



FOOD FACILITY

SELF-INSPECTION CHECKLIST

The items listed in this bulletin are the major areas of our Department will be looking at when we perform our routines food facility inspections. This checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. Those checklists assist you in maintaining your facility at the highest standards.

FOOD

- 1. Food is purchased from an approved source (licensed by the country, state, or federal government).
- 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.
- 3. Unpackaged foods which have been served or returned from the dining area are discarded.
- 4. All foods are stored a minimum of 6" off the floor.
- 5. Restrooms are not used for the storage of food, equipment, or supplies.
- 6. All paper products are stored in a manner so as to protect them from contamination.
- 7. Food, and food related products, are being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- 8. All food storage containers have tight fitting lids and are properly labeled.
- 9. Foods are dispensed in the self-serve area in an approved manner.
- 10. The use of sulfites is restricted.
- 11. Food products are labeled in an approved manner.
- 12. Food products with an alcohol content exceeding .5% are properly labeled.

TEMPERATURE CONTROL

- 1. Potentially hazardous foods are maintained below 4°F or above 135°F at all times.
- 2. A thermometer, accurate to + or -2°F, is provided either as an integral part of the refrigerator and freezer (dial outside), or is located inside each unit at its warmest point.
- 3. Thermometers are readily visible.
- 4. An accurate metal probe thermometer, suitable for measuring food temperatures, is readily available and is being used to check food temperatures daily.

5. Food products are thawed in one of the following methods only: a) in refrigeration units, b) under cold running, potable water of sufficient velocity to flush loose food particles, c) in a microwave oven, d) as part of the cooking process.

6. Frozen food is maintained in a frozen state.

7. Thawed food items are not refrozen. Cooked or processed foods may be refrozen.

PERSONNEL

1. On or before January 1, 2000, each food facility shall have an owner or employee who was successfully passed an approved and accredited food safety certification examination.

2. All employees handling food or utensils have obtained their Food Worker's Certification.

3. Employees wash their hands with soap and warm water for the following reasons: a) before starting work, b) immediately after using the bathroom, c) any time needed to prevent food contamination.

4. Employees handling food or utensils have no open sores.

5. Employees are wearing clean outer garments.

6. Tongs or other implements are used for serving food products

7. Hair of employees is properly confined.

8. Employees do not smoke or use tobacco inside the facility.

9. Clothing and personal effects are stored away from food products in a proper manner.

WATER AND SEWAGE

1. All sinks are fully operable with hot and cold water at each faucet.

2. All sinks drain properly. Floor drains and floor sinks are in good working order.

3. Plumbing is in good repair.

EQUIPMENT

1. All equipment (i.e. stoves, grills, refrigerators, tables, sinks, etc.) is clean and well maintained.

2. Inoperable equipment has been repaired or replaced (removed from the facility).

3. Equipment is NSF (National Sanitation Foundation) or equivalent.

4. No equipment has been replaced, moved, or added without prior approval from the local environment health department.

UTENSILS

1. Multiservice utensils are being washed by one of the following means only: a) hand washing in a three compartment sinks (wash, rinse, sanitize), b) chemical sanitizing (dish machine) conforming to NSF stds, c) dishwasher rinse water reaches at least 180⁰F for 30 seconds.

2. Testing materials to adequately test sanitizing methods are readily available.

- 3. All utensils are clean and well maintained.
- 4. Damaged or unapproved utensils have been repaired or replaced.
- 5. Utensils are properly protected during storage.
- 6. Ventilation is provided in each restroom and is in proper working order.

FLOORS / WALLS / CEILINGS

- 1. Floors are clean, well maintained and in good repair.
- 2. Walls, ceilings and windows are clean, well maintained and in good repair.

TOILET/ DRESSING ROOM / HANDWASHING SINKS

- 1. Toilet facilities are clean, well maintained and in good working order.
- 2. Self-closing doors in toilet and dressing rooms are working properly.
- 3. Single service soap and towel dispensers above all hand wash sinks are operable and full.
- 4. Toilet tissue dispensers are full.
- 5. Legible hand washing signs are properly posted.
- 6. Ventilation is provided in each restroom and is in proper working order.

LIGHT AND VENTILATION

- 1. Adequate lighting and ventilation is provided throughout the facility.
- 2. Exhaust ventilation filters are clean and well maintained.
- 3. Light fixtures have approved safety covers.

PEST CONTROL

- 1. Facility is free from insect and rodent infestations.
- 2. Live animals, birds, or fowl are not located in the facility.
- 3. Outside doors and screen doors are self-closing and closures are in working order.
- 4. Air curtains are operating properly.

REFUSE

- 1. Trash containers are lined with disposable plastic bags at all times.
- 2. Plastic bags are tied before placing in refuse containers.
- 3. Outside trash bin lids are closed.
- 4. Outside premise and refuse areas are clean and well maintained.

OPERATION

1. Hazardous substances (examples: chemicals, cleaning supplies, etc.) are properly labeled and stored away from food products.

2. There are no living quarters within the facility,

3. No smoking and first aid signs (choking) are properly posted.

4. Cleaning equipment and soiled linens are properly stored.

5. Returned, damaged, or unlabeled food products are properly stored.

6. Facility has a current Environmental Health Permit to operate

THE FOLLOWING CONDITION(S) ARE SERIOUS. YOUR FACILITY MUST CLOSE UNTIL THEY ARE ABATED.

1. Overflowing sewage
2. No potable water
3. No hot water
4. No electricity
5. Severe rodent or insect infestation
6. Actual or potential threat to the public health and safety (foods out of temperature, inadequate sanitization, etc.)