

## FOOD SAFETY CHECKLIST

Date \_\_\_\_\_ Observer \_\_\_\_\_

**Directions:** Use this checklist daily to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

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### PERSONAL HYGIENE

	Yes	No	Corrective Action
● Employees wear clean and proper uniform including shoes.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Effective hair restraints are properly worn.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Fingernails are short, unpolished, and clean (no artificial nails). -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Jewelry is limited to a plain ring, such as a wedding band and a watch - no bracelets. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hands are washed properly, frequently, and at appropriate times.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● 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. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employees use disposable tissues when coughing or sneezing and then immediately wash hands. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employees appear in good health.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hand sinks are unobstructed, operational, and clean.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Hand sinks are stocked with soap, disposable towels, and warm water. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● A handwashing reminder sign is posted.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Employee restrooms are operational and clean.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____

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### FOOD PREPARATION

	Yes	No	Corrective Action
● All food stored or prepared in facility is from approved sources.----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food equipment utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Frozen food is thawed under refrigeration or in cold running water. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. -----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Food is tasted using the proper procedure.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____
● Procedures are in place to prevent cross-contamination.-----	<input type="checkbox"/>	<input type="checkbox"/>	_____

- 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, 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. -----   \_\_\_\_\_

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**HOT HOLDING**

**Yes No Corrective Action**

- 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 135 °F.-----   \_\_\_\_\_
- Food is protected from contamination.-----   \_\_\_\_\_

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**COLD HOLDING**

**Yes No Corrective Action**

- Refrigerators are kept clean and organized.-----   \_\_\_\_\_
- Temperature of cold food being held is at or below 41 °F.-----   \_\_\_\_\_
- Food is protected from contamination.-----   \_\_\_\_\_

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**REFRIGERATOR, FREEZER, AND MILK COOLER**

**Yes No Corrective Action**

- 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. -----   \_\_\_\_\_

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**FOOD STORAGE AND DRY STORAGE****Yes No Corrective Action**

- 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.-----   \_\_\_\_\_

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**CLEANING AND SANITIZING****Yes No Corrective Action**

- Three-compartment sink is properly set up for ware washing.-----   \_\_\_\_\_
- Dishmachine is working properly (i.e. 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.-----   \_\_\_\_\_

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**UTENSILS AND EQUIPMENT****Yes No Corrective Action**

- 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** **Yes No Corrective Action**

- 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** **Yes No Corrective Action**

- 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.-----   \_\_\_\_\_

**PEST CONTROL** **Yes No Corrective Action**

- 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 licensed pest control operator.-----   \_\_\_\_\_