

Shelby City Health Department

43 West Main Street
Shelby, Ohio 44875
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**TEMPORARY FOOD SERVICE OPERATION OR RETAIL FOOD ESTABLISHMENT
FACILITY LAYOUT AND LETTER OF INTENT**

Organization Name: _____

Contact Person: _____

Mailing Address: _____

Telephone Number of Contact Person: _____

Location where food will be served: _____

Date(s) of Event: _____ Time Hot Food will be ready for inspection: _____

Draw below an on-site floor plan of the proposed operation. Include the location of the food preparation, cooking, storage, hot and cold holding, hand washing station, refuse container, 3 basin sink, toilet facilities, water supply, wastewater disposal.

List completely **FOOD TO BE PREPARED AND SERVED** and the **SOURCE** of the food.

Will you have an approved water supply available? _____

How will you insure that no person will work at the operation that has symptoms of a communicable disease (ie. Diarrhea, fever, vomiting, or jaundice).

Will all food be prepared at the temporary location? _____
If 'NO', the food must be prepared at a licensed facility.

Explain how all foods will be transported to the serving site (including how foods will be protected from contamination and how acceptable food temperatures will be maintained)

Explain how you will prevent bare hand contact with ready to eat foods. (use of disposable gloves, utensils, deli tissue)

Explain how you will provide food handlers and servers at the sale site the ability to wash their hands.

Explain how all **HOT FOODS** will be kept at 135° F or above.

Explain how all **COLD FOODS** will be kept at 41° F or below. No readily perishable foods will be allowed to remain in the 41° F-135° F range)

Explain how all food is to be protected from accidental sneezing, coughing, etc, of the consuming public. Example: wrapping baked items individually in plastic wrap, locating food back away from possible sneezing consumer.

List **EQUIPMENT AND UTENSILS** to be used. Explain how they will be washed, rinsed and sanitized during the event. Explain how other food contact surfaces such as cutting boards and counter tops will be sanitized.

How will you dispose of your trash and wastewater?
