

Retail Food Establishment Self-Inspection Checklist

Establishment Name:	Address:
Completed by:	Date:

<i>Statement</i>	<i>Y or N</i>	<i>Observations and Corrective Actions:</i>
FOOD RECEIVING AND STORAGE PRACTICES		
Are food items received from approved sources, in good condition and at proper temperatures?		
Is food labeled and stored off the floor?		
Is open food protected or covered?		
Are food storage rooms clean and organized?		
FOOD PREPARATION PRACTICES		
Is food thawing properly (in refrigerator, under running water, or part of the cooking process, remaining at 41°F or below at all times)?		
Are fruits and vegetables washed before preparation and placed in clean containers?		
Is cross-contamination avoided during preparation (hands washed and equipment washed, rinsed and sanitized between uses)?		
Is food adequately cooled (135°F to 70°F in two hours then 70°F to 41°F in the next 4 hours)?		
Is food reheated rapidly (not on steam table) within 2 hours to 165°F?		
Is hot food held at 135°F or hotter?		
Are probe thermometers used to verify food temperatures?		
Are thermometers sanitized between each use?		
Are thermometers calibrated properly?		
COLD FOOD STORAGE		
Are refrigerator temperatures below 41°F?		
Are all cold foods held at 41°F or less?		
Are refrigerator temperatures checked every 4 hours?		
Are food products stored protected in refrigeration units?		
Are food products labeled and dated?		
Are thermometers visible and accurate in refrigeration units?		

<i>Statement</i>	<i>Y or N</i>	<i>Observations and Corrective Actions:</i>
EMPLOYEE PRACTICES		
Are handsinks accessible, in good repair, and stocked with soap and paper towels?		
Are employees wearing clean clothes?		
Are all employees and managers wearing hair restraints?		
Are employees free of any illness, wounds, or infections?		
Do employees wash their hands before putting on gloves?		
Can employees tell management what foods are ready-to-eat?		
Do employees prevent the handling of ready-to-eat foods with their bare hands?		
Are employees aware of designated areas in which to eat, drink or smoke?		
Are employees aware of what symptoms and illnesses must be reported to management?		
Are employee beverages stored in designated areas and have proper design (lid and straw)?		
KITCHEN AND EQUIPMENT		
Are all food contact surfaces washed, rinsed, and sanitized after use or at least every 4 hours?		
Are sanitizer test strips provided?		
Is the sanitizing rinse at the 3-bay sink at the proper concentration?		
Is the dish machine final rinse at the proper sanitizing concentration or temperature?		
Is the kitchen clean in all areas?		
Does your facility have a daily, weekly, monthly cleaning schedule?		
Are chemicals labeled and stored separated from food areas, equipment, linens and single use items?		
FACILITY		
Are walls, floors and ceilings kept clean and in good repair?		
Are all restrooms clean and stocked with soap, paper towels and toilet paper?		
Is the facility free of insects and rodents?		
Are dumpster lids kept closed and dumpster areas kept clean and organized?		
Has routine pest control occurred? Was the establishment inspected after the exterminator was there?		
Has routine equipment checks occurred?		