

# CHECKLIST | COMPREHENSIVE FOOD PREPARATION AND SERVICE

Presented by PRASIDIO INSURANCE

Date:

Review conducted by:

Food preparation and service regulations are issued by state health departments and vary from state to state. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own state health department for the regulations that apply in your state. The U.S. Food and Drug Administration (FDA) also publishes a model Food Code that has been adopted by some states. The FDA Food Code might also serve as an additional reference. This checklist applies to any area or operation that prepares or serves food to the public with or without charge.

GENERAL FOOD PREPARATION	YES	NO	N/A
Have precautions been taken to prevent food contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage, poisonous and toxic materials and any other source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are refrigeration, hot food storage and display facilities located to ensure required temperatures during storage, preparation, transportation, display and service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does each refrigerator have an indicating thermometer accurate to +/- 3 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the refrigerator thermometer provide the true air temperature (not the blower temperature)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does each hot food facility storing potentially hazardous food have an indicating thermometer accurate to +/- 3 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the hot food thermometer is not built in, is a product thermometer readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a stem-type thermometer is used, is it first sanitized to prevent contamination? (An example of contamination is when a thermometer is removed from a pocket or drawer and is put directly into the product without being sanitized.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a stem-type thermometer been used to monitor the proper internal cooking, cooling, reheating, hot holding or cold holding temperatures of all hazardous foods? All stages must be monitored to prevent foodborne illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all equipment and surfaces been washed and sanitized after contact with raw meat, poultry and unpasteurized liquid eggs and fish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have hands been carefully washed after contact with any raw meat, poultry and unpasteurized liquid eggs and fish?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has proper equipment been provided to minimize direct manual contact with food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all raw fruits and raw vegetables been thoroughly washed before being mixed with other ingredients? (Raw fruits and vegetables come in contact with soil that may have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



contained bacteria or spores, or been chemically treated.)			
Except for poultry, stuffing with meat, pork and rare whole roast beef, is potentially hazardous food cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit?  Note: Eggs prepared for individual service for immediate consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When cooking poultry, is stuffing prohibited when the weight of the poultry exceeds 2 pounds before cooking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When cooking poultry and stuffing with meat, have all the parts of the food reached at least 165 degrees Fahrenheit with NO interruption of the initial cooking process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When cooking pork, have all the parts of the food been heated to at least 150 degrees Fahrenheit in a conventional oven or to at least 170 degrees Fahrenheit in a microwave oven?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the internal temperature been taken of the rare whole roast beef with a sanitized stem-type thermometer to determine whether it has reached 130 degrees Fahrenheit or above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If food is reheated, has it been done rapidly and within two hours to 165 degrees Fahrenheit or higher throughout before being served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steam tables, bain-maries, warmers and similar hot food holding facilities prohibited for the rapid reheating of potentially hazardous foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all utensils, equipment and surfaces thoroughly cleaned and sanitized before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are custards, cream fillings and similar products kept at or below 45 degrees Fahrenheit, or above 140 degrees Fahrenheit except during necessary periods of preparation and service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are custards, cream fillings and similar products rapidly cooled to 45 degrees Fahrenheit or below promptly after preparation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food containers stored 6 inches off of the floor (except for cased food), packaged in waterproof containers, not exposed to moisture and on movable dollies, pallets or skids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FOOD SUPPLIES: SOURCE, PROTECTION, WHOLESOMENESS AND MISBRANDING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is all food in a public food preparation or service area from a source that complies with applicable state and local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all food protected against contamination and spoilage during handling, packaging and storage, and while in transit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food prepared at home prohibited in a public food preparation or service area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food inspected before use to ensure it is clean, wholesome, free from spoilage, free from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



adulteration and misbranding and safe for human consumption?			
Does all hermetically sealed food (such as a sealed baby food jar) in a public food preparation or service area come only from approved food processing establishments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fluid milk, fluid milk products, frozen milk products, liquid, frozen and dry eggs and egg products pasteurized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pasteurized fluid milk and fluid milk products in a public food preparation and service area from a source that is in compliance with applicable state and local regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are reconstituted dry milk and dry milk products only used in instant desserts and whipped products, or for cooking and baking purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When nondairy creaming, whitening or whipping agents are reconstituted: a) Has the storage container been sanitized? b) Is the storage container covered? c) Is the storage container 1 gallon or less in capacity? d) Has the reconstituted product been cooled throughout to 45 degrees Fahrenheit or below within four hours of preparation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all milk, milk products and milk substitutes used for drinking purposes served from their original containers or from an approved bulk milk dispenser?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If multi-use pitchers are used to serve milk, milk products or substitutes: a) Is their use restricted to service in beverages such as coffee, tea or cocoa and in other items such as cereals and fruits? b) Are the unused portions discarded after their use? c) Is adding fresh product to the pitchers or the mixing of previously served product prohibited? d) Are the milk, fluid milk products or substitutes kept at 45 degrees Fahrenheit or below while in the pitchers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FROZEN DESSERTS	YES	NO	N/A
Is a license obtained from the state health department for serving frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix in compliance with all applicable state and local laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHELLFISH	YES	NO	N/A
Does all shellfish come from a dealer currently certified by the state department of health or the FDA? (Names, addresses and certification numbers should be confirmed with your local	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



health authority.)			
Does each container of unshucked or shucked shellfish have a tag that includes the dealer certification number, name of dealer, address of dealer, harvest site or bed number, harvest date, type of shellfish and quantity in package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fresh and frozen shucked oysters, clams and mussels packed in nonreturnable containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are packages of fresh and frozen shucked oysters, clams and mussels permanently marked with the name of the certified packer and the abbreviated name of the state where they were packed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shellstock and shucked shellfish stored in the container in which they are received until the container is empty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are required tags or stubs left on the shellfish container until the container is emptied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are required tags or stubs on shellfish containers immediately marked with the date of receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are required tags or stubs from shellfish containers kept on file for not less than 90 days (to track possible occurrences of shellfish hepatitis)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHELLFISH	YES	NO	N/A
Are eggs clean, with shell intact and without cracks or excessive checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is blending or mixing of shell and liquid contents of the egg prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pooled eggs cooked immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of raw eggs prohibited as a major component in the preparation of uncooked or undercooked ready-to-eat foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD TEMPERATURES	YES	NO	N/A
Is perishable food maintained at temperatures low enough to prevent spoilage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is potentially hazardous food kept at 45 degrees Fahrenheit or below or at 140 degrees Fahrenheit or above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has frozen food been maintained in its frozen state (0 degrees Fahrenheit or below) until removed from storage for preparation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are large quantities of potentially hazardous food that are to be refrigerated after preparation rapidly cooled (120 degrees Fahrenheit to 70 degrees Fahrenheit within two hours) using one of the following methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



a) Shallow pans that are 4 inches deep or less			
b) Quick-chilling refrigeration equipment			
c) External water circulation to the food container			
Has potentially hazardous food during the cooling process been covered or the containers stacked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the temperature of any working container of mayonnaise or salad dressing been kept at 45 degrees Fahrenheit or below? (If no, then discard after three hours.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When potentially hazardous food is served hot and is placed on display, except for rare roast beef, is the display temperature at 140 degrees Fahrenheit or above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When rapidly chilled food is put on display, is the temperature maintained below 45 degrees Fahrenheit, or between 45 degrees Fahrenheit and 55 degrees Fahrenheit, for no more than four hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hollandaise and other sauces are held at temperatures between 45 degrees Fahrenheit and 140 degrees Fahrenheit, are the ingredients fresh and is the sauce discarded after three hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is frozen food defrosted using one of the following procedures?			
a) In refrigerated units at a temperature below 45 degrees Fahrenheit			
b) Under potable running water of a temperature of 70 degrees Fahrenheit or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) In a microwave oven			
d) As part of the conventional cooking process			

FOOD STORAGE	YES	NO	N/A
Have measures been taken to avoid cross-contamination from food that requires no further washing or cooking with food that requires washing or cooking? (For example, separate purchased prepared salad from raw fruits or raw meat.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the wet storage of shellfish prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD DISPLAY AND SERVICE	YES	NO	N/A
Is prepared, unwrapped food on display protected by cleanable counters, service line or salad bar protector devices, cabinets, sneeze guards, display cases, containers or similar types of protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food, once served to a customer, not served again?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is wrapped food (other than potentially hazardous food) that has been unwrapped or become unwholesome discarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Is potentially hazardous food in temporary buffets, smorgasbords or salad bars held at safe temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the quantity of food in temporary buffets, smorgasbords or salad bars limited to allow a fast turnover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fresh supplies of food to temporary buffets, smorgasbords or salad bars provided to ensure proper food rotation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are unwrapped bulk foods in self-service containers easily cleanable, covered, 18 inches or less in depth and at least 30 inches off the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tongs, forks, spoons and other proper utensils provided for service to ensure minimum contact with food by customers and employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does each container of potentially hazardous food have its own dispensing utensil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is potentially hazardous food displayed in such a way as to prevent cross-contamination between raw and ready-to-eat products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If food dispensing is interrupted, are service utensils stored in the food with the dispensing utensil handle extended out of the food, stored clean and dry or stored in running water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sugar, condiments, seasonings and dressings provided only in sanitary dispensers or in individual single-service packages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FOOD TRANSPORTATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is all potentially hazardous food maintained at or below 45 degrees Fahrenheit OR at or above 140 degrees Fahrenheit during transport, except if food is to be consumed within a half hour of plating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all frozen food kept at a temperature low enough to remain frozen during transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all food transported in covered containers or completely wrapped, except for hanging meats and raw agricultural products that will be prepared for consumption later?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the transportation vehicle clean, free of vermin and in good condition? For example, no holes are in the floor that may allow exterior contaminants (e.g., mud) to enter the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TOXIC MATERIALS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the storage of toxic materials in food areas limited to only those materials used to maintain sanitary conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toxic materials (e.g., pesticide) stored in a designated and identified separate area (such as a cabinet) and away from food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Are poisonous polishing materials prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers of toxic materials prominently and distinctively marked or labeled for easy identification of contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bactericides and cleaning compounds used in such a manner as to prevent toxic residue on food contact surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toxic compounds (such as rodenticide) in powdered form distinctively colored so they are not mistaken for food or food condiments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are insecticides or rodenticides applied only by state-certified applicators and in full compliance with the manufacturer's labeling?  Note: Often a vermin problem is incorrectly treated by the owner or another person. The law prohibits a noncertified person to treat for vermin infestation within a food preparation or service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD SERVICE PERSONNEL: HYGIENE PRACTICES AND CLOTHING	YES	NO	N/A
Are persons affected with any communicable disease, boils, infected wounds, sores, acute respiratory infection, nausea, vomiting and diarrhea prevented from working in food areas or with other food workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is personal jewelry prohibited where it could contaminate or become incorporated into food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the use of tobacco products by food handlers and dishwashers prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are separate hand-washing facilities provided at convenient locations away from food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees wash their hands and exposed arms with soap and warm water before starting work; during work as necessary; and after smoking, eating, drinking, visiting the toilet or handling raw food of animal origin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees' fingernails clean and neatly trimmed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is clean clothing worn by all persons, including dishwashers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extra, clean uniforms or clothing available if clothing becomes soiled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are effective hair restraints properly used to prevent contamination? For example, a hat must be sitting on the back of the head, and hair must not hang out loosely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are single-use gloves used for only one task and discarded when damaged or soiled or when interruptions occur in the operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If slash-resistant gloves or cloth gloves are used, do they only come in contact with food that	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



is subsequently cooked?  Note: Slash-resistant gloves may be used with ready-to-eat food if the gloves have a smooth, durable and nonabsorbent outer surface, or if the gloves are covered with a smooth, durable, nonabsorbent glove or a single-use glove.			
Are multi-use equipment and utensils made with materials that are safe, corrosion-resistant, nonabsorbent, smooth, easily cleaned, durable, dent-resistant and sturdy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESIGN AND CONSTRUCTION OF FOOD EQUIPMENT MATERIALS AND UTENSILS	YES	NO	N/A
Is equipment inspected periodically and replaced, if necessary, with safe materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food-contact surfaces of equipment and utensils (e.g., plastic mixing bowls) smooth, free of breaks, open seams, cracks and pits, easily accessible for cleaning and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cutting boards easily cleaned and removable, nontoxic, nonabsorbent, smooth, and free of cracks, crevices and open seams? Cutting boards need to be washed, rinsed and sanitized since they come into direct contact with potentially hazardous foods and raw fruits and vegetables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the filter of the ventilation hood readily removable for cleaning and replacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves that are not intended for food contact free of unnecessary ledges, projections or crevices? Some shelves are elaborately designed, very deep within a cabinet, or screwed or nailed into place (rather than sealed). The above conditions make housekeeping difficult.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all food-contact surfaces that are NOT intended for in-place cleaning readily accessible for manual cleaning and inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sinks and drain boards self-draining? Self-draining may occur by pitching it toward one of the sink compartments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT INSTALLATION AND LOCATION	YES	NO	N/A
Is equipment (including icemakers and ice storage equipment) located away from underexposed or unprotected sewer lines, leaking water lines or open stairwells that may cross-contaminate equipment or ice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is nonportable equipment placed on tables sealed to the table or elevated by at least 4 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is floor-mounted equipment sealed to the floor, or is the clearance between floor and equipment at least 6 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



EQUIPMENT UTENSIL CLEANLINESS AND SANITATION	YES	NO	N/A
After each use, is all tableware thoroughly cleaned to sight and touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After each use, are all kitchenware and food-contact surfaces used in the preparation, serving, display or storage of food thoroughly cleaned to sight and touch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all nonfood contact surfaces been thoroughly cleaned as necessary to be free of dirt and in sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cloths used for wiping food contact surfaces only used for that purpose to prevent cross-contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After each use, has all tableware been sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a spoon or other utensil has been used for tasting, is it sanitized before being used again?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all kitchenware and surfaces that come in contact with potentially hazardous food or raw fruits or vegetables been sanitized after use or when operations are interrupted? For example, is a slicer or frozen dessert machine sanitized after the operation is closed and the next day before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

METHODS AND FACILITIES FOR MANUAL AND MACHINE WASHING AND SANITIZING	YES	NO	N/A
Before washing, have all equipment and utensils been flushed, scraped or, when necessary, soaked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dish tables, drainboards or racks of adequate size to handle soiled items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do dish tables, drainboards or racks provide adequate space and distance to avoid interference of soiled items with clean items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does washing remove foreign matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the rinsing process effectively removed detergent solution and foreign matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaned equipment and utensils properly sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all sanitized utensils or food contact surfaces been allowed to air dry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For manual washing, are three sinks provided for the wash-rinse-sanitize cycle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sink compartments large enough to permit complete immersion of the equipment and utensils intended to be cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all sink compartments have provided at convenient locations a supply of hot and cold potable running water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Have all sinks been cleaned before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have equipment and utensils been thoroughly rinsed free of detergent and abrasives with clean water in the second compartment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have equipment and utensils been thoroughly sanitized in the third sink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If using hot water (heat) as a sanitizer, is the water maintained at or above 170 degrees Fahrenheit and tested periodically with a thermometer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hot water is used as a sanitizer, have equipment and utensils to be sanitized been allowed to be completely immersed for at least 30 seconds in water that is 170 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If chlorine is used as sanitizer, does the solution contain at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If iodine is used as sanitizer, does the solution contain at least 12.5 parts per million of available iodine, a pH not higher than 5.0 and at a temperature of at least 75 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If chlorine or iodine is used as a sanitizer, are equipment and utensils immersed for at least one minute? Note: Other approved sanitizers are acceptable. Consult the regulations for requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a test kit or other device available that accurately measures the parts per million concentration of the sanitizer? Note: Sanitizers are often available in tablet form. When released in the water, the water turns color. The color can then be matched against a chart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a thermometer accurate to +/- 3 degrees Fahrenheit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When spray-type dishwashing machines are used and the machine does not perform prewashing, are equipment and utensils flushed or scraped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When spray-type dishwashing machines are used, are equipment and utensils placed in racks or in trays to permit unobstructed application of detergent wash and clean rinse water and free draining?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the washing machine working properly, including jets, nozzles and soap dispensers? Note: Check flow pressure gauges and final cleanliness, and periodically have the machine serviced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When hot water is used as the sanitizing agent, does the final rinse reach 160 degrees Fahrenheit at the plate? Note: Acceptable wash and final rinse temperatures vary with the type of machine. Consult the regulations for more details. To ensure proper sanitization, the temperature at the final rinse is the most important. Other approved sanitizing agents are acceptable. Consult the regulations for requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Are thermometers located at each cycle, in good repair, and accurate to +/- 3 degrees Fahrenheit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the dishwashing machine cleaned thoroughly at least once a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food contact surfaces of equipment and utensils handled in such a manner as to prevent contamination? Note: For example, food contact surfaces should not be stored on lower racks or shelves where they are subjected to floor moisture and dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are clean spoons, knives and forks touched only by the handles to prevent cross-contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are clean bowls, cups and glasses handled so that fingers and thumbs do not contact interior surfaces or rims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sanitized equipment and utensils stored at least 6 inches from the floor and in a clean, dry place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sanitized equipment and utensils or single-service articles prohibited from storage in toilet rooms, toilet vestibules, or garbage or mechanical rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SINGLE-SERVICE ARTICLES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are single-service articles made from clean, sanitary, nontoxic, safe materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are single-service articles free of odor, color, taste or other contamination that could be imparted to the food?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are single-service articles stored at least 6 inches above the floor on pallets, dollies or racks, and in closed cartons or containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are single-service articles stored away from overhead sewer lines or water lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unless pre-wrapped, are bulk single-service articles offered with food contact surfaces inserted into holders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SANITARY FACILITIES AND CONTROLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the water supply from a potable public or private water supply system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hot and cold water under pressure offered in all areas where food is prepared and where equipment, utensils or containers are washed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



ICE	YES	NO	N/A
Is ice made from potable water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once ice is made, is it handled, transported, and stored in a sanitary manner so it is protected against contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ice crushers covered when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sanitary containers and utensils provided for ice storage and dispensing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is ice for cooling food and food containers used only for that purpose and not human consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does plumbing properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is plumbing installed to preclude the possibility of backflow and back siphonage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRAINS	YES	NO	N/A
Do refrigerator drains (including floor drains of walk-in refrigerators), ice storage bins and ice machines have air gaps or air breaks between them and the drainage system to prevent backflow? Note: Direct connection is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do drain lines of equipment discharge properly and without flooding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOILET AND HAND-WASHING FACILITIES	YES	NO	N/A
Are toilet facilities adequate (enough water closets), conveniently located and accessible to employees all the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors to toilet rooms tight-fitting and self-closing? Note: If vermin, such as flies, enter an establishment, they can be mechanical vectors. Cross-contamination can occur if flies come in contact with body fluids and then with clean equipment, food contact surfaces or food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toilet facilities (including toilet rooms and fixtures) clean, in good repair and free of objectionable odors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is toilet tissue supplied at each toilet all the time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are signs posted to remind staff to wash their hands before returning to work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Are hand-washing facilities of adequate size, in good repair and conveniently located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a hand-washing sink in the food preparation area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is water between 90-105 degrees Fahrenheit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an adequate supply of hand cleansing soap or detergent available, as well as sanitary towels or another approved hand-drying device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a waste receptacle provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>GARBAGE AND RUBBISH DISPOSAL FACILITIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all garbage and rubbish containers leak-proof, non-absorbent and constructed of durable metal or other approved material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers, while being stored, covered with tight-fitting lids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are kitchen waste containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers cleaned on the outside and inside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning supplies and an appropriate worksite—located away from the food preparation areas—provided to clean garbage and rubbish containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sufficient numbers of containers available to hold all garbage and rubbish containing food waste? Note: Plastic bags should not be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers inaccessible to vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior storage area enclosures large enough and kept clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface area under the outside waste containers smooth and nonabsorbent (e.g., concrete)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the frequency of waste disposal daily or often enough so a health nuisance is not created?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>VERMIN CONTROL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are effective control measures used to minimize and eliminate the presence of vermin? Note: This would include professional extermination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all openings to the outside air effectively protected against the entrance of insects by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



self-closing doors, closed windows, screening, controlled air currents or other means?			
Are openings to the exterior, such as those caused by electrical wiring and plumbing, effectively protected against the entrance of rodents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FLOORS, WALLS AND CEILINGS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are floors, walls and ceilings in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors in kitchens, stock rooms, restrooms and other places where foods are stored or prepared made of nonabsorbent materials and easily cleanable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If provided, are floor drains sealed, pitched and installed so they function properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams) and kept clean and in good repair?  Note: Carpeting is not recommended in food preparation, equipment-washing and utensil-washing areas (where it would be exposed to large amounts of grease and water), in food storage areas or toilet room areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walking and driving surfaces clean, free of debris and properly graded and drained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walking and driving surfaces provided with concrete, asphalt, gravel or similar materials to minimize dust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are concave juncture tiles installed between the floor and wall or baseboard to facilitate housekeeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls in food preparation, utensil-washing and hand-washing areas of light color, smooth and easily cleanable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>LIGHTING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are 30 foot-candles of light provided on all food preparation surfaces and at work levels?  Note: Inadequate lighting has been associated with poor housekeeping and mixing toxic substances into foodstuff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are 20 foot-candles of light provided in storage and lavatory areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are 10 foot-candles of light provided in all other areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are employees' clothing and personal belongings stored and maintained in an orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Are laundered clothes and napkins stored in a clean, protected place until used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are nonabsorbent containers or laundry bags used to store soiled or damp linen or clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are only items necessary for the operation of the establishment kept on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENFORCEMENT PROVISIONS	YES	NO	N/A
Is a food inspection conducted at least once a year by a local board of health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inspection reports provided to the public on request and maintained for two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD MANAGER CERTIFICATION	YES	NO	N/A
Has at least one supervisory person completed a certified food safety and sanitation course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# RESTAURANT SHIELD

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