



Sullivan County Health Department
 Environmental Health Division
 27 South Main Street
 Sullivan, IN 47882
 (812) 268-0224

Food Service Self Checklist

FOOD PROTECTION:	<u>Yes</u>	<u>No</u>
1. Food in good condition with no spoilage and no large dents on cans. All food from approved sources.	_____	_____
2. All food containers labeled as to content. All self-service foods labeled as to name of establishment, address, net weight and ingredients.	_____	_____
3. Food temperatures are as follows:		
a. Cold foods held at 41°F or below,	_____	_____
b. Hot foods held at 135°F or above,	_____	_____
c. Foods reheated 1 time only to 165°F,	_____	_____
d. Chicken is cooked to 165°F or above,	_____	_____
e. Ground beef is cooked to 155°F or above,	_____	_____
f. Potentially hazardous foods rapidly heated or cooked.	_____	_____
4. All hot/cold facilities properly functioning.	_____	_____
5. Probe thermometers provided and calibrated to ±2° F. Probe thermometers are washed and sanitized between each use.	_____	_____
6. Thermometers accurate ± 3° F present and visibly located in all hot or cold holding units.	_____	_____
7. Potentially hazardous foods thawed under cool running water, under refrigeration, or as part of the cooking process.	_____	_____
8. Food cooled 135° F-70° F within 2 hours and 70° F-41° F within 4 hours by one of the following methods:		
a. Dividing into shallow pans,		
b. Separating into smaller portions,		
c. Using an ice bath and stirring,		
d. Adding ice as an ingredient,		
e. Using rapid cooling equipment such as a blast chiller.	_____	_____
9. Foods that require further preparation (raw meats) stored below and away from other food that require little or no further preparation. Hands/utensils washed after contact with raw potentially hazardous foods before handling other foods.	_____	_____
10. All food items stored 6 inches off the floor, covered, and protected. Only ice in ice bins/machines (no other foods).	_____	_____
11. In use equipment and utensils stored with handle extended out of product, or clean, dry, protected and inverted. (Including ice scoops).	_____	_____

* **BOLD** refers to critical items

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|---|-------|-------|
| 12. Prevent contamination from hands by using deli tissue, spatulas, tongs, single use gloves, or dispensing equipment. | _____ | _____ |
| 13. Raw fruits and vegetable washed thoroughly. | _____ | _____ |
| 14. Potentially hazardous foods date marked for 7 days hold time at 41° F. | _____ | _____ |
| 15.The FIFO (First In, First Out) method of inventory is being practiced. | _____ | _____ |

PERSONNEL:

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------|------------------|
| 1. At least one certified food manager for establishment. | _____ | _____ |
| 2. Person-in-charge present at all times of operation. | _____ | _____ |
| 3. At least one employee with foodborne illness prevention training who has primary oversight responsibility for food safety at an establishment. | _____ | _____ |
| 4. Employees in good health with no open cuts/wounds. | _____ | _____ |
| 5. HYGIENE: | _____ | _____ |
| a. Eat (including gum chewing), drink and smoke in areas away from all food prep, service, storage, display and dishwashing areas (followed by handwashing at hand sink). | _____ | _____ |
| b. Hands washed by lathering with soap for at least 20 seconds followed by rinsing with clean hot water. Water must be 100° F. | _____ | _____ |
| c. Hands washed: | _____ | _____ |
| i. When arriving for work. | _____ | _____ |
| ii. After touching one’s face, hair, etc. | _____ | _____ |
| iii. After coughing, sneezing or using a disposable tissue. | _____ | _____ |
| iv. When switching between working with raw and ready-to-eat food. | _____ | _____ |
| v. After handling soiled surfaces, equipment, or utensil. | _____ | _____ |
| vi. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks. | _____ | _____ |
| vii. Directly before touching ready-to-eat food or food-contact surfaces. | _____ | _____ |
| viii. After engaging in other activities that contaminate hands. | _____ | _____ |
| d. Clothes clean, minimal jewelry worn (restricted to only a wedding band), fingernails clean and trimmed (no fake nails or nail polish). | _____ | _____ |
| e. NO BARE HAND CONTACT WITH READY TO EAT FOOD. | _____ | _____ |
| f. Aprons worn only in food prep areas. Aprons not worn while on break or while using bathroom. | _____ | _____ |

ORGANIZATION/STORAGE:

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|---|-------|-------|
| 1. All toxic items (cleaners and medications) stored below and away from all food prep, service, storage, display and dishwashing areas. | _____ | _____ |
| 2. Toxic items are properly labeled as to contents. | _____ | _____ |
| 3. All personal and utility items stored in designated areas. | _____ | _____ |

FOOD EQUIPMENT AND UTENSILS:

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|---|-------|-------|
| 1. All food and nonfood contact surfaces and equipment throughout establishment are smooth, durable, nonabsorbent (no bare wood), and easily cleanable. | _____ | _____ |
|---|-------|-------|

* **BOLD** refers to critical items

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|---|-------|-------|
| 2. All utensils are prescraped, washed, rinsed, and sanitized in (50-100 ppm chlorine solution for at least 10 seconds or 200 ppm quaternary ammonia solution for at least 30 seconds) then air-dried. | _____ | _____ |
| 3. Appropriate chemical test kits are provided, understood and used. | _____ | _____ |
| 4. Wiping clothes stored submerged in a labeled bucket with 50-100 ppm chlorine or 200 ppm quaternary ammonia solution. Water is clean and free of grease and food particles. | _____ | _____ |
| 5. All equipment and surfaces are cleaned and sanitized daily. | _____ | _____ |
| 6. All equipment and single service items are stored inverted, at least 6 inches off the floor and protected. | _____ | _____ |

WATER AND SEWAGE:

Yes **No**

- | | | |
|--|-------|-------|
| 1. All water/plumbing fixtures have hot and cold running water with no leaks. | _____ | _____ |
| 2. Sewage disposal properly functioning and grease traps pumped out on regular basis. | _____ | _____ |
| 3. All plumbing has proper air gap to prevent backflow. | _____ | _____ |

TOILET/HANDWASHING FACILITIES:

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| 1. All handsinks accessible (not blocked) and used only for handwashing. | _____ | _____ |
| 2. All restrooms have: | _____ | _____ |
| a. Self-closing doors. | _____ | _____ |
| b. Covered waste can (in women's or unisex). | _____ | _____ |
| c. Soap, paper towels, toilet paper. (Keep in dispensers). | _____ | _____ |
| d. Mechanical ventilation properly functioning in restrooms. | _____ | _____ |

GARBAGE/REFUSE:

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|--|-------|-------|
| 1. Lids closed on dumpsters and grease bins, located on cement or machine laid asphalt, and area clean and free of debris. | _____ | _____ |
|--|-------|-------|

INSECT/RODENT CONTROL:

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| 1. All outer doors and drive thru windows must be self-closing (and kept closed) with no gaps on, under, or around doors, windows and other openings to the outside and have screening that is 16 mesh to the inch or greater. | _____ | _____ |
| 2. No evidence of rodents or insect. | _____ | _____ |

STRUCTURAL:

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|---|-------|-------|
| 1. All walls, floor, ceiling surfaces must be light-colored, smooth, durable, non- absorbent and easily cleanable (no acoustical ceiling tile). | _____ | _____ |
| 2. All floors, walls and ceiling are clean. | _____ | _____ |
| 3. Base coving is provided for all floor wall junctures. | _____ | _____ |
| 4. No missing tile or cove base. | _____ | _____ |
| 5. Walls, floor and ceiling without cracks or worn surfaces. | _____ | _____ |

*** BOLD refers to critical items**

- 6. All lighting functioning properly in food service, storage, prep, display and dishwashing areas. _____
- 7. Shields and end caps provided for all lighting in food service, storage, prep, display, and dishwashing areas. _____
- 8. All rooms have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes. _____
- 9. Exhaust hood and filters are clean. _____

Additional Notes/Location of Areas of Concern:

Inspected by: _____ Date: _____ Location: _____

*** BOLD refers to critical items**

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