



CITY OF MARLBOROUGH

BOARD OF HEALTH

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Temporary Food Event Food Operators

Are You Ready Checklist?

Use this guide as a checklist to verify compliance with MA food safety regulations (105 CMR 590.000 & Food Code).

<input type="checkbox"/> Application	Submit a completed temporary food establishment application to the Marlborough Health Department at least two (2) week prior to the event. Completed application includes: application, \$50.00 fee, copy of food establishment permit and copy of most recent inspection report.
FOOD & UTENSIL STORAGE AND HANDLING	
<input type="checkbox"/> Food Source	Food must be obtained from an approved source, a licensed food establishment. No home prepared foods or foods from unlicensed food establishments are allowed.
<input type="checkbox"/> Food Preparation	Food must be prepared inside a licensed food establishment. Food employees must use utensils or disposable gloves to prevent bare hand contact with ready to eat foods.
<input type="checkbox"/> Food Transportation	Potentially hazardous food must be transported at 41°F or below, or at 140°F or above in an approved container capable of maintaining temperatures. Food products must be covered during transportation to be protected from sources of contamination.
<input type="checkbox"/> Food Display	Food must be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers. Consumer advisories must be posted for raw or undercooked animal foods.
<input type="checkbox"/> Storage	All food, equipment, utensils and single service items must be stored off the floor and protected from sources of contamination.
<input type="checkbox"/> Cold Storage	Keep potentially hazardous foods at or below 41°F. An effectively insulated container with sufficient ice may be approved for storage of foods for use at the event.
<input type="checkbox"/> Hot Storage	Keep potentially hazardous foods at or above 140°F. Use effective hot food storage units for storage of food for use at the event.
<input type="checkbox"/> Thermometers	Use a food thermometer to check temperatures of both hot and cold potentially hazardous food
<input type="checkbox"/> Wet Storage	Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean. Storage of packaged food in contact with water is prohibited.
<input type="checkbox"/> Food Equipment	All equipment used for food service must be in good repair. All food contact surfaces must be commercial grade, smooth, easily cleanable, durable, and free of seams and difficult to clean areas. All other surfaces must be easily cleanable. All surfaces must be clean to sight and touch.
PERSONNEL	
<input type="checkbox"/> Person in Charge	There must be one designated person in charge at all times responsible for compliance with the regulations.
<input type="checkbox"/> Handwashing	Food handlers must wash their hands prior to the start of food preparation, after smoking, when switching from one food type to another, before putting on gloves, after using the restroom, and whenever hands have become contaminated.
<input type="checkbox"/> Health	Food handlers must be in good health. The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils.

	Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials.
<input type="checkbox"/> Hygiene	Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the service areas
CLEANING AND SANITIZING	
<input type="checkbox"/> Ware washing	Ware washing facilities must be provided at the site location. If ware washing facilities are not easily accessible the Marlborough Health Department may require additional sets of utensils. All utensils must be clean and sanitized through the event.
<input type="checkbox"/> Sanitizing	Sanitizer must be available. Use chlorine bleach or other approved sanitizers for sanitizing food contact surfaces, equipment and wiping cloths. The sanitizer must be in a spray bottle or in a bucket with a submerged wiping cloth labeled "Sanitizer." Sanitizer test strips must be available.
WATER	
<input type="checkbox"/> Water Supply	An adequate supply of potable water must be provided from an approved source at the site location. Water storage must be in approved storage containers.
<input type="checkbox"/> Wastewater Disposal	Dispose of wastewater (drainage from ice bin or beverage units) in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided. Wastes must not be drained onto the ground surface or into a storm sewer.
PREMISES	
<input type="checkbox"/> Handsink	Event location facility must have a convenient handwashing facilities must be available for food handlers.
<input type="checkbox"/> Floors	Event location facility must have floors that are easily cleanable and constructed of tight wood and asphalt.
<input type="checkbox"/> Walls/Ceilings	Event location facility must have walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and where necessary flying insects. Walls shall be easily cleanable.
<input type="checkbox"/> Lighting	Event location must have adequate lighting. Bulbs must be shatterproof or shielded.
<input type="checkbox"/> Trash	Adequate number of cleanable containers must be provided. Containers must be leak proof and fly proof and services as needed.
<input type="checkbox"/> Restrooms	Site facility location must have an adequate number of approved toilet and handwashing facilities that are accessible for food operator use. Toilet facilities must be functioning. Handwashing facilities must be adjacent to toilets and must be equipped with hot and cold running water, soap, and paper towels.
<input type="checkbox"/> Clothing	Storage of personal clothing and belongings must be in a designated place away from the food service area.
<input type="checkbox"/> Animals	Live animals are prohibited inside the site facility location.