

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 page 3.

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

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ACTION PLAN:

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

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2.

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4.

5.

6.

7.

COMMENTS:

COMPLETION DATE:

CHECKLIST EXPLANATIONS

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. Handwashing 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 & 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 water 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.