

Kitchen Self Inspection Checklist

Facility Name: _____

Date: _____

Employee Name: _____

Professional Standard(s) of Practice Used Guidelines for kitchen sanitation	Applied	Initials
Food and Drug Administration (FDA) Food Code		
State Food Code		
Other:		

General Kitchen Areas	Acceptable	Not Acceptable	Initials	Corrective Action (if needed) (Use back of page if necessary)
Floor clean				
Counters and storage under counters clean				
Shelves clean				
Dishes/Utensils clean and air-dried				
Dishes stored out of the way of contamination, and either covered or inverted				
Ice scoop in-use and stored correctly (if applicable)				
Appliances clean				
Sinks clean				
Paper towels or air dryer available at hand wash sink				
Soap and warm water (100°F) available at hand wash sink				
Cooler Storage				
Clean and orderly				
Food stored at least 6" off floor and away from wall				
All food products covered				
All ready-to-eat TCS foods prepared on site clearly labeled with product name and use-by date				
No expired product in storage				
Cooler equipped with thermometer and remains at or below 41°F				
System in place for monitoring temperatures				
Raw meat, poultry, and seafood are stored under prepared food and produce				
Storage area free of pests				

Freezer Storage	Acceptable	Not Acceptable	Initials	Corrective Action (if needed) (Use back of page if necessary)
Food is frozen solid with no signs of thawing or refreezing				
Clean and orderly				
Food stored at least 6" off floor and away from wall				
No expired product in storage				
All foods clearly labeled with product name and use-by date				
Freezer equipped with thermometer and remains at or below 0°F				
System in place for monitoring temperatures				
Storage area free of pests				
Dry Storage				
All walls, ceilings, and floors are clean and orderly				
All foods clearly labeled with product name and use-by date				
No expired product in storage, and products are stored in a rotation use-by date basis				
Food stored at least 6" off floor and away from wall				
Storage area free of pests				
Opened foods are stored in a closed and labeled food grade container				
Purchasing/Receiving/Deliveries	Acceptable	Not Acceptable	Initials	Corrective Action (if needed) (Use back of page if necessary)
Pasteurized products purchased (i.e. dairy products, juice products, egg products) if serving high risk populations (elderly, infants, ill)				
Receiving area clean				
Refrigerated foods received at the required temperature ($\leq 41^{\circ}\text{F}$; $\leq 45^{\circ}\text{F}$ for shell eggs)				
Frozen foods are frozen solid upon receiving, with no signs of thawing or refreezing				
Food moved to cooler or freezer in a timely manner upon receiving				
Receiving temperature log kept on file for seven years				
All food products are labeled with use-by date before being put into storage				
Shell stock tags kept on file 90 days after last shellfish sold				
Rejected or unsafe food kept separate from acceptable food and marked for return or disposal				
Food items are rotated using FEFO (first expired, first out)				

Preparation/Cooking/Serving	Acceptable	Not Acceptable	Initials	Corrective Action (if needed) (Use back of page if necessary)
Frozen foods are thawed using an acceptable method: -Under refrigeration that maintains the food temperature at 41°F or less -Submerged under running water at a temperature of 70°F or below -Part of a cooking process, or in a microwave and is immediately transferred to conventional cooking equipment				
Procedures are followed to prevent cross-contamination ie., utensils, counter and cutting board washed and sanitized between tasks				
Calibrated thermometers are readily available				
Thermometers calibrated per manufacturer recommendation.				
Hot foods are held at or above their required temperature of $\geq 135^{\circ}\text{F}$				
Cold foods are held at or below their required temperature of $\leq 41^{\circ}\text{F}$				
Foods are cooked to required minimum internal temperatures -Poultry and stuffed foods: $\geq 165^{\circ}\text{F}$ -Ground meat and fish, eggs: $\geq 155^{\circ}\text{F}$ -Fish and other meats, raw shell eggs: $\geq 145^{\circ}\text{F}$ -Fruits and vegetables: $\geq 135^{\circ}\text{F}$				
Foods are cooled to required minimum internal temperatures using the two-step process -Reduce the temperature from 135°F to 70°F within two hours of preparation -Reduce the temperature from 70°F to 41°F or colder within an additional four-hour period				
Food are reheated (one time) to proper minimum internal temperature ($\geq 165^{\circ}\text{F}$)				
Optional: If time and temperature records are used as a public health control, they are recorded throughout service and kept on file for 7 years				
Food temperature and corrective action records kept on file for 7 years				
Optional: Consumer advisory provided for raw or undercooked foods (if permissible)				
In-use utensils are stored in the food to prevent cross-contamination				
Proper utensils used according to serving size/portion control				
Utensils, equipment, and linens cleaned and sanitized and stored to prevent re-contamination				

Temperatures	Required Temp. (F)	Actual Temp (F)	Initials	Corrective Action (if needed)
Temperature of product in cooler	≤ 41°F			
Temperature of product in freezer	Frozen solid, 0°F or below			
Dish Machine Final Rinse (check manufacturer specifications)				
System in place for monitoring wash and rinse temperatures				
Other:				

Employee Practices Checklist	Acceptable	Not Acceptable	Initials	Corrective Action (if needed)
Employees are using hair restraints				
Employees are wearing required clothing				
Employees not wearing prohibited jewelry				
Employees have covered artificial/polished nails				
Clothing is clean and are wearing aprons				
Employees wash their hands before starting work, after breaks, after using the restroom, after touching face, skin, clothes and after eating, drinking or smoking				
Employees are following the proper procedure for washing hands				
Employees wash hands before putting on gloves and when changing gloves				
Employees change gloves and wash hands when moving from one task to another				
Employees are not eating, drinking, chewing gum or smoking in the kitchen				
Employees are healthy				
Employees understand their responsibilities with reporting of illness, and are aware of the proper actions to take with the presence of symptoms Concerning symptoms include vomiting, diarrhea, Jaundice, sore throat with fever, infected cuts and burns				
Employees are handling food with gloves or other acceptable non-bare hand practices (tissues, tongs, scoops, etc.)				
Employees do not handle utensils or plates/bowls by the food contact surface				
Drawers and doors remain shut when not in use				

Sanitary Facilities and Pest Control	Acceptable	Not Acceptable	Initials	Corrective Action (if needed)
Water and ice are procured from potable and tested sources				
Chemicals stored in segregated area away from food products				
Chemicals clearly identified				
SDS available for all chemicals				
Only chemicals on approved list in use				
Check for openings at the following locations to determine whether pests would be able to enter the facility • Doors, windows, and vents • Pipes exiting the building • Receiving Areas • Floors and walls				
Pest control service reports completed				
Pest control operator(s) license(s) on file and current				
Pest control company liability insurance on file and current				
Bait traps in good working order				
SDS available for all pesticides used by pest control operator				
Equipment is NSF or UL approved for food service use				
Food contact surfaces and equipment cleaned/sanitized every 4 hours or as required				
Cloths/rags being kept in sanitizing buckets between uses				
Plumbing maintained to prevent backflow				
All garbage is stored in leak-proof, nonabsorbent containers with close-fitting covers, and in areas separate from those used for the preparation and storage of food				
Garbage receptacles emptied and cleaned on a regular basis, and disposed of properly				
Dumpster covered and surrounding area is free of debris				
Hood filters are clean				
Kitchen is adequately vented				
Fire extinguisher with annual maintenance record current				

Training and Education	Acceptable	Not Acceptable	Initials	Corrective Action (if needed)
Director of food service has been trained in food safety and sanitation				
Determine if director of food service receives scheduled consultation from a dietitian regarding proper safety, sanitary, and food handling techniques (if applicable)				
Employee food safety training is recorded and kept on file				
Employee food safety training includes education on the following topics: • Food allergen awareness • Personal hygiene • Safe food preparation • Cleaning and sanitizing • Safe chemical handling • How to report broken equipment				