

Food Facility Self-Inspection Checklist

Date _____ Employee _____

The items listed in this checklist are the major areas our Division will be looking for when we perform our routine food facility inspections. This checklist is provided so that you may perform periodic reviews of your facility's operation. We suggest that you go through this checklist, and "check off" those items that are in compliance. Those not in compliance would be considered a "violation" during our inspection, and need to be corrected. We hope this assists in maintaining your facility at the highest standards.

THE FOLLOWING CONDITIONS ARE SERIOUS AND PRESENT A MAJOR HEALTH HAZARD. IF ANY OF THE FOLLOWING CONDITIONS ARE PRESENT, THE FACILITY MUST CLOSE UNTIL THE CONDITION(S) IS/ARE CORRECTED.

- Overflowing sewage, inside or outside of the facility.
- No potable water
- No hot water
- No electricity
- Severe rodent or insect infestation
- Actual or potential threat to the public (no sanitizer, no refrigeration available, sick employees handling food, etc.)

Demonstration of knowledge

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • Facility has a person with a valid Certified Food Manager certificate | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • The certification is ORIGINAL, posted in a visible place and not shared with a different restaurant. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Person in Charge (PIC) and all food employees are able to demonstrate food safety knowledge practices and principles applicable to their assigned duties (food temperature knowledge, utensil washing, sanitizing, etc). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Employee Health and Hygienic Practices

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • Manager and/or PIC is excluding or restricting employees that are sick. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Manager and/or PIC is excluding employees from working with open food that have discharge from eyes, mouth and nose. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Manager and/or PIC is excluding or restricting an employee actively preparing food that has a wound, lesion or rash. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Employees use designated areas for eating and drinking that is away from where food is prepared and/or served. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

	Yes	No	Corrective Action
• Employees only smoke outside of the facility, several feet away from the building and are washing hands thoroughly before returning to work.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Personal items (open beverages, open food, cigarettes, etc.) are stored in designated area that is under and away any food or food contact surface to prevent potential contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employee drinks are not stored on or above food/utensil surfaces	<input type="checkbox"/>	<input type="checkbox"/>	_____

Preventing Contamination by hands

	Yes	No	Corrective Action
• Handwash sink is adequately stocked with soap and paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hands are thoroughly clean and properly washed using soap and warm water (held to at least 100° F), washing for about 15-20 seconds, including under the fingernails.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees are washing hands after any of the following:			
1. Changing tasks (before and after handling raw food, sanitizer towels, dirty plates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Replacing gloves	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Touching any part of their body	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Whenever they become contaminated	<input type="checkbox"/>	<input type="checkbox"/>	_____
• If employees use gloves, they are replacing them after changing tasks. (Gloves are NOT to be re-used).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Handwash sink is accessible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees using hand sanitizer must use only after properly having washed hands. (Sanitizer alone DOES NOT replace proper handwashing).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Fingernails are trimmed, smooth and clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees do not handle food with false nails or nail polish; unless gloves are worn.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Jewelry is limited to a plain ring, such as a wedding band, and a watch (no bracelets).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Employees are minimizing food contact with bare hands by using utensils.	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Corrective Action
<ul style="list-style-type: none"> • Sign posted at handwash sink notifies food employees to wash their hands. 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Time and Temperature Relationships

	Yes	No	Corrective Action
<ul style="list-style-type: none"> • Potentially hazardous food (PHF) is held at 41° F or less for cold holding and 135° F or above for hot holding. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Ambient air temperature of all refrigerators and freezers is monitored with an accurate thermometer. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Fruits and vegetables, when cooked, reach a minimum temperature of 135° F. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Single pieces of beef, lamb, veal, and pork; fish, or eggs served for immediate service shall be heated to 145° F or above for 15 seconds. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Comminuted meat (ground beef/hamburger/ground pork), injected meats, and raw shell eggs shall be heated to 155° F or above for 15 seconds. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Poultry, comminuted poultry (ground turkey/ground chicken), stuffed fish/meat/poultry shall be heated to 165° F or above for 15 seconds. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Commercially processed ready-to-eat food shall be reheated to 135° F or above within 2 hours for hot holding. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Left-over foods are reheated to a minimum temperature of 165° F for 15 seconds before placing in hot holding. Hot holding units are NOT to be used to reheat potentially hazardous foods. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • Food is adequately cooled from 135° -41° F within 6 hours. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • PHF is cooled using approved methods (placing in refrigerator in shallow pans; use of ice bath, ice paddle or adding ice as an ingredient; special equipment such as blast chillers, etc.). 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • PHFs in salad bar are held between 41° -45° F not to exceed 12 hours after which they will be discarded. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> • When using time-only principle as a public health control, food temperature and food containers are adequately time stamped (to be discarded after 4 hours). 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Protection from contamination

- | | Yes | No | Corrective Action |
|---|--------------------------|--------------------------|-------------------|
| • Sanitizer buckets are set up at the beginning of each shift | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Adequate sanitizer concentrations are maintained (100 ppm for chlorine, 200 ppm for Quat or 25 ppm for Iodine). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Equipment food contact surfaces and utensils used with PHFs are cleaned and sanitized at the required frequency (every 4 hours, after changing tasks, or whenever is soiled). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • High temperature dishwasher is capable of providing heat to the surface of the utensils at a temperature of at least 160° F. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Chemical dishwasher reaches a sanitizer concentration of at least 50 ppm to properly disinfect utensils. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Hot water of at least 100° F is used in the first compartment of utensil sink during active utensil washing. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Adequate contact with sanitizer during active utensil washing. (Chlorine: 30 sec, Quat: 1 min, Iodine: 1 min). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Utensils are air dried. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Soda dispensing nozzles are cleaned and sanitized as required. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food is not re-served to another customer.
Approved only if it is pre-packaged (Exemptions: salt and pepper shakers, narrow neck bottles). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Facility uses only fresh ice for food items and not ice that has been used for cooling the exterior surfaces of food such as melon or fish, canned beverages, or equipment. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Facility maintains only unexpired baby formula. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Canned foods are free from leaks and swelling. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food served contains 0.5 g or less of trans-fat per serving. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Food products (flour, beans, rice and/or alcohol) are free from insect infestation (i.e. grain weevils or fruit flies). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Food from approved sources

- | | Yes | No | Corrective Action |
|--|--------------------------|--------------------------|-------------------|
| • Food is from approved source (Not made at home). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| • Shell stock tags are provided and kept for at least 90 days. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

	Yes	No	Corrective Action
<ul style="list-style-type: none"> Warning sign posted if oysters are sold and are from the Gulf of Mexico. (Sign for treated oysters from April 1-October 31 and sign for untreated oysters from November 1-March 31). 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Shell stock from different batches is not commingled but are kept in separate containers. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Liquid, frozen, dry eggs and egg products are obtained pasteurized. 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Water/Hot Water

	Yes	No	Corrective Action
<ul style="list-style-type: none"> Potable water is provided in facility. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Hot water is maintained at least 120° F in at least one sink of the facility. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Hot water is maintained at least 100° F in handwash sink and is not greater than 108° F in automatic sinks (non-adjustable by customer). 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Facility provides enough water at 120° F for all operations and water does not fall below 100° F. 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Liquid Waste Disposal

	Yes	No	Corrective Action
<ul style="list-style-type: none"> Toilet(s) are operable. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Sewage/wastewater is properly disposed preventing overflow or backup in facility. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Grease interceptor is clean and not clogged or overflowing. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Floor sinks in the facility are clean and not clogged or overflowing. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Mop water is disposed of through approved plumbing system(in the mop sink); not on ground outside. 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Vermin

	Yes	No	Corrective Action
<ul style="list-style-type: none"> The facility is free of vermin. 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Animals are not present in food preparation, storage or display areas. (Exclusions: service animals). 	<input type="checkbox"/>	<input type="checkbox"/>	_____
<ul style="list-style-type: none"> Outside doors have screens, are well sealed and are equipped with a self closing door. 	<input type="checkbox"/>	<input type="checkbox"/>	_____

Food Storage/Display/Service

- Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- Pre-packaged food is adequately labeled per Sherman Food, Drug and Cosmetic Law requirements which include the name of product, information in descending order if the product is made of two or more ingredients, the name and address where item was manufactured, and net weight (i.e. ice, pastries, baked goods, etc.)
- Facility adheres to established menu labeling guidelines. (NOTE: Only if facility is on of 20 or more chains nationwide).
- Utensils are provided for each individual container at buffet and salad bar areas.
- Single use utensils are protected from contamination or dispensed from approved sanitary dispensers.

Yes No**Corrective Action**

Equipment/Utensils/Linens

- Adequate probe thermometers provided to monitor food temperatures.
- Thermometers are properly calibrated to obtain accurate readings of food products. (calibrate using ice bath and set to 32° F).
- Wiping cloths are stored in sanitizer when not actively being used (not left on counters, tucked in aprons or employee pockets).
- Facility has approved test strips to monitor sanitizer (Chlorine=100 ppm, Quat=200 ppm, Iodine= 25 ppm).
- Non-food contact surfaces are kept clean free of dust, dirt, grime or food residue.
- Food slicer is broken down, cleaned, and sanitized before and after every use.
- Ice machine interior is clean and sanitized, free of mold/slime.
- Recently cleaned equipment and utensils are stored inverted to allow for proper drainage.
- Walk-in cooler fan guards are clean
- Equipment and utensils are certified for sanitation by an American National Standard Institute program (NSF, ETL, UL Sanitation).

Yes No**Corrective Action**

	Yes	No	Corrective Action
• In-use utensils (i.e. scoops and knives) are stored in a dipper well, in ice bath holding at 41° F or less, or in hot bath holding at 135° F or above OR utensils are thoroughly washed, rinsed and sanitized at least after 4 hours.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Utensils (knives) are not stored in between equipment or between back of table and wall.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate light covers are provided and are shatter-proof in areas where there is open food, clean equipment, utensils, or linens.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate lighting in kitchen, storage and cleaning areas is provided	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Exhaust hood over cooking equipment and make-up air are functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Exhaust hood and filters above cooking equipment are clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Hood filters remain in place and are kept in a vertical position to allow proper drainage (grease/condensation).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Pressurized cylinders (CO2 tanks) are properly secured or chained to the wall.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Compartments at utensil sink are large enough to accommodate the largest equipment/utensil.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The dishwasher has an easy to read data plate on machine specifying minimum chlorine concentration of 50 ppm.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate refrigeration thermometers provided to monitor unit temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate thermometers provided and accessible on dishwasher.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Food contact surfaces are smooth, easy to clean and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Clean-in-Place (CIP) equipment is properly cleaned/sanitized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All shelves, cabinets and equipment are kept cleaned and sanitized.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All utensils are properly protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate ventilation for removing odors is provided (kitchen and restrooms).	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Corrective Action
• Soiled linens are kept in clean, non-absorbent receptacles or clean, washable laundry bags and stored and transported to prevent contamination of food, clean equipment or clean utensils.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Adequate and suitable space is provided for the storage of clean linens.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Linens are washed either in facility or by approved linen services.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Physical Facilities

	Yes	No	Corrective Action
• Waste pipes from sinks, ice machine, soda machine, refrigeration condensate, etc. are raised at least one inch above the top of floor drain to prevent backflow.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All faucets/sinks are working properly with no leaks.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Restrooms are kept clean and adequately stocked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Paper towels and toilet paper are inside dispensers.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Restroom doors have a self-closing device.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Premises is free of debris build-up and unnecessary clutter or items that are unnecessary to the operation or maintenance of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper vermin-proofing installed (i.e. air curtains, fly lamps, rodent-proofing on doors, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Waste oil/grease containers are kept closed at all times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Trash bags are kept tightly closed when full.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All outside trash bins are kept closed and maintained to prevent vermin harborage or nuisance.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Proper backflow devices installed to prevent cross contamination and/or potential back siphonage (Should be on mop sink if hose is used).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• The premises are kept free of litter or clutter.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Mop sink is free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Mops are hanging to dry properly.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Personal items (jackets, purses, cell phones, keys, etc.) are stored away from food and utensils.	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Corrective Action
• Lockers are provided for employee personal items.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Storage areas, enclosures, and receptacles are maintained clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All refuse, recyclables, and returnables are removed and disposed of in a sanitary manner as frequently as may be necessary to prevent the creation of a nuisance.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Soda gun holsters in bar area have approved drain lines to prevent potential contamination to ice below.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Permanent Food Facilities

	Yes	No	Corrective Action
• Floors are kept clean free of grime, food debris, or pooled water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Floors are maintained in good condition, smooth and easy to clean.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Ceilings are maintained clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Facility has approved covered base in designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Walls are kept clean and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Facility does not use areas within the facility as sleeping quarters.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Sign Requirements

	Yes	No	Corrective Action
• Employees have Food Handler Cards (FHC) that are available, ORIGINAL and issued by San Bernardino County.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Facility has a copy of previous health inspection report available for review.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Handwashing signs posted at all handwashing lavatories.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Letter grade is posted and clearly visible, as placed by inspector.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Compliance and Enforcement

	Yes	No	Corrective Action
• Health Permit is available, posted and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Public restrooms are available for customers if seating area is provided.	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Corrective Action
• Prior to remodeling or new construction, 3-sets of plans are submitted for approval.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dispose of food items, equipment or utensils that have been adulterated or may cause health concerns (If in doubt, throw it out!).	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Facility is free from imminent health hazards that may result in the suspension of the health permit.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Conformance with approved procedures	Yes	No	Corrective Action
• A HACCP plan for sushi rice is provided.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Sushi rice is tested once a year at an approved lab if using pH as a control.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• A record from the lab regarding sushi rice is kept in the facility and provided to the inspector.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Sushi rice is tested daily for pH and a logbook and test strips are provided.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Sushi rice is discarded after 4 hours from when it was made if using time as a control.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Operator follows proper guidelines established in their HACCP plan (i.e. sushi procedures, temperature logbooks, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	_____

Consumer advisory	Yes	No	Corrective Action
• Provide consumer advisory warning (orally or written) for raw or undercooked items sold in facility.	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Provide consumer advisory warning (orally or written) when using raw eggs and egg products in place of pasteurized egg or egg products for preparing salad dressing.	<input type="checkbox"/>	<input type="checkbox"/>	_____

Highly susceptible populations <i>(Licensed Health Care Facilities and Schools)</i>	Yes	No	Corrective Action
• Are food items such as juice, fluid milk and dry milk are pasteurized?	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Serving of raw seed sprouts are avoided.	<input type="checkbox"/>	<input type="checkbox"/>	_____