



## 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 ensure 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.

| Demonstration of Knowledge / PIC  | Yes                      | No                       | Corrective Action       |
|---|--------------------------|--------------------------|-------------------------|
| 1. 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"/> | _____<br>_____<br>_____ |
| 2. A valid food safety certification from an accredited food protection manager certification organization available during the inspection.   | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 3. Employees have Food Handler Cards (FHC) that are available, original and issued by San Bernardino County.  | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |

| 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"/> | _____<br>_____<br>_____ |

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

| Time and Temperature Relationships  | Yes                      | No                       | Corrective Action       |
|---|--------------------------|--------------------------|-------------------------|
| 1. Potentially Hazardous Food (PHF) is held at 41°F or less or 135°F or above as indicated by accurate thermometers.  | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 2. Single pieces of raw beef, lamb, veal, pork or fish served for immediate service are heated to 145°F or above for 15 seconds.  | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 3. Raw comminuted meat (ground beef, hamburger, and ground pork), injected meats and raw shell eggs are heated to 155°F or above for 15 seconds.  | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 4. Raw poultry, comminuted poultry (ground turkey, ground chicken), stuffed fish and meat are heated to 165°F or above for 15 seconds.  | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 5. Left-over foods are reheated to a minimum temperature of 165°F for 15 seconds before placing in hot holding units such as steam tables. Hot holding units are <u>NOT</u> used to reheat PHF. | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |
| 6. Food is adequately cooled from 135°F to 41°F within 6 hours and reaches 70°F within the first two hours.   | <input type="checkbox"/> | <input type="checkbox"/> | _____<br>_____<br>_____ |

| <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. Food that is not in original unopened containers is not re-served to customers.  | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 2. Food is not adulterated or contaminated.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 3. Sanitizer buckets and the sanitizing basin of the three compartment sink are maintained with at least 100ppm for chlorine, 200ppm for quaternary ammonia or 25ppm for iodine. Test strips are used for monitoring. | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 4. Food contact surfaces and utensils used with PHF are cleaned and sanitized every 4 hours, after changing tasks, or whenever soiled.  | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 5. High temperature 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"/> | _____                    |
| 6. Chemical dishwasher reaches a sanitizer concentration of at least 50ppm.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 7. 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"/> | _____                    |
| 8. Adequate contact time with sanitizer during active utensil washing (chlorine: 30 sec., quaternary ammonia: 1 min., iodine: 1 min.).  | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 9. Utensils are air dried.  | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |

| <b>Water</b>   | <b>Yes</b>               | <b>No</b>                | <b>Corrective Action</b> |
|--|--------------------------|--------------------------|--------------------------|
| 1. Adequate, protected, pressurized and potable water is available.  | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 2. Hot water is provided at least at 120°F to all sinks in the facility.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 3. Hot water is maintained at least at 100°F at the hand wash sink and warewashing sink. Operable toilet facilities are available. | <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 cockroaches, 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. Facility is <b>not</b> at risk of closure due to an imminent health hazard such as sewage, vermin infestation, lack of water, lack of hot water, etc. | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 2. Food is obtained from an approved source.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 3. PHFs are not left unattended on counters and work surfaces without temperature control.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 4. All raw food is separated from ready-to-eat or cooked food.   | <input type="checkbox"/> | <input type="checkbox"/> | _____                    |
| 5. Food in walk-in cooler or refrigerators is adequately covered and 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"/> | _____                    |