



Public Health
Prevent. Promote. Protect.

Horizon Environmental Health
Serving Douglas & Pope Counties

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Special Event Preinspection/Self Inspection Form

- ▶ Please complete this form *before you begin to serve food* to the public.
- ▶ **Keep this form** and have it available to show to the event sponsor or to the Sanitarian (health inspector).

Items to be completed before serving food to the public	Initial when done
1 Handwash station has been set up and is ready to use. -container of water with a spigot which can be turned on and off without having to hold it on -bucket to catch the dirty water -liquid soap in a pump dispenser -single use paper towels Remember, unless there is a handwashing sink WITHIN the food booth, you must have a handwash station	1 _____
2 Utensil wash station is set up and ready to use. -bucket with soapy water -bucket with clean water -bucket with bleach and water to use for rinse and sanitizing—One spoon of bleach for ½ bucket of water (One tablespoon of bleach in each two gallons of water)	2 _____
3 Food preparation tasks are delegated so there are three types of workers: -those who only touch the raw meat and poultry -those who only touch ready to eat foods -those who only touch the money	3 _____
4 All food preparation is done onsite or at a licensed establishment and properly transported to the event.	4 _____
5 No homemade or home prepared foods or foods that have been stored in someone’s home allowed.	5 _____
6 If there is a grill, it can be outside of the food booth but all food cooked outside must then be taken back inside the booth for service to the customer.	6 _____
7 Thermometer to measure food temperatures is available in the booth	7 _____
8 All cold foods are in refrigerator and are below 41 degrees F. A thermometer is provided in the refrigerator.	8 _____
9 All hot foods are: -served directly to the customer or -held at or above 140 degrees F Discard any remaining hot foods at the end of each day.	9 _____
10 Health permit is prominently displayed for the public	10 _____
11 Self-serve condiments are: -in containers with a hinged lid or -in squeeze bottles or -in individual packets	11 _____
12 All open food is protected from contamination (dirt, chemicals, peoples)	12 _____
13 Adequate supply of potable water is provided.	13 _____
14 Hair restraints (caps, nets, other) are worn at all times while handling food.	14 _____
15 No smoking eating or drinking permitted in food prep/serving area.	15 _____
16 Food and single service items are at least 6 inches off the ground/floor	16 _____
17 Sanitizing solution and wiping cloths provided for cleaning and sanitizing prep and service areas.	17 _____

Name of the person in charge of the booth _____
(There must be someone in charge and present at all times)