

## FOOD FACILITY SELF-INSPECTION CHECKLIST

This checklist is designed to assist you in reviewing the condition of your facility between inspections by this department. The items listed below represent the major areas evaluated during a routine inspection, however it may not include all items that are evaluated during a routine inspection. Please call (916)875-8440 if you have any questions.

### FOOD SAFETY

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Food is purchased from an approved source (no food prepared from private home).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Unpackaged foods which have been served or returned from the dining area are not reused.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All food and cooking equipment is stored a minimum of 6 " off the floor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Restrooms are not used for the storage of food, equipment, or food-related supplies.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Exposed food is being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All food storage containers are clean, have tight-fitting lids, are labeled, made from food grade materials, and did not previously hold toxic substances.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Self-service foods are dispensed in an approved manner (e.g. sneeze guards in place).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Raw foods of animal origin are stored below ready-to-eat food items.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Shellfish tags are kept for 90 days / Gulf oyster warning signs posted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Food contact surfaces of equipment and utensils which come in contact with potentially hazardous foods are cleaned and sanitized when needed to prevent cross-contamination and at a minimum of every 4 hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. All fruits and vegetables are washed prior to use (no floating of produce in sink).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Separate wiping cloth sanitizer buckets are provided for raw meats and other foods.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Consumer advisory provided for all raw or undercooked foods of animal origin (raw eggs included).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. All handwash stations have stocked soap and paper towel dispensers.  |

### TEMPERATURE CONTROL

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Potentially hazardous foods are maintained below 41°F or above 135°F.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. A thermometer accurate to +/-2°F is provided as either an integral part of the refrigerator (dial outside), or is located inside each unit at its warmest point and in a visible location.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. An accurate metal probe thermometer (0-220°F) or thermo-couple, suitable for measuring food temperatures, is readily available and regularly used to check food temperatures.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Food products are thawed by using one of the following methods: a) in refrigeration units, b) under cold running water of sufficient velocity to flush away loose food particles, c) in a microwave oven directly to prep, d) as part of the cooking process. Thawing at room temperature is <u>not</u> an approved method. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Potentially hazardous foods must be cooled from 135°F to 70°F within 2 hours and then from 70°F to 41°F within 4 hours. Approved cooling methods include: a) use of an ice bath, b) shallow pans, c) smaller portions, d) chill stick or adding ice as an ingredient, e) blast chiller.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Potentially hazardous foods are rapidly reheated to 165°F within 2 hours.   |

### PERSONNEL

- | YES                      | NO                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Employees handling food have no discharges from the eyes, nose, or mouth.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Employees handling food have no open wounds on hands or arms.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Employees are frequently and properly washing hands with soap and warm water (at least 100°F) at an accessible and designated handwash sink to prevent the contamination of ready-to-eat foods, clean equipment and utensils, and clean linens. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Original food safety certification certificate is current and available (no copies allowed). Each employee that handles food a valid California Food Handler card within 30 days of hire, and available for review.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A person in charge is present at all times during operating hours.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Tongs or other implements are used to prevent bare hand contact with ready-to-eat foods.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All food employees are trained in food safety as it relates to their assigned duties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Employee's hair is properly confined.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Clothing and personal effects (beverages, phones, medications) are stored in a safe designated area.  |

**WATER AND SEWAGE**

YES NO

1. All sinks are fully operable with hot and cold running water. Hot water is at a minimum of 120°F at warewashing sink.
2. All sinks drain properly. Floor drains and floor sinks are in good working order and clean.
3. Plumbing is in good repair, not leaking.
4. Cross connection control devices are properly installed and in good repair. Air gaps are provided at all indirect liquid waste lines.
5. Grease traps and interceptors are routinely cleaned or pumped.

**EQUIPMENT**

YES NO

1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well-maintained.
2. Inoperable equipment has been repaired, replaced, or removed from facility.
3. Only ANSI approved equipment (e.g. NSF) shall be installed or used within the facility.
4. Pressurized cylinders (i.e. CO<sub>2</sub> tanks), including empty tanks, are securely attached to a rigid structure.

**UTENSILS**

YES NO

1. Multi-service utensils are properly washed, rinsed, and sanitized in a 3 comp sink or dishwasher.
2. All utensils are clean, sanitized, well-maintained, and replaced when needed.
3. Utensils are properly protected from contamination during storage.
4. Sanitizer test strips are available and used regularly to measure sanitizer concentration.

**TOILET / DRESSING ROOM / HANDWASHING SINKS**

YES NO

1. Toilet facilities are clean, well-maintained, and in good working order.
2. Self-closing devices on doors to restrooms and dressing rooms are working properly.
3. Single service soap and towel dispensers at all handwash sinks are operable and stocked.
4. Toilet tissue is provided and dispensed from wall-mounted dispensers.
5. Legible handwashing signs are properly posted at all handwash sinks (including kitchen area).
6. Ventilation is provided in each restroom and is functioning properly.

**LIGHTING AND VENTILATION**

YES NO

1. Adequate lighting and ventilation is provided throughout the facility.
2. Hood exhaust ventilation grease filters are clean and well-maintained (no gaps between filters).
3. Lights must be equipped with shatterproof protection.

**PEST CONTROL**

YES NO

1. Facility is free from insect (e.g. flies, cockroaches) and rodent infestations.
2. Live animals, birds, or fowl are not allowed in food preparation areas.
3. Outside doors or screen doors are kept closed and self-closing devices are in proper working order.
4. Air curtains are operating properly.
5. Only approved pesticides are used and applied in the proper manner.

**REFUSE**

YES NO

1. Inside trash containers are emptied when full (including restroom trash containers).
2. Outside trash bins are clean, in good repair, and lids are kept closed at all times.
3. Outside premises and refuse areas are clean and well-maintained.

**OPERATION**

YES NO

1. Hazardous substances (e.g. cleaning supplies, pesticides) are properly labeled and stored away from food products and utensils.
2. Floors, walls, ceilings, and windows are clean, well-maintained, and in good repair.
3. Cleaning equipment and soiled linens are properly stored.
4. Returned, damaged, or unlabeled food products are stored in a designated area.
5. Facility has a current permit to operate that is conspicuously displayed.
6. Placard is posted where required.