foods.
- ☐ Gloves are properly used to prevent contamination

## Got PHF?

- Milk and Dairy
- Meat and Poultry
- Seafood and Fish
- Eggs
- Soy Products
- Cut Fruits & Vegetables
- Cooked grains (rice, beans, pasta)
- Baked Potatoes

### If you serve Potentially Hazardous Food you must have:



- ☐ All food is maintained in proper temperature
  - o Cold holding = 41°F or below
  - o Hot holding = 135°F or above
- ☐ An accurate thermometer ( $\pm 2^\circ\text{F}$ ) for checking food temperatures.
- ☐ Raw meats are separated to avoid cross-contamination.
- ☐ Barbeque/grills are separated from public access with a rope or approved barricade.
- ☐ A Type ABC Fire Extinguisher is available.
- ☐ All barbeque/grills cooking surface and cover are clean, and a 5 gallon propane tank is used as a fuel source.



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### California Health and Safety Code

The above provisions must be followed. Food events will be monitored. If a sample is believed to be contaminated or the above provisions are violated, the food event may be terminated by the activities coordinator or EH&S. Future food events may not be approved. For more information, contact Environmental Health & Safety by phone (951) 827-5528 or email [temporaryfoodservice@ucr.edu](mailto:temporaryfoodservice@ucr.edu).