



FOOD FACILITY SELF CHECK LIST

It is necessary for the person in charge (PIC) to have active managerial control of staff and facility operations to ensure daily compliance with safe food handling practices. This checklist will assist the person in charge, in evaluating the operation of your facility between inspections by this department. The items listed below represent the major areas evaluated during a routine food facility inspection. Check off those items that are compliant. Those not checked are potential violations and must be corrected.

FOOD SAFETY:

- 1. Food is purchased from an approved source (licensed by the county, state, or federal government).
- 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.
- 3. Unpackaged foods which have been served or returned from the dining area are discarded.
- 4. All foods are stored a minimum of 6 " off the floor.
- 5. Restrooms are not used for the storage of food or food equipment.
- 6. Adequate protection is provided for all paper products and clean linens.
- 7. Food is being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- 8. All food storage containers have proper covers and are properly labeled. Except, foods being actively cooled should be uncovered.
- 9. Foods are dispensed in the self-serve area in an approved manner.
- 10. No unapproved or unsafe levels of food or color additives are used and no sulfiting agents are applied to fruits and vegetables intended for raw consumption or to any potentially hazardous food.
- 11. Food products are labeled and stored in non-toxic containers.
- 12. Cooked and ready-to-eat foods are stored above or separate from raw meats.
- 13. Shellfish tags kept for at least 90 days.

TEMPERATURE CONTROL:

- 1. An accurate thermometer is provided for each refrigerator
- 2. An accurate probe thermometer for measuring food temperatures is readily available and is used to check hot holding, cooking, and cooling food temperatures.
- 3. Food products are being thawed in one of the following methods: overnight in refrigeration units; under cool running potable water of sufficient velocity to flush loose food particles; in a microwave oven; or as part of the cooking process.
- 4. Frozen food is maintained in a frozen state.
- 5. Potentially hazardous foods are maintained below 41°F or above 135°F.
- 6. Raw animal foods, such as eggs, fish, meat, poultry, and foods containing raw animal foods are cooked to a temperature and for a time required by Cal. Retail Food, the USDA, and/or FDA.
- 7. Prepared or heated food, if not held above 135°F, is rapidly cooled from 135°F to 41°F within 6 hrs., including reaching 70°F within the first 2hrs.
- 8. Food that is reheated for hot holding is reheated to 165°F for at least 15 seconds within 2 hrs. of removal from refrigeration.

PERSONNEL:

- 1. All employees involved in the preparation, storage, or service of food possess an up-to-date food handler card or food safety certificate and documentation is available for review.
- 2. Employees wash their hands with soap and warm water for at least 20 seconds for any of the following reasons: immediately before engaging in food preparation; after touching bare body parts other than clean hands; after using the toilet room; after coughing, sneezing, blowing nose, using tobacco, eating, or drinking; after handling soiled equipment, dishes, or trash; during food preparation as needed to prevent cross-contamination; when switching from working with raw to ready-to-eat food; before initially putting on gloves; before dispensing or serving food or handling clean tableware or utensils; and after engaging in other activities that contaminate hands.
- 3. Employees handling food or utensils have no open sores and are not sick.
- 4. Employees are wearing clean outer garments.
- 5. Bare-hand contact with food is minimized by using tongs, utensils, or gloves.
- 6. Hair of employees is properly confined with hats, hairnets, or similar.
- 7. Employees do not smoke or use tobacco inside the facility.
- 8. Clothing and personal effects are stored away in a proper manner.

WATER AND SEWAGE:

- 1. All sinks are fully operable with hot and cold water under pressure.
- 2. All sinks drain properly. Floor drains and floor sinks are in good working order/clean.
- 3. Plumbing is in good repair, not leaking.
- 4. Cross connection control device in properly installed and in good repair. (Vacuum breakers and back flow preventers)
- 5. Grease traps are routinely cleaned.

EQUIPMENT:

- 1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) are clean and well maintained, and food contact surface are properly washed and sanitized.
- 2. Multi-use wiping cloths are stored in an approved sanitizer.
- 3. Inoperable equipment has been repaired or replaced (removed from the facility).
- 4. Only approved equipment is installed in an approved manner & location.

UTENSILS:

- 1. Multiservice utensils are being washed by one of the following means only: handwashing in an approved three compartment sink (wash-rinse-sanitize); chemical sanitizing (dish machine) conforming to NSF standards; high temperature sanitization.
- 2. Testing materials to adequately test sanitizing methods are readily available and used.
- 3. All utensils are clean, sanitized and well maintained.
- 4. Damaged or unapproved utensils have been repaired or replaced.
- 5. Utensils are properly protected from contamination during storage.

FLOORS/WALLS/CEILINGS:

- 1. Floors are clean, well maintained, and in good repair.
- 2. Walls, ceilings, and windows are clean, well maintained, and in good repair.

TOILET/DRESSING ROOM/HANDWASHING SINKS:

- 1. Toilet facilities are clean, well maintained, and in good working order.
- 2. Self-closing doors in toilet and dressing rooms are working properly.
- 3. Soap and paper towel dispensers are stocked at each handwashing station.
- 4. Toilet tissue dispensers are full.
- 5. Employee handwashing signs are posted in toilet rooms.
- 6. Mechanical ventilation or a screened window is provided in each restroom.

LIGHT AND VENTILATION:

- 1. Adequate lighting and ventilation are provided throughout the facility.
- 2. Exhaust ventilation filters are clean and well maintained.
- 3. Light fixtures have approved shatter protection.

PEST CONTROL:

- 1. Facility is free from insect and rodent infestations.
- 2. Live animals, birds, or fowl are not allowed in food prep areas
- 3. Outside doors and screen doors are self-closing and closures are in working order.
- 4. Air curtains are operating properly.
- 5. Only pesticides approved for use in food facilities are used.

REFUSE:

- 1. Trash containers are leak-proof and covered.
- 2. Plastic bags are tied before placing in refuse containers.
- 3. Outside trash bins are clean and in good repair and the lids are closed.
- 4. Outside premises and refuse areas are clean and well maintained.

OPERATION:

- 1. Toxic or hazardous substances, such as cleaning materials, are properly labeled and stored away from food products.
- 2. There are no doors leading directly into a living area and no living quarters within the facility.
- 3. No smoking signs are properly posted.
- 4. Cleaning equipment and soiled linens are properly stored.
- 5. Returned, damaged, or unlabeled food products are properly stored.
- 6. Facility has a current Department of Environmental Health Permit to operate and it is conspicuously posted.
- 7. Latest routine inspection report is available for customers to review.