FOOD SAFETY CHECKLIST

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

Directions: Use this checklist daily. 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. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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 single-use

glove while handling food. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Eating, drinking, and chewing gum are allowed only in designated

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. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOOD PREPARATION Yes No Corrective Action**

* 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 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

time/temperature control for safety 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 ºF. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is protected from contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLD HOLDING Yes No Corrective Action**

* Refrigerators are kept clean and organized. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperature of cold food being held is at or below 40 ºF. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is protected from contamination. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFRIGERATOR, FREEZER, AND MILK COOLER Yes No Corrective Action**

* Thermometers are available and accurate. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Temperature is appropriate for pieces of equipment. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Food is stored at least 6 inches above the 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.

* Ice machine is clean, sanitized regularly and scoop stored suitably □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* Temperatures of dry storage area is between 50 ºF and 70 ºF (or

state public health department requirement). □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* All food and paper supplies are stored at least 6 inches above 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 Yes No Corrective Action**

* Three-compartment sink is properly set up for ware washing. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dishmachine is working properly (gauges and chemicals are at

recommended levels). □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Water is clean and free of grease and food particles. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Water temperatures are correct for washing and rinsing. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If heat sanitizing, the utensils are allowed to remain immersed in

180 ºF water for 30 seconds. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If using a chemical sanitizer, it is mixed correctly and a sanitizerstrip

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 Yes No Corrective Action**

* All small equipment and utensils, including cutting boards and

knives, are cleaned, sanitized, and allowed to air dry before use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Work surfaces are cleaned and sanitized before use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thermometers are cleaned and sanitized after each use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Thermometers are calibrated on a routine basis. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Can opener is cleaned and sanitized before use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drawers and racks are cleaned and sanitized before use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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 cleaned and sanitized after every use. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 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, but at least daily. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Boxes and containers are removed from site. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Loading dock and area around dumpster are clean, and □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

dumpsters have tight fitting lids.

**PEST CONTROL Yes No Corrective Action**

* Outside doors have screens, are well-sealed, and are equipped with

self-closingdevices. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* No evidence of pests is present. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* There is a regular schedule of pest control by a licensed pest control

operator. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WATER TREATMENT**

* Water Treatment Plan is in place with records kept. □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_