



## FOOD FACILITY CHECKLIST

**The goal of food safety is to promote health and prevent food-borne disease through education, training and regulation. This checklist reflects areas that are evaluated during a routine inspection. Use this as a guide to improve your facility's sanitation and compliance with the requirements from the California Retail Food Code.**

FOOD RECEIVING	YES	NO	N/A
Raw or frozen raw molluscan shellfish (e.g. clams, mussels, scallops, oysters) properly labeled and labels maintained on site for at least 90 days.			
Temperature of live molluscan shellfish at or below 45°F.			
Food only from approved sources.			
Potentially hazardous foods delivered at a temperature of 41°F			
Frozen foods delivered in frozen condition with no evidence of thawing or refreezing.			
Food at improper temperature or in unacceptable condition rejected.			
Foods, especially refrigerated and frozen foods, placed in proper storage locations promptly.			
FOOD STORAGE	YES	NO	N/A
Foods protected from contamination, dirt, vermin, insects, chemicals, etc.			
Prepackaged and bulk foods properly labeled.			
Food stored at least 6 inches above floor in approved locations within the facility.			
Returned and damaged goods stored separate from other items.			
Raw meat and fish inside refrigerators and freezers stored below and away from ready-to-eat foods (e.g. salads, produce, beverages).			
Foods kept covered while in storage.			
Food which becomes contaminated or adulterated is discarded.			
FOOD PREPARATION	YES	NO	N/A
Frozen foods thawed by one of the following methods: <ul style="list-style-type: none"> <li>• Under cold running water</li> <li>• In a refrigerator</li> <li>• In a microwave</li> <li>• As part of the cooking process</li> </ul>			
Hot potentially hazardous foods cooled as quickly as possible by one or more of the following methods prior to placement in a refrigerator or freezer: <ul style="list-style-type: none"> <li>• In an ice bath with stirring</li> <li>• With a rapid cool stirring device</li> <li>• In a blast chiller</li> <li>• By adding ice</li> <li>• In shallow heat conducting pans on ice</li> <li>• Separating food into smaller or thinner portions</li> </ul>			

<i>Food preparation continued:</i>	YES	NO	N/A
Food preparation sinks used only for preparation activities, and not hand washing, janitorial activities, or other uses.			
Sulfites not added to potentially hazardous foods.			
Potentially hazardous foods shall be thoroughly cooked to a minimum internal temperature of: <ul style="list-style-type: none"> <li>• 165°F for poultry, comminuted poultry, game birds, stuffed meats, stuffed pasta, and reheated foods.</li> <li>• 157°F for ground beef, other comminuted meats, and foods containing comminuted meat. (Or 155°F for a minimum of 15 seconds)</li> <li>• 155°F for pork.</li> <li>• 145°F for eggs, food containing raw eggs, and other cooked potentially hazardous food.</li> </ul>			
<b>FOOD SERVING</b>	YES	NO	N/A
Prepackaged foods properly labeled with common name, list of ingredients, net weight, name and address of manufacturer, etc.			
Uneaten food returned from customer is discarded and not reused or reserved.			
Self-serve buffets, salad bars, snack counters, bulk food dispensers, and self-serve units. Provide adequate protection for food and utensils from contamination by customers (e.g. sneezing, coughing, and handling).			
Tongs, ladles, spoons, etc. used for food service rather than direct contact with hands.			
<b>TEMPERATURE CONTROL/THERMOMETERS</b>	YES	NO	N/A
Potentially hazardous foods kept at or below 41°F, or at or above 135°F.			
When cooling or heating potentially hazardous foods, the time spent in the <b>DANGER ZONE</b> (41 °F - 135°F) is kept to a minimum.			
Easily readable thermometers (accurate to ± 2°F) in the warmest part of each refrigeration and freezer unit.			
Metal probe-type thermometer on premise if potentially hazardous food served.			
Thermometers are sanitized before and after use, and periodically calibrated. (Employees should be able to demonstrate that they know how to calibrate a probe thermometer)			
<b>UTENSIL WASHING/STORAGE</b>	YES	NO	N/A
Utensils protected from contamination, dirt, vermin, insects, chemicals, etc.			
Multi-service customer utensils (e.g. plates, glasses, silverware) sanitized by mechanical dish machine as per manufacturer specifications, or if manually washed, sanitized by one of the following methods: <ul style="list-style-type: none"> <li>• 100 ppm chlorine for 30 seconds</li> <li>• 25 ppm iodine for 60 seconds</li> <li>• 200 ppm quaternary ammonium for 60 seconds</li> <li>• 180°F water for 30 seconds</li> </ul>			
Test strips or thermometer available for measuring the method of sanitizing utensils.			

<i>Utensil/Washing continued:</i>	YES	NO	N/A
Three- compartment sink with dual integral drain boards available for utensil washing (except where 2 compartment exemptions is applicable).			
Compartments are large enough to accommodate the largest utensil in use.			
Utensils are clean and in good repair.			
Kitchen and serving utensils are routinely cleaned and sanitized.			
Utensils are commercial-grade and meet applicable National Sanitation Foundation (NSF) at CAL CODE standards.			
All mechanical dishwashers are provided with dual integral drain boards.			
Proper sanitizer and chemical levels, and temperature maintained at all times during operation of dish machines.			
Single-service customer utensils used only once and disposed of in a sanitary manner.			
Serving utensils (e.g. scoops, spoons, ladles, etc.) for potentially hazardous foods, while in use are kept at or below 41°F or above 135°F, or in a dipper well continually provided with clean water.			
<b>TOILET FACILITIES</b>	YES	NO	N/A
Employee toilet facilities provided.			
Customer toilet facilities provided where required.			
Tight-fitting self-closing doors provided.			
Food, utensils, equipment, supplies, etc., not stored in toilet facilities.			
Toilet paper, single-use sanitary towels (or air dryer) and hand cleanser provided from approved dispensers.			
Hot and cold water, under pressure, provided from a mixing faucet (or combination faucet) at hand sink.			
Ventilation provided.			
<b>HANDWASHING FACILITIES</b>	YES	NO	N/A
Within or adjacent to restrooms and kitchens.			
Provided with single service sanitary towels (or air dryers) and hand cleanser from and approved dispensers.			
Hot and cold water, under pressure, provided from a mixing faucet (or combination faucet) at hand sink.			
Kept readily accessible at <b>all</b> times			
Facilities provided exclusively for hand washing in food prep areas that are sufficient in number and conveniently located. (construction/remodels on or after January 1, 1996)			
<b>CHEMICALS/PESTICIDES</b>	YES	NO	N/A
Properly labeled.			
Stored away from food and utensils. Stored in separate enclosure if stored in food preparation area.			
Pesticides specifically approved for use within food facilities.			
Chemicals, pesticides, hazardous materials properly used. MSDS data available for employees.			

<b>JANITORIAL FACILITIES</b>	YES	NO	N/A
Area provided for storage of cleaning supplies and equipment which is separate from food preparation, food storage, utensil cleaning, and utensil storage areas. Janitorial sink or basin provided with hot and cold water.			
Backflow prevention device provided for sink.			
Cleaning equipment (e.g. mops, buckets, brooms, etc.) kept away from food and utensils.			
<b>LIGHTING</b>	YES	NO	N/A
Minimum intensity of 20 foot-candles (ftc) in food preparation and utensil cleaning areas.			
Minimum intensity of 10ftc elsewhere but intensity of at least 20 ftc available during cleaning operations.			
Shatter-proof light covers in food preparation, food storage (except where food is in unopened, original containers), and utensil cleaning areas.			
<b>VERMIN/INSECTS</b>	YES	NO	N/A
Facility free of rodents and insects.			
Harborage and entrances eliminated. Droppings and dead insects cleaned up.			
Facility kept fully enclosed. Entrances protected by tight-fitting, self-closing doors or air curtains. Openable windows protected by screens.			
Pest control performed by <b>licensed</b> pest control operator.			
<b>GARBAGE/REFUSE DISPOSAL</b>	YES	NO	N/A
Facilities provided for garbage disposal and storage.			
Containers are leak proof and rodent proof with tight-fitting lids.			
Garbage placed in securely fastened plastic bags before placement in dumpster.			
Garbage removed frequently.			
<b>WATER SUPPLY</b>	YES	NO	N/A
Water supply from an approved source.			
Hot and cold water provided in adequate amounts.			
<b>EMPLOYEE HABITS</b>	YES	NO	N/A
Employees wash hands before beginning work, between working with raw food and ready-to-eat foods, after coughing or sneezing, after touching soiled equipment or utensils, after using restrooms, and after engaging in any other activity that contaminates the hands.			
Employees wear clean garments or uniforms.			
Employees do not use tobacco products where food is prepared, served, or stored, or where utensils are cleaned or stored.			
Employees do not work if ill.			
Employees have been instructed in safe food handling practices.			
Employees routinely check temperatures of potentially hazardous foods during storage, preparation and serving, and check utensil cleaning chemical levels, water temperatures, and water pressures.			

<b>EMPLOYEE CHANGE/STORAGE FACILITIES</b>	YES	NO	N/A
Area provided for employee changing which is separate from toilets, food storage, food preparation, utensil cleaning, and utensil storage areas.			
<b>PLUMBING</b>	YES	NO	N/A
All sewage and wastewater disposed of to an approved sewer or septic system.			
Indirect waste drainage via a floor sink or funnel drain provided for all equipment that discharges wastes (e.g. prep sinks, utensil sinks, steam tables, salad bars, Chinese ranges, ice machines, ice storage bins, beverage machines, steam-jacketed kettles, display cases, refrigeration/freezer units, etc.)			
Indirect waste receptacles <b>readily accessible</b> for cleaning and inspection, and not located inside cabinets.			
Floor drains absent from food storage areas.			
Plumbing kept clean, fully operative, and in good repair.			
Grease interceptors and septic tanks regularly cleaned out by <b>licensed</b> plumbers.			
<b>EQUIPMENT</b>	YES	NO	N/A
Equipment clean and in good repair.			
Equipment easily cleanable and meets applicable NSF and the California Retail Food Code standards.			
Unused equipment removed from premises.			
Approved ventilation/exhaust equipment provided over cooking equipment and high temperature dish machines.			
<b>WALLS, FLOORS, CEILINGS</b>	YES	NO	N/A
Floors are smooth, durable, non-absorbent, and easily cleanable in areas where: <ul style="list-style-type: none"> <li>• food prepared, packaged, or stored;</li> <li>• where utensils are cleaned or stored;</li> <li>• where garbage is stored;</li> <li>• where janitorial facilities are located;</li> <li>• in toilet and hand washing facilities;</li> <li>• in employee change and storage areas.</li> </ul>			
Floor material extends up the walls and toe kicks at least 4 inches with a minimum of 3/8 inch radius at the wall/floor and wall/toe-kick junctures in all areas mentioned above except where exempted (e.g. where foods are stored in their <b>unopened</b> original containers).			
Walls and ceilings smooth must be durable, non-absorbent, and easily cleanable in all areas except where exempted (e.g. dining areas, closed food storage areas, and certain portions of bar areas).			
Walls and ceiling finishes light colored in food preparation, utensil cleaning areas, and inside walk-in refrigeration units.			
<b>SIGNS</b>	YES	NO	N/A
Official Food Placard must be posted and clearly visible at the entrance of facility.			
Valid health permit posted in a conspicuous location.			
<i>No Smoking</i> signs posted in food preparation, food storage, utensil cleaning, and utensil storage areas.			

<i>Signs continued:</i>	YES	NO	N/A
Hand washing signs posted in toilet rooms.			
If facility has sit-down dining, <i>Choking First Aid</i> poster placed where it is readily accessible to employees.			
<b>ADDITIONAL INFORMATION</b>	YES	NO	N/A
Any construction, remodeling, alterations, and the installation of new equipment must be approved by the Health Department before commencing work.			
Applicable building and fire codes are met.			
Manager certification/ Food handler certifications are available on site.			
Tobacco permit available if applicable			
<b>COMMENTS/OBSERVATIONS:</b>			