

TOOL 11 - SAMPLE FOOD ESTABLISHMENT FOOD SAFETY CHECKLIST FORM

PURPOSE: Use for self-assessment

INSTRUCTIONS:

- May be used twice a day
 - Y = YES, N = NO
 - Indicate Action Taken on all “NO” responses
 - Food Establishment Person-in-Charge signs off on completed checklist
 - Prompt corrective action on “NO” responses could prevent Health/Regulatory Authority violations or customer illness and complaints. Check with local or state regulatory requirements to ensure local compliance. See disclaimer on page 3.
-

SAMPLE FOOD ESTABLISHMENT FOOD SAFETY CHECKLIST FORM

INSTRUCTIONS: ■ May be used twice a day ■ Y=YES, N=NO ■ Indicate Action Taken on all "NO" responses ■ Food Establishment Person in Charge signs off on completed checklist ■ Prompt corrective action on "NO" responses could prevent Health/Regulatory Authority violations or customer illness and complaints. Check with local or state regulatory requirements to ensure local compliance. See page 3.

Food Establishment: _____ Person in Charge on Duty: _____ Date: _____ SU MN TU WE TH FR SA	MORNING (Opening-3 pm) Name / Time _____ / _____	EVENING (3 pm – closing) Name / Time _____ / _____
--	---	---

FROZEN STORAGE	Opening	P.M.	
1. Walk-in Freezer	___°F	___°F	
2. Reach-in freezer	___°F	___°F	

COLD STORAGE (≤ 41° F)	Opening	P.M.	
1. Walk-in cooler	___°F	___°F	
2. Reach-in cooler #1:	___°F	___°F	
Reach-in cooler #2:	___°F	___°F	
3. Sandwich /Assembly Table food temps			
Produce - Any Item _____	___°F	___°F	
Produce - Any Item _____	___°F	___°F	
4. Walk-in cooler food temps			
Produce - Any Item _____	___°F	___°F	
5. Cold product dispenser machines	___°F	___°F	

STORAGE (Freezer, Cooler, Dry etc.)	Opening	P.M.	
1. No expired products. Rotation evident.	Y	N	Y N
2. All food labeled, dated and covered.	Y	N	Y N
3. All ingredients/products from approved sources.	Y	N	Y N
4. No damaged, dented or swollen cans.	Y	N	Y N

THAWING	Opening	P.M.	
1. Frozen items thawed using approved methods.	Y	N	Y N

EQUIPMENT	Opening	P.M.	
1. Working, calibrated thermometers in all equipment.	Y	N	Y N
2. Working, calibrated thermometers in use.	Y	N	Y N
3. Cook, chill or heat equipment is properly calibrated.	Y	N	Y N
4. List equipment #1 _____	___°F	___°F	
5. List equipment #2 _____	___°F	___°F	
6. List equipment #3 _____	___°F	___°F	
7. List equipment #4 _____	___°F	___°F	
8. List equipment #5 _____	___°F	___°F	

FINAL COOKING TEMPERATURE	Opening	P.M.	
LIST FOOD ITEMS:			
1. _____	___°F	___°F	
2. _____	___°F	___°F	
3. _____	___°F	___°F	
4. _____	___°F	___°F	
5. _____	___°F	___°F	
6. _____	___°F	___°F	
7. _____	___°F	___°F	

COOLING (135F to 70F within 2 hours or less) (135F to 41F within total of 6 hours)	Opening	P.M.	
1. Cooling products (Start ___ end time ___)	Y	N	Y N
LIST FOOD ITEMS: _____			
TEMP: _____			

HOT HOLDING Typically 135° or above. Consult Regulatory/Health Authority to verify regulations in your jurisdiction.	Opening	P.M.	
LIST FOOD ITEMS: _____			
TEMP: _____			
1. _____	Y	N	Y N
2. _____	Y	N	Y N
3. _____	Y	N	Y N
4. _____	Y	N	Y N
5. _____	Y	N	Y N
6. _____	Y	N	Y N
7. _____	Y	N	Y N

EMPLOYEE HEALTH & HYGIENE	Opening	P.M.	
1. Hair restraints are worn in food prep area.	Y	N	Y N
2. Sick employees are not present.	Y	N	Y N
3. If gum, tobacco use, eating or drinking is observed, is in approved areas.	Y	N	Y N
4. Proper disposable glove use procedures are followed, if applicable.	Y	N	Y N
5. Employees are clean and well-groomed, with clean clothing.	Y	N	Y N
6. Cross-contamination is not observed.	Y	N	Y N
7. Personal food items properly stored.	Y	N	Y N
8. Wounds are properly bandaged and covered.	Y	N	Y N

HAND HYGIENE PRACTICES	Opening	P.M.	
1. Hand wash sinks are properly stocked and accessible.	Y	N	Y N
2. Proper, timely and adequate hand washing is observed.	Y	N	Y N
3. Disposable gloves used properly.	Y	N	Y N
4. No jewelry, except plain band.	Y	N	Y N

PEST CONTROL	Opening	P.M.	
1. No evidence of pest infestation.	Y	N	Y N
2. No unapproved pesticides evident.	Y	N	Y N
3. Pest control plan in place.	Y	N	Y N

CLEANING AND MAINTENANCE	Opening	P.M.	
1. Chemical and cleaning supplies are properly labeled, stored and from approved sources.	Y	N	Y N
2. Three-compartment sink or dish machine is set up properly.	Y	N	Y N
3. Sanitizer test strips are readily available.	Y	N	Y N
4. Sanitized wiping cloths are stored properly.	Y	N	Y N
5. Plumbing is operable sewage and/or waste water backup is not present.	Y	N	Y N
6. Hot and cold running water is available in the restaurant and at hand wash sinks.	Y	N	Y N

TOOL 11

SAMPLE FOOD ESTABLISHMENT FOOD SAFETY CHECKLIST FORM

DATE:

(Complete for all "N" responses or "out of standard/policy" findings.)

COMPLETION DATE:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Comments:

FREEZER INGREDIENT STORAGE

1. Thermometers calibration checked. Thermometer = 32° F ± 2° F in 50/50 ice water (Fill container with ice then fill to top with water covering ice. Ensure all food is frozen solid.

COLD INGREDIENT STORAGE -- Ambient Air = less than or equal to 41° F (air temperature taken with calibrated thermometer).

- 1-2. Thermometers calibration checked. Thermometer = 32° F ± 2° F in 50/50 ice water (Fill tumbler with ice then fill to top with water covering ice).
- 3-4. Food Temperatures: stir product, then insert the sanitized thermometer probe 1 - 2 " below the surface and record the stabilized temperature. Packaged items temperature: fold package around thermometer probe and record the stabilized temperature, or place between two packages.

STORAGE (Freezer, Cooler, Dry)

1. Products are dated with receiving date and expiration date. None are past Use By date. Rotation evident. Older products are in the front of newer products.
2. Products are labeled with name and securely covered to prevent contamination of contents.
3. All ingredients/products are approved.
4. Look for any size dents, bulging tops, and swollen sides on canned food items.

THAWING

1. Look for any potentially hazardous ingredients/products being thawed at room temperature. These ingredients and products must always be thawed using approved methods.

EQUIPMENT

- 1-2. Thermometers calibration checked. Thermometer = 32° F ± 2° F in 50/50 ice water (Fill tumbler with ice then fill to top with water covering ice).
- 3-8. Record equipment temperatures.

COOKING

- 1-8. Insert sanitized thermometer probe into the food and record stabilized temperature.

COOLING (135F to 70F within 2 hours or less, to 41F within total of 6 hours)

1. Cool products to 41° F within six hours after removing from line. Record time and temperature of start and end time.

HOT HOLDING

- 1-8. Insert sanitized thermometer probe into the food and record stabilized temperature.

EMPLOYEES

1. All hair must be properly restrained.
2. Sick = sore throat with fever, vomiting, diarrhea, fever, jaundice (yellow skin/eyes)
3. Eating, drinking, gum chewing or tobacco use only in designated, non-food prep/storage areas.
4. Bandages and single use disposable gloves are stocked in the first aid kit at all times. False fingernails and/or polish/decals must be covered with single use disposable gloves when handling food. Cuts/wounds are covered with bandage and single-use disposable glove.
5. Fingernails must be clean and trimmed, and artificial or polish-covered nails require glove use.
6. Clothing must be clean.
7. Cross contamination = any activity that could transfer harmful substances/microbes to food from utensils, hands, surfaces, etc.
8. Employee food or personal items are stored separate from production food/ingredients (covered and labeled, if in cooler or freezer).

HAND HYGIENE

1. Hand wash sinks = hot water (100° F), equipped with approved soap, single-use disposable towels, and trash can. Hand washing sign is visibly posted at every hand wash sink (including the restroom). Anything blocking the hand wash sink or in the hand wash sink bowl is unacceptable. HAND SANITIZER USE IS NOT A SUBSTITUTE FOR HANDWASHING!
2. Hands are properly washed for 20 seconds with hot water (100° F) and approved soap, then rinsed and dried. Hands must be washed after using the restroom, upon entering the Food Establishment or before handling food.
3. Use single use disposable gloves or utensils when handling ready to eat foods. Gloves must be disposed of and replaced when soiled or torn.

PEST CONTROL

1. Infestation = live/dead roaches, rodents, rodent droppings, excessive flies, drain flies, boxes/packaging in storage with chew holes, evidence of nesting material. Mice can get in through a hole the size of a dime. Rats get through a hole the size of a quarter.
2. Pesticides should ONLY be applied by the PCO/Pest Control Operator.

CLEANING AND MAINTENANCE

1. Chemicals are stored in a designated area away from food and food packaging. Only approved chemicals are used. All chemicals must be labeled with the name of the chemical (color coding only is not acceptable).
2. The three compartment sink is set up properly at all times. Check concentration of the sanitizer compartment containing the chemical with appropriate test strips.
3. Test strips are in close vicinity of the sink and/or dishwasher.
4. Wiping towels must be stored properly. Sanitizer buckets and spray bottles must be labeled "SANITIZER."
5. All plumbing in good operating condition and there is no wastewater backup or sewage present.
6. All sinks have hot and cold running water.