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) 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) 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:
  ☐ being kept in dispensers that are designed to provide protection
  ☐ original containers designed for dispensing
  ☐ 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
  ☐ Cold holding = 41°F or below
  ☐ Hot holding =135°F or above
☐ An accurate thermometer (±2°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.