

Self-Inspection Checklist

This checklist is designed to assist you in evaluating the condition of your operation before it is inspected by Contra Costa Environmental Health (CCEH). The items listed below represent the **main areas** evaluated during an inspection – **not all**. Contact your inspector or CCEH if you have any questions.



KNOWLEDGE, HEALTH, AND HYGIENE

- ☐ Operator possesses a valid food safety manager certificate.
- ☐ Persons who handle food possess a valid food handler's card.
- ☐ Restriction or exclusion of sick persons.
- ☐ Food handlers wear clean outer garments and hair is properly restrained.
- ☐ Animals kept outside of kitchen and dining areas during food preparation and service.
- ☐ Handwashing sink is operable and supplied with warm water (minimum 100°F), pump soap, and single-use paper towels.

FOOD SAFETY

- ☐ Food comes from an approved source (licensed and/or permitted businesses).
- ☐ Food is stored at least 6" off the ground.
- ☐ Bulk foods are stored in labeled food-grade containers with lids.
- ☐ Food is protected from contamination.
- ☐ Chemicals are labeled and stored away from food, equipment, and utensils.

TEMPERATURE CONTROL

- ☐ Calibrated probe thermometer (0-220°F) is available for measuring food temperatures.
- ☐ Cold holding units maintain food at or below 41°F.
- ☐ Hot holding units maintain food at or above 135°F.
- ☐ Potentially hazardous foods are maintained in the safe zone (at/below 41°F or at/above 135°F).



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EQUIPMENT AND UTENSILS

- ☐ Equipment and utensils are constructed of material that is smooth, non-absorbent, and easy to clean.
- ☐ Equipment and utensils are clean, sanitized, and well-maintained.
- ☐ Equipment and utensils are protected from contamination during storage.
- ☐ Approved sanitizer for food service is available.
- ☐ Multi-use wiping cloths are stored in sanitizer solution when not in use.

WATER, SEWAGE, AND REFUSE

- ☐ Sinks are fully operable with hot and cold running water under pressure.
- ☐ Hot water (at least 120°F) is available within the residence.
- ☐ Plumbing system is in good repair.
- ☐ Sewage/wastewater is properly disposed via sanitary sewer system or approved septic system.
- ☐ Refuse and recyclables are contained in nonabsorbent, leakproof, and rodent-proof containers with lids.
- ☐ Refuse and recyclables are picked up at a frequency that minimizes odors and conditions that attract pests.

PREMESIS

- ☐ Floors, walls, and ceilings are maintained clean and in good repair.
- ☐ Restrooms are maintained clean, in good repair, and supplied with toilet paper.
- ☐ Residence is free from vermin infestation.

RECORD KEEPING

- ☐ Valid health permit is displayed in a conspicuous location.
- ☐ Most recent inspection report is available for review.
- ☐ Weekly meal sales records are available for review.
- ☐ Gross annual sales records are available for review.

