

## CHECKLIST FOR COMPLIANCE AT A SPECIAL EVENT

- Set up a temporary **hand washing station** with the following:
  - Free-flowing water dispenser. Water must be at least 100 °F
  - Catch bucket
  - Paper towels (no cloth towels)
  - Soap
- Set up a temporary **warewashing station** for washing utensils and food contact surfaces
  - Warewashing stations must be provided at special events where food is prepared
  - Utensils and food contact surfaces must be washed, rinsed, sanitized, and air dried
    - 1 Container of hot (110°F), soapy water
    - 1 Container of clean rinse water
    - 1 Container of sanitizer (Chlorine, Quaternary Ammonium, or Iodine)
- Wash your hands often!** You can help prevent the spread of disease!
- Set up a **temporary warewashing area** with the following:
  - Three bins for washing, rinsing, and sanitizing any of your utensils or equipment:
    - Soapy water
    - Clean rinse water
    - Sanitizer (don't forget your test strips!)
      - \* TIP: Generally, one cap full of bleach per 1 gallon of water will be sufficient for your sanitizing solution.
- Protect your food!** Keep food off the ground, use sneeze guards when food is on display, cover foods when not in use.
- Bring **thermometers** for checking food temperatures.
- Keep **hot foods hot** (135°F or higher) and **cold foods cold** (41°F or less).
- Reheat foods** as close to the time of sale or serving as is reasonably possible (165°F for 15 seconds).
- Make sure your food handlers are educated on serving safe food and monitor them throughout the event. We love to see **Certified Food Protection Managers** and Food Handlers at these events!!
- Handle food with gloves, tongs, spoons, or other suitable barriers. **Do not handle food with bare hands!**
- Make sure all food workers are wearing **hair restraints, gloves, and clean clothing.**
- Keep your area clean!** Clean up your trash and keep an eye out for melting ice on the ground.
- Have a **trash can with a lid** to keep away pests and reduce foul odors.
- Unpackaged, prepared food remaining at the end of the day should be **thrown away!**

**Remember:** if during an inspection we find that your food service operation is not following the above guidelines and it poses a risk to public health, **we may require that you discard food or shut down your operation completely.**

Be prepared to serve safe food and don't forget to wash your hands!

**Have questions? Call us at (202)535-2180 or email [Food.Safety@dc.gov](mailto:Food.Safety@dc.gov)**