**RESTAURANT INSPECTION CHECKLIST**

**CHECKLIST COMPLETED BY: [SPECIFY NAME]**

**TIME: [SPECIFY TIME]**

**DATE: [SPECIFY DATE]**

NOTE: THE ITEMS THAT ARE BOLDED ARE CRITICAL VIOLATIONS THAT REQUIRE IMMEDIATE CORRECTION.

**Legend:**

S = SATISFACTORY

N = NEEDS IMPROVEMENT

C = NEEDS IMMEDIATE CORRECTION

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| **CHECKLIST** | **S** | **N** | **C** | **ACTION/S TAKEN** |
| FOOD RECEIVING AND STORAGE TACTICS |  |  |  |  |
| 1. Food items are received from approved sources. | ◻ | ◻ | ◻ |  |
| 2. Food is wholesome and in good condition. | ◻ | ◻ | ◻ |  |
| 3. Food item are at proper temperatures upon receipt. | ◻ | ◻ | ◻ |  |
| 4. Food is labeled and stored at proper storage. | ◻ | ◻ | ◻ |  |
| 5. Food storage rooms are clean and organized. | ◻ | ◻ | ◻ |  |
| COLD STORAGE OF FOOD | ◻ | ◻ | ◻ |  |
| 1. Refrigerator temperatures are [SPECIFY] or less. | ◻ | ◻ | ◻ |  |
| 2. Cold foods are stored or displayed at [SPECIFY TEMPERATURE] or below. | ◻ | ◻ | ◻ |  |
| 3. Frozen foods are frozen in freezer. | ◻ | ◻ | ◻ |  |

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| 4. Food products are covered within walk-in refrigerator. | ◻ | ◻ | ◻ |  |
| 5. Previously prepared potentially hazardous foods are labeled with date and time of preparation. | ◻ | ◻ | ◻ |  |
| 6. Prepared/opened potentially hazardous foods held more than 24 hours date or below ready to eat foods. | ◻ | ◻ | ◻ |  |
| 7. Raw eggs, seafood, meat and poultry stored separate or below ready to eat foods. | ◻ | ◻ | ◻ |  |
| 8. Refrigerators and freezers maintained clean (floors, walls, ceiling, fans and shelving). | ◻ | ◻ | ◻ |  |
| 9. Thawed food items are not refrozen unless cooked first. | ◻ | ◻ | ◻ |  |
| 10. Rapid cooling and reheating procedures used for all perishable foods. | ◻ | ◻ | ◻ |  |
| FOOD PREPARATION PRACTICES |  |  |  |  |
| 1. Potentially hazardous foods thawed properly (under refrigeration, cold running water, or part of continuous cooking process). | ◻ | ◻ | ◻ |  |
| 2. Food contact surfaces cleaned and sanitized. | ◻ | ◻ | ◻ |  |
| 3. Fruits and vegetables washed before preparation. | ◻ | ◻ | ◻ |  |
| 4. Cross-contamination avoided during food preparation. | ◻ | ◻ | ◻ |  |
| 5. Separate cutting boards used for raw potentially hazardous foods and all other foods. | ◻ | ◻ | ◻ |  |
| 6. Hands and equipment washed between tasks. | ◻ | ◻ | ◻ |  |
| 7. Prepared potentially hazardous foods cooled from [SPECIFY TEMPERATURE] to [SPECIFY TEMPERATURE] within [SPECIFY NUMBER] hours and to [SPECIFY TEMPERATURE] within additional [SPECIFY NUMBER] hours. | ◻ | ◻ | ◻ |  |
| 8. Hand contact with ready-to-eat food minimized. | ◻ | ◻ | ◻ |  |
| 9. Remaining foods served to customers always discarded (except prepackaged). | ◻ | ◻ | ◻ |  |
| COOKING AND SERVICE |  |  |  |  |
| 1. Thermometers are calibrated. | ◻ | ◻ | ◻ |  |
| 2. Thermometers are used to verify food temperatures. | ◻ | ◻ | ◻ |  |
| 3. Hot potentially hazardous foods held at [SPECIFY TEMPERATURE] or above. | ◻ | ◻ | ◻ |  |
| 4. Cold potentially hazardous foods held at [SPECIFY TEMPERATURE] or below. | ◻ | ◻ | ◻ |  |
| 5. Time as a public health control policy/procedures in place - Potentially hazardous foods cooked, served, or discarded at end of [SPECIFY NUMBER] hours (no raw eggs for highly susceptible population). | ◻ | ◻ | ◻ |  |
| 6. Sliced beef, steaks, fish, and eggs served immediately cooked to [SPECIFY TEMPERATURE]. | ◻ | ◻ | ◻ |  |
| 7. Poultry, stuffed meat and stuffed pasta, potentially hazardous foods cooked in microwaves, and prepared potentially hazardous foods cooked/ reheated to [SPECIFY TEMPERATURE]. (reheat using stoves/ovens/grills/microwaves only) | ◻ | ◻ | ◻ |  |
| 8. Consumer advisory on menu or posted. | ◻ | ◻ | ◻ |  |

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| **CHECKLIST** | **S** | **N** | **C** | **ACTION/S TAKEN** |
| EMPLOYEE PRACTICES |  |  |  |  |
| 1. Certified food manager(s) on-site supervising food staff. | ◻ | ◻ | ◻ |  |
| 2. Employees wear clean clothing and effective hair restraints. Fingernails trimmed, filled, clean. Painted or fake nails are gloved. | ◻ | ◻ | ◻ |  |
| 3. Employees preparing foods are not wearing jewelry on arms or rings (except plain band). | ◻ | ◻ | ◻ |  |
| 4. Hand sinks accessible, in good repair and stocked (soap and paper towels) | ◻ | ◻ | ◻ |  |
| 5. Employees wash hands only at the hand sinks. Barriers used to turn off faucets/open door handles. | ◻ | ◻ | ◻ |  |
| 6. Employees wash hands before starting work, after breaks. | ◻ | ◻ | ◻ |  |
| 7. Employees use good hygiene practices while handling food. | ◻ | ◻ | ◻ |  |
| 8. Employees observed washing hands between tasks (handling raw meats, garbage, mop, etc.) | ◻ | ◻ | ◻ |  |
| 9. Employees free of any illness, cuts or infections. | ◻ | ◻ | ◻ |  |
| 10. Employees do not eat, drink or smoke in food preparation, food service and food storage areas. | ◻ | ◻ | ◻ |  |
| 11. All employees handling unpackaged foods or utensils have obtained their training and all records are available. | ◻ | ◻ | ◻ |  |
| 12. Employees wash their hands with soap and warm water for at least 20 seconds for any of the following reasons:   1. Before starting work; 2. Immediately after using the restroom; 3. Between tasks; 4. Any time needed to prevent food contamination. | ◻ | ◻ | ◻ |  |
| 13. Hair of employees is properly confined. | ◻ | ◻ | ◻ |  |
| 14. Employees do not smoke or use tobacco inside the facility. | ◻ | ◻ | ◻ |  |
| 15. Clothing and personal effects are stored away in a proper manner. | ◻ | ◻ | ◻ |  |
| KITCHEN AND EQUIPMENT |  |  |  |  |
| 1. All food equipment is clean and in good repair. | ◻ | ◻ | ◻ |  |
| 2. Food service sinks are cleaned and sanitized before use. | ◻ | ◻ | ◻ |  |
| 3. All food equipment is washed, rinsed and sanitized before use. | ◻ | ◻ | ◻ |  |
| 4. Sanitizing rinse and 3-compartment sink is a proper concentration. Test kits on-site. | ◻ | ◻ | ◻ |  |
| 5. Dishwasher final rinse at proper sanitizer concentration or temperature. Test kit or thermometer present. | ◻ | ◻ | ◻ |  |
| 6. Chemicals are labeled and stored separate from or below food and single service items. | ◻ | ◻ | ◻ |  |
| 7. Equipment not operating has been repaired or replaced and removed from facility. | ◻ | ◻ | ◻ |  |
| UTENSILS |  |  |  |  |
| 1. Multiservice utensils are being washed by one of the following means only:   1. Hand washing in an approved three compartment sink (wash-rinse-sanitize); 2. Chemical sanitizing (dish machine); 3. High temperature sanitizing. | ◻ | ◻ | ◻ |  |
| 2. Testing materials to adequately test sanitizing methods are readily available and used. | ◻ | ◻ | ◻ |  |
| 3. The utensils are clean, sanitized and well-maintained. | ◻ | ◻ | ◻ |  |
| 4. Utensils which are damaged and unapproved have been repaired or replaced and removed from the facility. | ◻ | ◻ | ◻ |  |
| 5. Utensils are properly protected during storage. | ◻ | ◻ | ◻ |  |
| FLOOR/WALLS/CEILINGS |  |  |  |  |
| 1. Floors are neat, clean, well maintained and in good condition. | ◻ | ◻ | ◻ |  |
| 2. Walls, ceilings and windows are clean, well-maintained and in good repair. | ◻ | ◻ | ◻ |  |
| LIGHT AND VENTILATION |  |  |  |  |
| 1. There is sufficient ventilation and lighting provided throughout the facility area. | ◻ | ◻ | ◻ |  |
| 2. Exhaust ventilation filters are clean and well maintained. | ◻ | ◻ | ◻ |  |
| 3. Light fixtures have approved safety covers. | ◻ | ◻ | ◻ |  |
| FACILITY |  |  |  |  |
| 1. Water from approved source. | ◻ | ◻ | ◻ |  |
| 2. Hot and cold running water under pressure during all hours of operation. | ◻ | ◻ | ◻ |  |
| 3. Proper sewage and waste disposal. | ◻ | ◻ | ◻ |  |
| 4. Proper plumbing for equipment (open site drain, air gaps, backflow prevention) | ◻ | ◻ | ◻ |  |
| 5. Wall, floors and ceiling kept clean and in good repair. | ◻ | ◻ | ◻ |  |
| 6. Restrooms cleaned and stocked: hand soap, paper towels, and waste can. | ◻ | ◻ | ◻ |  |
| 7. Effective pest control in use - doors and windows closed, free of insect and rodent infestations. | ◻ | ◻ | ◻ |  |
| 8. Dumpster lids closed and dumpster area kept clean. | ◻ | ◻ | ◻ |  |
| 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. Air curtains are operating properly. | ◻ | ◻ | ◻ |  |
| 4. Only approved pesticides are used in the proper manner. | ◻ | ◻ | ◻ |  |
| REFUSE |  |  |  |  |
| 1. Trash containers are leak-proof and covered. | ◻ | ◻ | ◻ |  |
| 2. Plastic bags are tied before placing in refuse containers. | ◻ | ◻ | ◻ |  |
| 3. Outside trash can are clean and in good condition and the lids are closed when not in use. | ◻ | ◻ | ◻ |  |
| 4. Outside premises and other areas are clean and well-maintained. | ◻ | ◻ | ◻ |  |
| OPERATION |  |  |  |  |
| 1. Hazardous substances (cleaning materials) are properly labeled and stored away from food products. | ◻ | ◻ | ◻ |  |
| 2. There are no living quarters within the facility. | ◻ | ◻ | ◻ |  |
| 3. No smoking and required signs are posted properly. | ◻ | ◻ | ◻ |  |
| 4. Cleaning equipment and linens are properly stored. | ◻ | ◻ | ◻ |  |
| 5. Returned, damaged, or unlabeled food products are properly stored. | ◻ | ◻ | ◻ |  |
| 6. Facility has a current permit to operate and it is conspicuously posted. | ◻ | ◻ | ◻ |  |
| EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE |  |  |  |  |
| Fire, sewage back-up, no hot/cold running water, no electricity, utility interruptions and inability to clean and sanitize. | IMMEDIATELY NOTIFY THE HEALTH DEPARTMENT - [SPECIFY CONTACT NUMBER] | | | |

**Additional Comments:**

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