



**Public Health**  
 Environmental Health Services

**FOOD FACILITY SELF-INSPECTION CHECKLIST**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The items listed in this checklist are major areas our Division will be looking for when we perform our routine food facility inspections. ***It is essential that the Person in charge (PIC) is present and actively monitors staff and the facility operations to insure daily compliance with safe food handling.*** All items marked "No" require corrective action. This is an abbreviated checklist containing the most common high risk violations. A more comprehensive checklist is available on our website.

Demonstration of Knowledge/ Person in Charge	Yes	No	Corrective Action
1. 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
1. Manager / PIC is excluding or restricting employees that are sick, are working with open food and have discharge from eyes, mouth or nose, or have a wound, lesion or rash.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

Preventing Contamination by Hands	Yes	No	Corrective Action
1. Hand wash sink is adequately stocked with soap and paper towels, has warm and cold water, and is not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. Hands are thoroughly washed using soap and warm water (held to at least 100°F) for at least 10-15 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
3. Employees are washing hands after any of the following: Using the toilet, handling raw food, touching dirty plates, touching any part of their body, whenever hands become contaminated or when replacing gloves after changing tasks	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
4. Gloves or suitable utensils are used when handling ready-to-eat foods.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

Time and Temperature Relationships	Yes	No	Corrective Action
1. Potentially Hazardous Food (PHF) is held at 41°F or less for cold holding and 135°F or above for hot holding as indicated by accurate thermometers.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. Single pieces of beef, lamb, veal, pork, or fish served for immediate service shall be heated to 145°F or above for 15 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
3. 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"/>	_____ _____
4. 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"/>	_____ _____
5. Left-over foods are reheated to a minimum temperature of 165°F for 15 seconds before placing in hot holding such as steam tables. Hot holding units are <u>NOT</u> to be used to reheat PHF.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
6. Food is adequately cooled from 135°F to 41°F within 6 hours and must reach 70°F within the first two hours.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Time and Temperature Relationships (continued)</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
7. PHF is cooled using approved methods (placing in refrigerator in shallow pans, use of ice bath, ice paddle or adding ice as an ingredient, or special equipment such as blast chillers, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Protection from Contamination</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. Sanitizer buckets and the sanitizing basin of the three compartment sink are maintained with 100-200 ppm for chlorine, 200-300 ppm for quaternary ammonia or 25 ppm for iodine.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. Equipment, food contact surfaces, and utensils used with PHF are cleaned and sanitized at the required frequency (every 4 hours, after changing tasks, or whenever soiled).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
3. High temp dishwasher provides a hot water rinse to the surface of the utensils at a temperature of at least 160°F.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
4. Chemical dishwasher reaches a sanitizer concentration of at least 50 ppm to properly disinfect utensils.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
5. Hot water is <u>maintained</u> at least at 100°F in the first compartment of utensil sink during active utensil washing.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
6. Adequate contact with sanitizer during active utensil washing (chlorine: 30 sec, quaternary ammonia: 1 min, iodine: 1 min).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
7. Utensils are air dried.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Water</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. Hot water is provided at least at 120°F in at least one sink of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. Hot water is maintained at least at 100°F at the hand wash sink, utensil sink, mop sink and food prep sink.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Vermin</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. The facility is free of vermin including roaches, flies and rodents.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>General Food Safety Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. PHFs are not left unattended on counters and work surfaces without temperature control.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. All raw food is separated from ready-to-eat (RTE) or cooked food.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
3. Food in walk-in cooler or refrigerators are adequately covered, protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Equipment/ Utensils/ Linens</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. Wiping cloths are stored in sanitizer when not actively being used (not left on counters, tucked in aprons or employee pockets).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
2. Facility has approved test strips to monitor sanitizer (chlorine= 100 ppm, quaternary ammonia =200 ppm, iodine= 25 ppm).	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

<b>Sign Requirements</b>	<b>Yes</b>	<b>No</b>	<b>Corrective Action</b>
1. Employees have Food Handler Cards (FHC) that are available, ORIGINAL and issued by San Bernardino County.	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____