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SELF-INSPECTION CHECKLIST

Food Storage

1. All food stored in closed containers and packages.
2. Unpackaged foods that have been returned from the dining room are discarded.
3. Dry bulk food items such as flour, salt, sugar, etc. are stored in clean, labeled containers.
4. Food is not stored under unprotected or exposed water or sewer lines.
5. Food and food-contact surfaces are stored 6 in. above the floor to permit cleaning and prevent contamination.
6. Food storage areas, shelves and containers are clean and free from food residue, trash and unnecessary items.
7. Foods are dated and/or placed on shelves to ensure "first in, first out" rotation.
8. All food is obtained from an approved source (licensed by the county, state or federal government).
9. Dented cans are discarded or returned and are not being held for use.
10. Shelves are located away from the wall to discourage nesting of insects and rodents.
11. Toxic materials and chemicals are not stored with food items.
12. Employee clothing and personal items are stored in a designated area separate from food.

Non-Food Storage/Chemical Storage

1. Mops, cleaning equipment and dirty linens are stored properly.
2. The storage area is clean and free from trash and food residue.
3. Toxic materials and chemicals are labeled and stored properly.

Coolers and Freezers

1. Potentially hazardous foods are cooled properly from 135°F to 70°F in 2 hours and from 70°F to 41°F in 4 hours using chill sticks, ice baths or 2 inch shallow containers that are not sealed tightly until cool.
2. Foods are not stacked or stored too closely so that air can circulate freely.
3. Freezers are clean and the temperature is 0°F or below.
4. Frozen foods do not show evidence of freezer burn, spoilage or ice build-up.
5. All foods in coolers and freezers are in closed containers and labeled properly.
6. Raw meat, seafood and eggs are not stored above cooked or ready-to-eat foods and are stored according to their cooking temperatures (higher cooking temperatures stored on the lower shelves).
7. Ready-to-eat, potentially hazardous foods are date marked and labeled after opening or preparation and used or discarded within 7 days when held at 41°F or below or within 4 days when held at 42°F- 45°F.
8. Coolers are clean and the temperature is 41°F or below.
9. A readily visible, accurate thermometer is provided as an integral part of the cooler or freezer, or is located inside the unit at its warmest location.

Food Production/Preparation Area

1. All food service equipment, appliances, walls, floors, ceiling, vents, filters and screens are clean.
2. All foods are cooked to proper internal temperatures (per Ohio Uniform Food Safety Code).
3. All food service employees handling or preparing food are wearing hair restraints (hats or hair nets) and clean outer garments.
4. All lighting is protected by shatter resistant shields or bulbs.
5. Utensils, pots, pans and dishes are free of food residue, dirt and grease.
6. Cutting boards are cleaned and sanitized between use and when switching between raw and cooked foods.
7. Cutting boards do not have deep grooves and are easily cleanable and utensils are free of pits, cracks and chips.
8. Employees infected with a disease or who have symptoms of a disease, which may be transmitted through food, are either sent home or restricted to non-food-contact activities. Employees do not have open sores or cuts.
9. Food preparation equipment such as grinders, choppers, mixers, knives and can openers are cleaned and sanitized between use and every 4 hours during continuous use.

10. ____ Food service employees wash their hands thoroughly after using the restroom, coughing, sneezing, handling raw meat, before glove use and between glove changes or any other form of contamination.
11. ____ Food service employees do not touch or handle cooked and ready-to-eat foods with their bare hands.
12. ____ Frozen foods are thawed properly (under refrigeration at 41°F or below, under potable running water that is 70°F or below, in the microwave if cooked immediately, or as part of the cooking process).
13. ____ Thawed foods are not refrozen. Cooked or processed foods may be refrozen.
14. ____ Potentially hazardous foods are held at the correct temperature (135°F or above or 41°F or below).
15. ____ Potentially hazardous foods are reheated properly to 165°F within 2 hours. Steam tables or food warmers are not used to reheat food.
16. ____ An easily accessible hand washing sink is available and stocked with soap, disposable paper towels or other approved hand drying provision, hot and cold running water and a hand washing reminder poster.
17. ____ Vegetables and fruits are properly washed before cutting and preparation.
18. ____ An accurate, NSF approved, metal probe thermometer (0-220°F) is available for monitoring cooking, cooling, reheating and holding temperatures.
19. ____ Employees do not smoke, use tobacco or eat in the food preparation and storage areas. Drinks must be in covered containers.
20. ____ All equipment is NSF (National Sanitation Foundation) approved or equivalent and in working order.
21. ____ No equipment has been moved, replaced or added without notifying the local health department.
22. ____ Sulfites are not used as an added ingredient.
23. ____ Adequate lighting and ventilation is provided throughout the facility.
24. ____ Wiping cloths are stored in sanitizer wiping cloth buckets between use (Quat: 200 ppm, Chlorine: 100 ppm).
25. ____ Shellstock tags or labels are retained for ninety days.
26. ____ Employees handling food are not wearing jewelry.

Dishwashing Area

1. ____ A high temperature dishwashing machine reaches a wash cycle temperature of 150°F and a rinse cycle temperature of 180°F (160°F plate surface) or temperatures listed in manufacture's specifications.
2. ____ Manual ware washing in a three compartment sink must include washing (soap and water), rinsing (clean water), sanitizing (sanitizer and water) and air drying. Sanitizers that may be used include Chlorine at 50 ppm, Quaternary Ammonium Compound at 200 ppm or Iodine between 12.5 and 25 ppm.
3. ____ Dishes, glasses, etc. are air dried and not stacked while wet.
4. ____ If a low temperature dishwashing machine is used with a chemical agent, the temperature and the chemical concentration must be at the manufacturer's specifications.
5. ____ No cracked or chipped dishes or glasses are present.
6. ____ There is no evidence of food residue on "clean" dishes, pots, pans, etc.
7. ____ All plumbing properly installed and maintained with appropriate back-flow, back-siphonage devices and air gaps. All sinks have running hot and cold water and drain properly.
8. ____ Sanitizer test kits are available to adequately test sanitizing solutions and dish machines daily.

Food Transportation

1. ____ Food carts and hot/cold holding boxes are clean and in good condition prior to use.
2. ____ Potentially hazardous foods are transported and held at 41°F or below or at 135°F or above and all foods are protected from contamination.
3. ____ Trays and other utensils are washed thoroughly before re-use.
4. ____ Proper hand washing is practiced on site.

Garbage/Refuse Area and Pest Control

1. ____ Garbage and refuse containers are clean and in good condition with no leaks.
2. ____ Garbage containers (including outside dumpster) have tight fitting lids.
3. ____ A covered trash can is available in the women's restroom.
4. ____ No evidence of rodent or pest infestation.
5. ____ Outside doors and screen doors are tight-fitting and air curtains are in working order.
6. ____ Pest control devices are located so that they do not contaminate food and food preparation areas.