

FOOD SAFETY CHECKLIST

Inspected by: _____

Position: _____

Date: _____

Time: _____

Frequency of checks: Weekly

Bi-weekly

Monthly

Other

PERSONAL HYGIENE

- EMPLOYEES WEAR CLEAN AND PROPER UNIFORM INCLUDING SHOES.
- EFFECTIVE HAIR RESTRAINTS ARE PROPERLY WORN.
- FINGERNAILS ARE SHORT, UNPOLISHED, AND CLEAN (NO ARTIFICIAL NAILS).
- JEWELRY IS LIMITED TO A PLAIN RING, SUCH AS WEDDING BAND AND A WATCH AND NO BRACELETS.
- HANDS ARE WASHED PROPERLY, FREQUENTLY, AND AT APPROPRIATE TIMES.
- BURNS, WOUNDS, SORES OR SCABS, OR SPLINTS AND WATER-PROOF BANDAGES ON HANDS ARE BANDAGED AND COMPLETELY COVERED WITH A FOODSERVICE GLOVE WHILE HANDLING FOOD.
- EATING, DRINKING, CHEWING GUM, SMOKING, OR USING TOBACCO ARE ALLOWED ONLY IN DESIGNATED AREAS AWAY FROM PREPARATION, SERVICE, STORAGE, AND WARE WASHING AREAS.
- EMPLOYEES USE DISPOSABLE TISSUES WHEN COUGHING OR SNEEZING AND THEN IMMEDIATELY WASH HANDS.
- EMPLOYEES APPEAR IN GOOD HEALTH.
- HAND SINKS ARE UNOBSTRUCTED, OPERATIONAL, AND CLEAN.
- HAND SINKS ARE STOCKED WITH SOAP, DISPOSABLE TOWELS, AND WARM WATER.
- A HANDWASHING REMINDER SIGN IS POSTED.
- EMPLOYEE RESTROOMS ARE OPERATIONAL AND CLEAN.

YES

CORRECTIVE ACTION

FOOD PREPARATION

- ALL FOOD STORED OR PREPARED IN FACILITY IS FROM APPROVED SOURCES.
- FOOD EQUIPMENT, UTENSILS, AND FOOD CONTACT SURFACES ARE PROPERLY WASHED, RINSED, AND SANITIZED BEFORE EVERY USE.
- FROZEN FOOD IS THAWED UNDER REFRIGERATION, COOKED TO PROPER TEMPERATURE FROM FROZEN STATE, OR IN COLD RUNNING WATER.
- THAWED FOOD IS NOT REFROZEN.
- PREPARATION IS PLANNED SO INGREDIENTS ARE KEPT OUT OF THE TEMPERATURE DANGER ZONE TO THE EXTENT POSSIBLE.
- FOOD IS TASTED USING THE PROPER PROCEDURE.
- PROCEDURES ARE IN PLACE TO PREVENT CROSS-CONTAMINATION.
- FOOD IS HANDLED WITH SUITABLE UTENSILS, SUCH AS SINGLE USE GLOVES OR TONGS.
- FOOD IS PREPARED IN SMALL BATCHES TO LIMIT THE TIME IT IS IN THE TEMPERATURE DANGER ZONE.
- CLEAN REUSABLE TOWELS ARE USED ONLY FOR SANITIZING EQUIPMENT AND SURFACES AND NOT FOR DRYING HANDS, UTENSILS, OR FLOOR.
- FOOD IS COOKED TO THE REQUIRED SAFE INTERNAL TEMPERATURE FOR THE APPROPRIATE TIME. THE TEMPERATURE IS TESTED WITH A CALIBRATED FOOD THERMOMETER.
- THE INTERNAL TEMPERATURE OF FOOD BEING COOKED IS MONITORED AND DOCUMENTED.

HOT HOLDING

- HOT HOLDING UNIT IS CLEAN.
- FOOD IS HEATED TO THE REQUIRED SAFE INTERNAL TEMPERATURE BEFORE PLACING IN HOT HOLDING. HOT HOLDING UNITS ARE NOT USED TO REHEAT POTENTIALLY HAZARDOUS FOODS.
- HOT HOLDING UNIT IS PRE-HEATED BEFORE HOT FOOD IS PLACED IN UNIT.
- TEMPERATURE OF HOT FOOD BEING HELD IS AT OR ABOVE 140°F.
- FOOD IS PROTECTED FROM CONTAMINATION.

COLD HOLDING

- REFRIGERATORS ARE KEPT CLEAN AND ORGANIZED.
- TEMPERATURE OF COLD FOOD BEING HELD IS AT OR BELOW 41 °F.
- FOOD IS PROTECTED FROM CONTAMINATION.



REFRIGERATOR, FREEZER, AND MILK COOLER

- THERMOMETERS ARE AVAILABLE AND ACCURATE.
- TEMPERATURE IS APPROPRIATE FOR PIECES OF EQUIPMENT.
- FOOD IS STORED 6 INCHES OFF FLOOR OR IN WALK-IN COOLING EQUIPMENT.
- REFRIGERATOR AND FREEZER UNITS ARE CLEAN AND NEAT.
- PROPER CHILLING PROCEDURES ARE USED.
- ALL FOOD IS PROPERLY WRAPPED, LABELED, AND DATED.
- THE FIFO (FIRST IN, FIRST OUT) METHOD OF INVENTORY MANAGEMENT IS USED.
- AMBIENT AIR TEMPERATURE OF ALL REFRIGERATORS AND FREEZERS IS MONITORED AND DOCUMENTED AT THE BEGINNING AND END OF EACH SHIFT.

FOOD STORAGE AND DRY STORAGE

- TEMPERATURES OF DRY STORAGE AREA IS BETWEEN 50 °F AND 70 °F OR STATE PUBLIC HEALTH DEPARTMENT REQUIREMENT.
- ALL FOOD AND PAPER SUPPLIES ARE STORED 6 TO 8 INCHES OFF THE FLOOR.
- ALL FOOD IS LABELED WITH NAME AND RECEIVED DATE.
- OPEN BAGS OF FOOD ARE STORED IN CONTAINERS WITH TIGHT FITTING LIDS AND LABELED WITH COMMON NAME.
- THE FIFO (FIRST IN, FIRST OUT) METHOD OF INVENTORY MANAGEMENT IS USED.
- THERE ARE NO BULGING OR LEAKING CANNED GOODS.
- FOOD IS PROTECTED FROM CONTAMINATION.
- ALL FOOD SURFACES ARE CLEAN.
- CHEMICALS ARE CLEARLY LABELED AND STORED AWAY FROM FOOD AND FOOD-RELATED SUPPLIES.
- THERE IS A REGULAR CLEANING SCHEDULE FOR ALL FOOD SURFACES.
- FOOD IS STORED IN ORIGINAL CONTAINER OR A FOOD GRADE CONTAINER.

CLEANING AND SANITIZING

- THREE-COMPARTMENT SINK IS PROPERLY SET UP FOR WARE WASHING.
- DISH MACHINE IS WORKING PROPERLY (SUCH AS GAUGES AND CHEMICALS ARE AT RECOMMENDED LEVELS).
- WATER IS CLEAN AND FREE OF GREASE AND FOOD PARTICLES.
- WATER TEMPERATURES ARE CORRECT FOR WASH AND RINSE.
- IF HEAT SANITIZING, THE UTENSILS ARE ALLOWED TO REMAIN IMMERSED IN 171 °F WATER FOR 30 SECONDS.
- IF USING A CHEMICAL SANITIZER, IT IS MIXED CORRECTLY AND A SANITIZER STRIP IS USED TO TEST CHEMICAL CONCENTRATION.
- SMALLWARE AND UTENSILS ARE ALLOWED TO AIR DRY.
- WIPING CLOTHS ARE STORED IN SANITIZING SOLUTION WHILE IN USE.

UTENSILS AND EQUIPMENT

- ALL SMALL EQUIPMENT AND UTENSILS, INCLUDING CUTTING BOARDS AND KNIVES, ARE CLEANED AND SANITIZED BETWEEN USES.
- SMALL EQUIPMENT AND UTENSILS ARE WASHED, SANITIZED, AND AIR-DRIED.
- WORK SURFACES AND UTENSILS ARE CLEAN.
- WORK SURFACES ARE CLEANED AND SANITIZED BETWEEN USES.
- THERMOMETERS ARE CLEANED AND SANITIZED AFTER EACH USE.
- THERMOMETERS ARE CALIBRATED ON A ROUTINE BASIS.
- CAN OPENER IS CLEAN.
- DRAWERS AND RACKS ARE CLEAN.
- CLEAN UTENSILS ARE HANDLED IN A MANNER TO PREVENT CONTAMINATION OF AREAS THAT WILL BE IN DIRECT CONTACT WITH FOOD OR A PERSON'S MOUTH.

LARGE EQUIPMENT

- FOOD SLICER IS CLEAN.
- FOOD SLICER IS BROKEN DOWN, CLEANED, AND SANITIZED BEFORE AND AFTER EVERY USE.
- BOXES, CONTAINERS, AND RECYCLABLES ARE REMOVED FROM SITE.
- LOADING DOCK AND AREA AROUND DUMPSTERS ARE CLEAN AND ODOR-FREE.
- EXHAUST HOOD AND FILTERS ARE CLEAN.



GARBAGE STORAGE AND DISPOSAL

- KITCHEN GARBAGE CANS ARE CLEAN AND KEPT COVERED.
- GARBAGE CANS ARE EMPTIED AS NECESSARY.
- BOXES AND CONTAINERS ARE REMOVED FROM SITE.
- LOADING DOCK AND AREA AROUND DUMPSTER ARE CLEAN.
- DUMPSTERS ARE CLEAN.

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PEST CONTROL

- OUTSIDE DOORS HAVE SCREENS, ARE WELL-SEALED, AND ARE EQUIPPED WITH A SELF-CLOSING DEVICE.
- NO EVIDENCE OF PESTS IS PRESENT.
- THERE IS A REGULAR SCHEDULE OF PEST CONTROL BY A LICENSED PEST CONTROL OPERATOR.

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- Make sure that your business meets these basic food safety requirements;
- Register with BAHFSA to receive your Certificate of Registration;
- Be ready for your scheduled inspection. If “In-Compliance”, you will receive a Certificate of Sanitation.

