

Sanitation Self-Inspection Guide

1. FOOD PREPARATION AREA

Temperature Monitoring of Potentially Hazardous Foods (sanitize thermometer)

- 9 food holding temperatures (60°F-125°F)
- 9 food holding temperatures (42°F-59°F/126-139°F)
- 9 holding pooling shelled eggs in danger zone
- 9 internal cooking temperatures not reached or verified
- 9 improper reheating method
- 9 inadequate rapid cooling practices
- 9 lack of a probe thermometer to measure food temperatures

Food Preparation

- 9 food not under diligent preparation
- 9 improper thawing of PHF
- 9 refreezing thawed PHF
- 9 cross contamination of food-contact surfaces
- 9 food prepared in an unapproved area
- 9 food prepared with bare hands, where utensils or gloves should be used
- 9 food prepared at home or not from an approved source
- 9 food adulterated/spoiled
- 9 not storing wiping rag in sanitizing solution when used more than once

2. EMPLOYEE PRACTICES

Hand Washing

- 9 employee did not wash hands as required
- 9 handwashing sink lacks single-service soap/towels/hot air
- 9 lack of hot/cold water
- 9 employee using soiled wiping rag for handwashing
- 9 no handwashing sign posted

Personal Practices/Hygiene

- 9 employee with a communicable disease is preparing food
- 9 employee observed eating/drinking/ smoking in the food preparation area
- 9 employee observed wearing soiled clothes and/or lacking hair restraints
- 9 employee with open wound observed contacting food and food-contact surfaces without wearing gloves.
- 9 employee with artificial nails, nail polish or dirty finger nails observed contacting food and food-contact surfaces without wearing gloves

3. REFRIGERATION/FREEZER UNITS

Food Storage

- 9 raw meats/seafood/eggs stored above produce and ready-to-eat food products
- 9 food items uncovered &/or not properly elevated
- 9 food items stored in unapproved containers &/ or on unapproved shelving

Food Temperatures

- 9 food holding temperatures (60°F-125°F)
- 9 food holding temperatures (42°F-59°F)
- 9 thermometer missing, broken, or inaccurate
- 9 inadequate rapid cooling practices

3. REFRIGERATION/FREEZER UNITS (cont.)

Equipment Condition

- 9 refrigeration units, fan guards not maintained clean
- 9 unapproved food shelving
- 9 rusted, deteriorated shelving
- 9 unapproved type, improper use or improper installation
- 9 lack of light shields
- 9 refrigeration unit not draining to an approved device

Walls/Floors/Ceilings

- 9 walls, ceilings and floors not maintained clean
- 9 walls, ceilings and floors not approved

4. PHYSICAL INSPECTION OF FOOD PREPARATION AREA

Equipment/Utensils/Shelving/Cabinets

- 9 not maintained clean or free of grease build-up
- 9 in disrepair
- 9 unapproved, improperly installed, improperly used
- 9 stored in unapproved area
- 9 liquid waste from equipment (steam table, etc.) not draining into a floor sink or other approved device

Walls / Ceilings / Floors

- 9 not maintained clean
- 9 deteriorated/unapproved materials/facility not fully enclosed
- 9 unapproved or pitted floors or floors in disrepair

Ventilation

- 9 hood not clean, disrepair, missing filters
- 9 equipment not under hood, improper hood type
- 9 lack of ventilation to facilitate reasonable comfort
- 9 unapproved or inadequate exhaust system

Lighting/Light Shields

- 9 missing light shields or shatterproof light bulbs, where required
- 9 inadequate amount of lighting to clean or inspect

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food-infesting insects or other insects observed in the facility
- 9 dog, bird or fowl in facility
- 9 air curtain in disrepair and not fully operable
- 9 exterior doors gaps exceed 1/4"
- 9 doors maintained open

Food Preparation Sink

- 9 directly connected to drain line

5. UTENSIL WASHING AND SANITIZING

Sanitizing multi-use consumer utensils

- 9 observed not washing and sanitizing consumer utensils, as required
- 9 lack of mechanical or manual equipment to properly wash and sanitize multi-use utensils
- 9 water heater booster not working properly
- 9 improper method of manual dishwashing

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5. UTENSIL WASHING AND SANITIZING (cont.)

Sanitizing kitchen utensils

- 9 not properly sanitizing food-contact surfaces

Sanitizer

- 9 lack of approved sanitizer on the premises
- 9 sanitizing solution is at improper concentration
- 9 sanitizing kit missing, incomplete or misused

Water

- 9 lack of hot/cold water at all sinks
- 9 lack of cold or hot water at one sink
- 9 water temperature less than 120°F but greater than 110°F
- 9 water temperature less than 110°F at all sinks

Plumbing / Fixtures / Drainage

- 9 leaking, no water at faucet
- 9 lack of backflow or back siphonage device at faucet where a hose is connected
- 9 leaking P-trap, overflowing/clogged grease trap
- 9 clogged floor sink, floor drain
- 9 sewage overflow (contamination of food prep area)

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food infesting insects or other insects observed in the facility

6. FOOD STORAGE AREA

Food Storage

- 9 food stored in unapproved area
- 9 food stored in unclean environment
- 9 food stored in opened/unlabeled containers
- 9 damaged or returned food not stored in a separate area
- 9 food not elevated at least 6"
- 9 spoiled and adulterated food found in facility
- 9 food from unapproved source
- 9 shellfish tags not maintained as required

Equipment Condition

- 9 unapproved food shelving
- 9 not maintained clean

Ventilation

- 9 lack of ventilation to facilitate proper storage

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food infesting insects or other insects observed in the facility

7. UTENSIL STORAGE AREA

Equipment/Utensil Condition

- 9 not maintained clean
- 9 unapproved, domestic-type utensils

Storage

- 9 stored in unapproved area

7. UTENSIL STORAGE AREA (cont.)

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food-infesting insects or other insects observed in the facility

8. FRONT SERVICE AREA

Hot/Cold Holding Unit (e.g., steam table, salad bar)

- 9 food holding temperatures (60°F-125°F)
- 9 food holding temperatures (42°F-59°F/126-139°F)
- 9 liquid waste from equipment (steam table, etc.) not draining into a floor sink or other approved device

Food Display

- 9 food displayed without proper sneeze guards or approved dispensing devices
- 9 prepackaged food items not properly labeled

Condiment/Table Service

- 9 re-serving food after having been served to a customer
- 9 reusing food previously served to a customer in the preparation of another food
- 9 utensils not stored with handles up in customer area

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food-infesting insects or other insects observed in the facility

9. DELIVERY/TRANSPORTATION/RECEIVING

Temperature Monitoring of Potentially Hazardous Foods (sanitize thermometer)

- 9 food holding temperatures (60°F-125°F)
- 9 food holding temperatures (42°F-59°F/126-139°F)

Food Condition

- 9 food not inspected upon receipt
- 9 food being transported in unclean container
- 9 food being transported in unapproved containers
- 9 vermin evidence observed on packaging
- 9 adulterated food

Purveyor/Source

- 9 no invoice

10. FACILITIES

Lavatories

- 9 lack of adequate, pressurized potable cold or hot water
- 9 water temperature less than 120°F but greater than 110°F
- 9 water temperature less than 110°F
- 9 handwash sink in disrepair
- 9 handwashing sink lacks approved single-service soap or towels
- 9 no single-service soap or towel dispenser

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10. FACILITIES (cont.)

Toilet Rooms

- 9 toilet facilities not maintained clean and in disrepair
- 9 lack of toilet paper and/or dispenser
- 9 missing/broken self-closing device at bathroom door
- 9 toilet room not properly vented either by an openable window or a light-switch activated exhaust fan

Miscellaneous Storage

- 9 storing non-facility items on the premises
- 9 soiled linen not stored in a separate area

Janitorial Storage Area

- 9 lack of adequate, pressurized potable cold or hot water
- 9 water temperature less than 120°F but greater than 110°F
- 9 water temperature less than 110°F
- 9 lack of an area for the storage of cleaning supplies
- 9 lack of a janitorial sink or an unapproved basin
- 9 janitorial sink in disrepair

Hazardous Materials/Chemical Storage Area

- 9 chemicals, pesticides or cleaning compounds stored in unapproved area
- 9 chemicals, pesticides or cleaning compounds not properly labeled or used improperly

Employee Storage Area

- 9 dressing room is cluttered, unclean or non-existent
- 9 employees observed storing personal items in unapproved area

Vermin

- 9 fresh rodent droppings or other evidence observed in the facility
- 9 live cockroaches and evidence of cockroaches
- 9 flies, food infesting insects or other insects observed in the facility
- 9 exterior doors not rodent proofed

Living Quarters

- 9 using food facility to sleep

11. EXTERIOR PREMISES

Trash

- 9 overflowing trash cans in the food preparation area
- 9 trash area unclean and trash observed on the floor
- 9 trash not disposed of in leakproof and rodentproof containers
- 9 exterior trash cans or bins not covered
- 9 recyclables stored inside the food preparation area

Premises

- 9 cast-off items stored at the exterior of the facility
- 9 parking lot not maintained clean