

## CHECKLIST

- \_\_\_ 1. Submit a completed Virginia Beach Department of Public Health application for a special event food service permit to the Virginia Beach Department of Public Health 10 business days or more prior to the event.
- \_\_\_ 2. All foods must be obtained from a commercially approved source (no home prepared foods)
- \_\_\_ 3. Thermometer for each refrigerator and freezer units.
- \_\_\_ 4. Hot water hand washing station (see diagram in the requirements section) Include: paper towels, hand soap, 100°F water supply (hand sanitizer cannot be substituted for soap)
- \_\_\_ 5. Chlorine bleach - unscented (or approved sanitizer)
- \_\_\_ 6. Three compartment utensil & dishwashing station (see diagram in the requirements section) Include: liquid dish detergent, hot wash water (100°F), and washing cloths
- \_\_\_ 7. Sanitizer test kit (make sure your sanitizer test kit is designed for the sanitizer you use)
- \_\_\_ 8. Condiments provided to customers in single service packets or squeeze bottles
- \_\_\_ 9. Smooth and easily cleanable tables, counters and food contact surfaces
- \_\_\_ 10. Platforms or racks for elevating food at least 6 inches off the ground
- \_\_\_ 11. Ice chests with drain, ice, and pans to catch water runoff
- \_\_\_ 12. Extra utensils (spoons, spatulas, tongs, and ice scoop)
- \_\_\_ 13. Hair restraint, clean clothes and aprons, no jewelry.
- \_\_\_ 14. Overhead protection for entire operation including: all food being stored, handled, prepared, served to the public, hand washing and ware washing areas
- \_\_\_ 15. Groundcover under entire operation (roofing paper is the only approved groundcover at this time)
- \_\_\_ 16. Metal stem food thermometer (0-220°F), not a meat roasting or glass thermometer

## List of items needed to set up a Special Event workspace:

1. Fire retardant overhead protection
2. Felt roofing paper for ground covering
3. Sanitizer
4. Test Strips
5. Hot water
6. Hand soap
7. Dish detergent
8. Paper towels
9. Thermometers
10. Paper towels
11. Gloves
12. Hair restraint
13. Adequate ice storage; drained, scoop storage, scoops with handle
14. Single service storage
15. Approved water source, hot & cold backflow prevention
16. Toxic chemical storage area
17. 3-bins for wash, rinse & sanitizing
18. Adequate number of waste containers (including for liquid waste)

# Virginia Beach Special Event



## Guidelines & Requirements



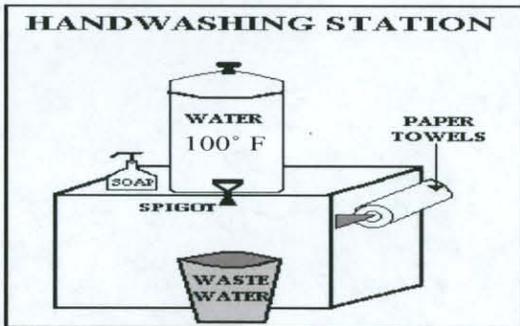
## Requirements for setting up your special event work space

Your entire operation shall be underneath a fire retardant, non-combustible canopy, tent or other approved structure.

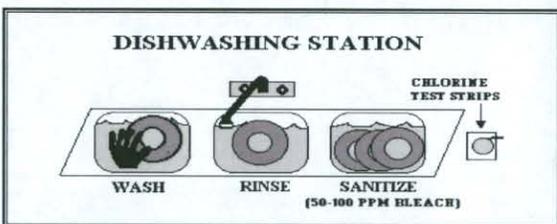


Felt roofing paper must be used as a groundcover and shall adequately cover the entire area under the tent.

A hand washing station consisting of hot running water (i.e., cooler or coffee urn with spigot), hand soap, paper towels, and a wastewater catch basin must be provided. Thoroughly and frequently wash hands.



Three separate bins, large enough to submerge the largest piece of equipment for washing, rinsing, and sanitizing must be provided. Water should be changed periodically to be kept clean of food debris. Containers must be labeled (Wash/Rinse/Sanitizer). Allow dishes to air dry.



Provide appropriate sanitizer test strips.

Sanitizer concentrations;

Chlorine: 50 ppm

QUATS: 200 ppm



Have an adequate number of calibrated metal stem thermometers (0-220°F) on hand. Sanitize thermometers in between use.



Know and monitor cooking temperatures.



Poultry 165°F

Pork 145°F

Whole muscle  
beef 145°F

Ground, marinated or injected beef and pork must be cooked to a minimum of 155°F.

All hot foods must be hot held at a minimum of 135°F. Cold foods must be held at 41°F or less.

No leftovers! All cooked foods not served, must be discarded at the end of the day.

Do not allow raw meats to touch or be stored above cooked meats or other ready-to-eat foods. When cooking, set up an area on grill for raw meats and a separate area for cooked meats, with space in between. Do not stack cooked meat.



Everyone in food prep area must wear hair restraint, clean clothes and aprons.



Do not touch ready-to-eat foods with bare hands; use gloves, tongs, deli tissue, or other clean and sanitized utensils.



Do not smoke, eat or drink from open containers in food prep/service area. Wash hands after engaging in the above mentioned activities.



Do not wear jewelry on the wrist (including watches), hands or fingers.



Water may not drain onto the ground. Place a container under the spout to catch water. This also applies to water from hand washing.



Properly dispose of wastewater, grease and other waste. Never dispose of waste in a storm drain or directly on the ground.



When finished, completely clean up space. Remove all trash, debris and grease stains.

Please remember to recycle.