



FOOD SAFETY CHECKLIST

Date _____

Observer _____

Directions: Use this checklist regularly to determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference.

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 a wedding band and a watch - no bracelets.
- 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 foodservice glove while handling food.
- Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing 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 or in cold running water
- 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, 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 potentially hazardous foods

- Hot holding unit is pre-heated before hot food is placed in unit
- Temperature of hot food being held is at or above 135 °F
- 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 41 °F
- 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 6 inches off 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

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

- Temperatures of dry storage area is between 50 °F and 70 °F or State public health department requirement
- All food and paper supplies are stored 6 to 8 inches off 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

CLEANING AND SANITIZING**Yes/ No/ Corrective Action**

- Three-compartment sink is properly set up for ware washing
- Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels)
- Water is clean and free of grease and food particles
- Water temperatures are correct for wash and rinse
- If heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds, or rinse water is 180 °F.
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip 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 and sanitized between uses
- Small equipment and utensils are washed, sanitized, and air-dried
- Work surfaces and utensils are clean

- Work surfaces are cleaned and sanitized between uses
- Thermometers are cleaned and sanitized after each use
- Thermometers are calibrated on a routine basis
- Can opener is clean
- Drawers and racks are clean
- 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 clean
- Food slicer is broken down, cleaned, and sanitized before and after every use
- Boxes, containers, and recyclables are removed from site
- Loading dock and area around dumpsters are clean and odor-free
- 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
- Boxes and containers are removed from site
- Loading dock and area around dumpster are clean
- Dumpsters are clean

PEST CONTROL

Yes /No/ Corrective Action

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device
- No evidence of pests is present
- There is a regular schedule of pest control by licensed pest control operator



www.easternfoodsafety.com info@foodsafety.com