

MANAGER SELF-INSPECTION CHECKLIST

Date: _____ Observer: _____

Use this checklist frequently to determine areas in your operation requiring corrective action. Record corrective action taken and keep completed records for future reference.

<u>EMPLOYEE HEALTH & HYGIENE</u>	YES	NO	<i>corrective action</i>
fingernails short and unpolished (or gloves worn if nails polished)	<input type="radio"/>	<input type="radio"/>	
jewelry limited to simple earrings and plain ring	<input type="radio"/>	<input type="radio"/>	
smoking, eating, drinking, and chewing gum done only in designated areas away from preparation, service, storage and ware wash areas	<input type="radio"/>	<input type="radio"/>	
wounds on hands or wrists are covered completely	<input type="radio"/>	<input type="radio"/>	
employees experiencing persistent sneezing, coughing, or runny nose may not work with exposed food or food equipment	<input type="radio"/>	<input type="radio"/>	
employees are excluded from work who: are diagnosed with an infectious agent (<i>Salmonella Typhi</i> , <i>Shigella</i> spp, shiga toxin- producing <i>E. coli</i> spp, Hepatitis A), or any other pathogen that can be transmitted through food	<input type="radio"/>	<input type="radio"/>	
employees are restricted from working with food or food equipment who: suffer from one or more of the following symptoms - diarrhea, fever, vomiting, jaundice, sore throat with fever	<input type="radio"/>	<input type="radio"/>	
employees are washing hands correctly (washing for at least 20 seconds, drying with single service toweling) and when necessary (before work; upon reentering work area; after eating, drinking, smoking, touching face; after using restroom; when switching work activities)	<input type="radio"/>	<input type="radio"/>	
all hand wash sinks are provided with hot and cold running water, soap, and single service hand towels; hand sinks are not covered or obstructed in any way	<input type="radio"/>	<input type="radio"/>	
food employees are aware of their reporting responsibilities regarding infectious diseases transmissible through foods	<input type="radio"/>	<input type="radio"/>	

<u>FOOD HANDLING</u>	YES	NO	<i>corrective action</i>
foods hot held are at 135°F or above	<input type="radio"/>	<input type="radio"/>	
foods cold held are at 41°F or below or frozen solid	<input type="radio"/>	<input type="radio"/>	
foods cooked to proper temperatures	<input type="radio"/>	<input type="radio"/>	
ready-to-eat, potentially hazardous foods which are stored for more than 24 hours after being processed or opened (if processed commercially) are date marked with a 7 day expiration date	<input type="radio"/>	<input type="radio"/>	
foods are reheated to 165°F for 15 seconds	<input type="radio"/>	<input type="radio"/>	
raw animal foods separated from ready-to-eat foods during preparation	<input type="radio"/>	<input type="radio"/>	
raw fruits and vegetables thoroughly washed before use	<input type="radio"/>	<input type="radio"/>	
foods are thawed in cooler, under cold running water, or as part of the cooking process	<input type="radio"/>	<input type="radio"/>	
foods are cooled from 135°F to 70°F within 2 hours and from 70°F to 41°F or less within an additional 4 hours	<input type="radio"/>	<input type="radio"/>	
thermometers in coolers are accurate and conspicuous	<input type="radio"/>	<input type="radio"/>	
ready-to-eat foods are not touched with bare hands (gloves or utensils are used)	<input type="radio"/>	<input type="radio"/>	

FOOD SOURCE

	YES	NO	<i>corrective action</i>
meat is from an approved, inspected source	<input type="radio"/>	<input type="radio"/>	
fish and shellfish from an approved source, shellfish properly labeled	<input type="radio"/>	<input type="radio"/>	
no food prepared in a home or an unlicensed kitchen	<input type="radio"/>	<input type="radio"/>	
food containers are labeled	<input type="radio"/>	<input type="radio"/>	
only grade A milk and eggs are used	<input type="radio"/>	<input type="radio"/>	

STORAGE

	YES	NO	<i>corrective action</i>
raw meats and unwashed produce are stored below/away from ready-to-eat, cooked or smoked foods	<input type="radio"/>	<input type="radio"/>	
all food and single service items are stored at least 6" above the floor	<input type="radio"/>	<input type="radio"/>	
food not stored under waste or water lines	<input type="radio"/>	<input type="radio"/>	
canned goods are free of dents, bulges, and leaks	<input type="radio"/>	<input type="radio"/>	
first in, first out method of inventory rotation is used	<input type="radio"/>	<input type="radio"/>	
food protected from contamination (covered, rodent-proof containers)	<input type="radio"/>	<input type="radio"/>	
chemicals stored away from or below all food and food related supplies	<input type="radio"/>	<input type="radio"/>	
lights in food prep and food storage areas are shielded	<input type="radio"/>	<input type="radio"/>	

WARE WASHING

	YES	NO	<i>corrective action</i>
all utensils and equipment are allowed to air dry	<input type="radio"/>	<input type="radio"/>	
manual:			
3 or 4 compartment sink is used	<input type="radio"/>	<input type="radio"/>	
sinks are set up properly (prewash, wash, rinse, sanitize)	<input type="radio"/>	<input type="radio"/>	
adequate supply of soap and an approved sanitizer	<input type="radio"/>	<input type="radio"/>	
appropriate test kit used to check sanitizer concentration	<input type="radio"/>	<input type="radio"/>	
water in sinks is clean, free of grease and food	<input type="radio"/>	<input type="radio"/>	
mechanical:			
dishwasher clean and delimed	<input type="radio"/>	<input type="radio"/>	
water temperature and pressure gauges working	<input type="radio"/>	<input type="radio"/>	
wash and rinse cycle times and temperatures correct	<input type="radio"/>	<input type="radio"/>	
adequate soap and (if used) chemical sanitizer supplies	<input type="radio"/>	<input type="radio"/>	

UTENSILS AND EQUIPMENT

- food contact surfaces and nonfood contact surfaces are clean
- food prep surfaces are washed and sanitized between uses
- thermometers are accurate; washed and sanitized between uses
- unused equipment kept clean in storage or removed
- nonworking equipment repaired or removed
- food utensils and prep surfaces in good repair
- wiping cloths stored in sanitizing solution between uses
- exhaust hood and filters are clean

YES **NO** *corrective action*

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PEST CONTROL

- no evidence of pests is present
- all openings from the outside are screened or otherwise protected

YES **NO** *corrective action*

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GARBAGE/RECYCLING STORAGE & DISPOSAL

- dumpsters are closed
- dumpster area is clean
- dumpsters and recycling containers are emptied as necessary
- grease containers are covered and surrounding area clean
- garbage containers are clean and emptied as necessary

YES **NO** *corrective action*

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