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.

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 bands. Watches and bracelets are discouraged as they can collect pathogens.	☐	☐	_____
• 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 the facility is from approved sources.	☐	☐	_____
• Food equipment utensils, and 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 under cold running water (last resort).	☐	☐	_____
• Thawed food is never refrozen.	☐	☐	_____
• Preparation is planned so ingredients are kept out of the temperature			

danger zone to the extent possible. ☐ ☐ _____

- Food is tasted using disposable utensils that are used only once. ☐ ☐ _____
- Procedures are in place to prevent cross-contamination. ☐ ☐ _____
- Food is handled with suitable utensils, such as single use gloves or tongs. **ANY** ready to eat food is handled using disposable gloves. ☐ ☐ _____

- 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 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.	☐	☐	_____
• 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 (such as 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.	☐	☐	_____
• Quat based sanitizer is mixed correctly & held in a red bucket at ALL food prep areas. A sanitizer strip is used to test for 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/sanitized after continued use. ☐ ☐ _____
- 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 a licensed pest control operator.	☐	☐	_____