

FOOD ESTABLISHMENT SELF-INSPECTION CHECKLIST		Courtesy of NEXT Insurance www.nextinsurance.com	
Checklist completed by:	Time:	Date:	

Note: The items that are bolded are critical violations that require immediate correction

S = SATISFACTORY		N=NEEDS IMPROVEMENTS		C=NEEDS IMMEDIATE CORRECTION	
CHECKLIST	S	N	C	ACTION TAKEN	
FOOD RECEIVING & STORAGE PRACTICES					
a) Food items are received from approved sources.					
b) Food is wholesome and in good condition.					
c) Upon receipt, food items at proper temperatures.					
d) Food is labeled and stored 6" off the floor.					
e) Food storage rooms are clean & organized.					
COLD STORAGE OF FOOD					
a) Refrigerator temperatures are 40°F or less.				Date _____ Temp: _____°F	
b) Cold foods are stored or displayed at 41°F or below.				Food: _____ Temp: _____°F	
c) Frozen foods are frozen in freezer.					
d) Food products are covered within walk-in refrigerator.					
e) Previously prepared potentially hazardous foods (PHFs) are labeled with date & time of preparation.					
f) Prepared / opened PHF held more than 24 hours date marked for no more than 7 days and held ≤ 41°F .					
g) Raw eggs, seafood, meat & poultry stored separate or below ready-to-eat foods.					
h) Refrigerators & freezers maintained clean (floors, walls, ceiling, fans & shelving.					
FOOD PREPARATION PRACTICES					
a) PHF thawed properly (under refrigeration, cold running water, or part of continuous cooking process).					
b) Food contact surfaces cleaned and sanitized.				____ ppm sanitizer _____	
c) Fruits & vegetables washed before preparation.					
d) Cross-contamination avoided during food preparation.					
e) Separate cutting boards used for raw PHFs and all other foods.					
f) Hands and equipment washed between tasks.					
g) Prepared PHF cooled from 135°F to 70°F within 2 hours and to 41°F within additional 4 hours.				Temp: _____°F/Time: _____ Temp: _____°F/Time: _____	
h) Hand contact with ready-to-eat food minimized.					
i) Remaining foods served to customers always discarded (except prepackaged).					
COOKING & SERVICE					
a) Thermometers are calibrated.					
b) Thermometers are used to verify food temperatures.					
c) Hot PHFs held at 135°F or above.					
d) Cold PHFs held at 41°F or below.					
e) Time as a public health control policy/procedures in place – PHF cooked, served, or discarded at end of 4 hours [no raw eggs for Highly Susceptible Population].					
f) Sliced beef, steaks, fish, & eggs served immediately cooked to 145°F / 15 sec.				Food: _____ Temp: _____°F	
g) Ground meat, pork & pooled eggs for later service are cooked to 155°F/ 15 sec.				Food: _____ Temp: _____°F	
h) Poultry, stuffed meat & stuffed pasta, PHF cooked in microwaves, and prepared PHF cooked/reheated to 165°F /15 sec. [reheat using stoves/ovens/grills/microwaves only]				Food: _____ Temp: _____°F	
i) CONSUMER ADVISORY on menu or posted.					

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CHECKLIST		S	N	C	ACTION TAKEN
EMPLOYEE PRACTICES					
a)	Certified Food Manager(s) <u>on-site</u> supervising food staff.				Name: _____
b)	Employees wear clean clothing & effective hair restraints. Fingernails trimmed, filed, clean. Painted or fake nails are gloved.				
c)	Employees preparing foods are not wearing jewelry on arms or rings (except plain band).				
d)	Handsinks accessible, in good repair & stocked (soap & paper towels)				
e)	Employees wash hands only at the handsinks. Barriers used to turn off faucets / open door handles.				
f)	Employees wash hands before starting work, after breaks.				
g)	Employees use good hygiene practices while handling food.				
h)	Employees observed washing hands between tasks (handling raw meats, garbage, mop, etc.).				
i)	Employees free of any illness, cuts or infections.				
j)	Employees do not eat, drink or smoke in food preparation, food service & food storage areas.				
KITCHEN & EQUIPMENT					
a)	All food equipment is clean & in good repair.				
b)	Food service sinks are cleaned & sanitized before use.				
c)	All food equipment is washed, rinsed & sanitized after use.				
d)	Sanitizing rinse at 3-compartment sink is a proper concentration. Test kits on-site.				____ppm chlorine/quat/iodine
e)	Dishwasher final rinse at proper sanitizer concentration or temperature. Test kit or thermometer present.				____ppm chlorine ____°F
f)	Chemicals are labeled & stored separate from or below food and single service items.				
FACILITY					
a)	Water from approved source.				
b)	Hot & cold running water under pressure during all hours of operation.				
c)	Proper sewage & waste disposal.				
d)	Proper plumbing for equipment (open site drain, air gaps, back flow prevention).				
e)	Walls, floors & ceilings kept clean & in good repair.				
f)	Restrooms cleaned & stocked: handsoap, paper towels, and waste can.				
g)	Effective pest control in use – doors & windows closed, free of insect & rodent infestations.				
h)	Dumpster lids kept closed & dumpster area kept clean.				
EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE					
Fire, sewage back-up, NO hot/cold running water, no electricity, utility interruptions & inability to clean & sanitize		IMMEDIATELY NOTIFY YOUR LOCAL HEALTH DEPARTMENT			

Additional comments: _____

PHF = Potentially Hazardous Foods

This information is intended to be general and advisory in nature. It shall not be considered legal advice. NEXT does not warrant that the implementing any of these recommendations will result in the elimination of any unsafe conditions at your business location. NEXT does not assume any responsibility for the control or correction of hazards or legal compliance with respect to how your business is run, and these recommendations do not constitute NEXT’s undertaking, on your behalf or others, to determine that your business premises and operations are safe or healthful, or are in compliance with any rules or regulations.