

FOOD FACILITY SELF-INSPECTION CHECKLIST

This checklist is designed to assist you in reviewing the condition of your facility between inspections by this department. The items listed below represent the major areas evaluated during a routine inspection, however it may not include all items that are evaluated during a routine inspection. Please call your Environmental Health Inspector if you have any questions.

FOOD SAFETY

YES NO

- ☐ ☐ 1. All food and cooking equipment is stored a minimum of 6 " off the floor.
- ☐ ☐ 2. Restrooms are not used for the storage of food, equipment, or food-related supplies.
- ☐ ☐ 3. All food storage containers are clean, have tight-fitting lids, are labeled, made from food grade materials, and did not previously hold toxic substances.
- ☐ ☐ 4. Food contact surfaces of equipment and utensils which come in contact with potentially hazardous foods are cleaned and sanitized when needed to prevent cross-contamination and at a minimum of every 4 hours.
- ☐ ☐ 5. All handwash stations have stocked soap and paper towel dispensers.

TEMPERATURE CONTROL

YES NO

- ☐ ☐ 1. A thermometer accurate to +/-2°F is provided as either an integral part of the refrigerator (dial outside), or is located inside each unit at its warmest point and in a visible location.
- ☐ ☐ 2. An accurate metal probe thermometer (0-220°F) or thermo-couple, suitable for measuring food temperatures, is readily available and regularly used to check food temperatures.

PERSONNEL

YES NO

- ☐ ☐ 1. Food safety certification certificate is current and available.

WATER AND SEWAGE

YES NO

- ☐ ☐ 1. All sinks are fully operable with hot and cold running water. Hot water is at a minimum of 120°F.
- ☐ ☐ 2. All sinks drain properly. Floor drains and floor sinks are in good working order and clean.
- ☐ ☐ 3. Plumbing is in good repair, not leaking.
- ☐ ☐ 4. Cross connection control devices are properly installed and in good repair. Air gaps are provided at all indirect liquid waste lines.

EQUIPMENT

YES NO

- ☐ ☐ 1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well-maintained.
- ☐ ☐ 2. Inoperable equipment has been repaired, replaced, or removed from facility.
- ☐ ☐ 3. Only ANSI approved equipment (e.g. NSF) shall be installed or used within the facility.
- ☐ ☐ 4. Pressurized cylinders (i.e. CO2 tanks) are securely attached to a rigid structure.

UTENSILS

YES NO

- ☐ ☐ 1. Sanitizer test strips are available and used regularly to measure sanitizer concentration.

TOILET / DRESSING ROOM / HANDWASHING SINKS

YES NO

- ☐ ☐ 1. Toilet facilities are clean, well-maintained, and in good working order.
- ☐ ☐ 2. Self-closing devices on doors to restrooms and dressing rooms are working properly.
- ☐ ☐ 3. Single service soap and towel dispensers at all handwash sinks are operable and stocked.
- ☐ ☐ 4. Toilet tissue is provided and dispensed from wall-mounted dispensers.
- ☐ ☐ 5. Legible handwashing signs are properly posted at all handwash sinks (including kitchen area).
- ☐ ☐ 6. Ventilation is provided in each restroom and is functioning properly.

LIGHTING AND VENTILATION

YES NO

- ☐ ☐ 1. Adequate lighting and ventilation is provided throughout the facility.
- ☐ ☐ 2. Hood exhaust ventilation grease filters are clean and well-maintained (no gaps between filters).
- ☐ ☐ 3. Lights must be equipped with shatterproof protection.

PEST CONTROL

YES NO

- ☐ ☐ 1. Facility is free from insect (e.g. flies, cockroaches) and rodent infestations.
- ☐ ☐ 2. Live animals, birds, or fowl are not allowed in food preparation areas.
- ☐ ☐ 3. Outside doors or screen doors are kept closed and self-closing devices are in proper working order.
- ☐ ☐ 4. Air curtains are operating properly (if available).

REFUSE

YES NO

- ☐ ☐ 1. Outside trash bins are clean, in good repair, and lids are kept closed at all times.
- ☐ ☐ 2. Outside premises and refuse areas are clean and well-maintained.

OPERATION

YES NO

- ☐ ☐ 1. Floors, walls, ceilings, and windows are clean, well-maintained, and in good repair.
- ☐ ☐ 2. Cleaning equipment and soiled linens are properly stored.

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