

Daily Food Service Self-Inspection Checklist



Date _____ Time _____

Name _____

A. Handwashing and personal hygiene		In	Out	N/O	N/A	Corrective actions
1	Employees with vomiting or diarrhea excluded from establishment. Use employee illness log.					
2	Hand washing sinks are accessible and have soap, towels, and hot and cold water.					
3	Employees wash their hands frequently and follow proper hand washing procedure (20 seconds). Wash hands before putting on gloves.					
4	Employees must not have bare hand contact with ready-to-eat and ready-to-serve food.					
5	No eating, drinking or tobacco use in food prep area.					
6	Personal items stored away from food storage and preparation areas.					
B. Protect from contamination		In	Out	N/O	N/A	Corrective actions
7	Raw food stored below and away from cooked food.					
8	All food stored at least six (6) inches off the floor.					
9	Food items stored in the correct stacking order.					
10	All food items stored covered or wrapped.					
11	Food contact surfaces cleaned and sanitized including clean-in-place equipment.					
12	Wiping cloths properly used and stored in sanitizing solution.					
13	Monitor buffets and self-serve food to prevent deliberate contamination or tampering.					
C. Time and temperature		In	Out	N/A	N/O	Corrective actions
14	Food cooked to the required internal temperature.					
15	Reheating - food re-heated to 165° F for 15 seconds .					
16	Cool foods fast - 135° to 70° in two hours and 70° to 41° in four hours OR from room temperature to 41° in four hours .					
17	Cooling log used.					
18	Hot holding - food kept at 135° F or above .					
19	Cold holding - food kept at 41° F or below .					
20	Food properly labeled with the preparation date.					
21	Discard food dated over seven days old.					
22	Thermometers used.					
23	Food received at proper temperatures.					
24	Time as a Public Health Control: procedures and records on-site and followed.					
25	Approved Thawing methods used.					

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D. Approved source		In	Out	N/O	N/A	Corrective actions
26	Food purchased from approved sources.					
27	Accompany vendors in food areas.					
28	Products inspected for signs of tampering, broken seals and powder or liquid residue.					
E. Chemicals		In	Out	N/O	N/A	Corrective actions
29	Toxic chemicals properly used, labeled and stored away from food, equipment, utensils, linens, single service and single use items.					
F. Proper use of utensils and equipment		In	Out	N/O	N/A	Corrective actions
30	Only authorized persons allowed in food preparation areas.					
31	Utensils and equipment properly stored with handles to the user.					
32	All equipment and single service items stored at least six inches (6") off the floor.					
33	3-compartment sink and dishwashing machine properly working and sanitizing.					
34	Correct sanitizer test kits on-site and used.					
G. Physical facility		In	Out	N/O	N/A	Corrective actions
35	Physical facility properly cleaned, maintained and aisles clear of obstruction.					
36	Doors to loading dock locked when not in use.					
H. Refrigerator and freezers		In	Out	N/O	N/A	Corrective actions
37	A thermometer is in every refrigerator and freezer.					
38	Refrigerators are 41° F or below .					
39	Temperatures in refrigerators and freezers are monitored. Recommend using a log to record daily temperatures.					

Portions of sections A, B, C, D, E, F and G are color coded to align with the *Food Protection Self Audit Picture Guide & Poster Set* from the Advanced Practice Centers and the University of Minnesota Extension office. www.NACCHO.org/Publications