



# Food Facility Self-Inspection Checklist



## Promoting Safe and Thriving Communities

The items listed below represent the major areas evaluated during a routine food facility inspection. This checklist is designed to assist you, the facility operator, in evaluating the condition of your facility between inspections by this department. We suggest that you go through this list, and "check off" those items that you believe are in compliance. Those not checked could be considered a "violation" and should be corrected. We hope this checklist will help you maintain your facility at the highest standards. Please call our main office at (858) 505-6900 if you have any questions.

### FOOD SAFETY

- 1. Food is purchased from an approved source (licensed by the county, state, or federal government).
- 2. Food is inspected and found to be free from contamination, adulteration, and spoilage.
- 3. Unpackaged foods that were served or returned from the dining area are discarded.
- 4. All foods are stored a minimum of 6" off the floor.
- 5. Restrooms are not used for the storage of food, equipment, or supplies.
- 6. Adequate protection is provided for all paper products.
- 7. Food is being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- 8. All food storage containers have proper covers and are properly labeled.
- 9. Foods are dispensed in the self-serve area in an approved manner.
- 10. The use of sulfites in perishable foods is prohibited.
- 11. Food products are labeled and stored in non-toxic containers.
- 12. Raw foods are separate from cooked foods.
- 13. Shellfish tags are kept for 90 days; warning signs are posted.

### TEMPERATURE CONTROL

- 1. Potentially hazardous foods are maintained below 41°F or above 135°F.
- 2. A thermometer, accurate to + or - 2°F, is provided either as an integral part of the refrigerator (dial outside) or is located inside each unit at its warmest point in a really visible location.
- 3. An accurate metal probe thermometer or thermocouple, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.
- 4. Food products are being thawed in one of the following methods only: a) in refrigeration units, b) under cold running, potable water of sufficient velocity flush loose food particles, c) in a microwave oven, d) as part of the cooking process.
- 5. Frozen food is maintained in a frozen state.
- 6. Thawed food items are not refrozen unless cooked first.
- 7. Rapid cooling and reheating procedures are used for all perishable foods.

### PERSONNEL

- 1. All employees handling unpackaged food or utensils have obtained their Food Handler's Certificate/training and all records are readily available.
- 2. Employees wash their hands with soap and warm water for at least 20 seconds for any of the following reasons: a) before starting work, b) immediately after using the restroom, c) between tasks, d) any time needed to prevent food contamination.
- 3. Employees handling food or utensils have no open sores and are not sick.
- 4. Employees are wearing clean outer garments.
- 5. Tongs or other implements are used for handling food products.
- 6. Hair of employees is properly confined.
- 7. Employees do not smoke or use tobacco inside the facility.
- 8. Clothing and personal effects are stored away in a proper manner.

### WATER AND SEWAGE

- 1. All sinks are fully operable with hot and cold water under pressure.
- 2. All sinks drain properly. Floor drains and floor sinks are in good working order/clean.
- 3. Plumbing is in good repair, not leaking.
- 4. Cross connection control device is properly installed and in good repair. (ex. vacuum breakers and back flow preventers)
- 5. Grease traps are routinely cleaned.

**EQUIPMENT**

- 1. All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) is clean and well-maintained and food contact surfaces are properly washed and sanitized.
- 2. Inoperable equipment has been repaired or replaced (removed from the facility).
- 3. Only approved equipment is installed; ensure installment is done in an approved manner and in an approved location.

**UTENSILS**

- 1. Multiservice utensils are being washed by one of the following means only: a) Manually, by hand, in an approved 3 compartment sink (wash-rinse-sanitize); b) Machine washed in a dish machine, using chemical sanitization, and conforming to NSF standards; c) Machine washed in a dish machine, using high temperature sanitation and conforming to NSF standards.
- 2. Testing materials (ex. Test strips) to adequately test sanitizing methods are readily available and used.
- 3. All utensils are clean, sanitized, and well-maintained.
- 4. Damaged or unapproved utensils have been repaired or replaced.
- 5. Utensils are properly protected during storage.

**FLOORS/WALLS/CEILINGS**

- 1. Floors are clean, well-maintained and in good repair.
- 2. Walls, ceilings, and windows are clean, well-maintained and in good repair.

**TOILET/DRESSING ROOM/HANDWASHING SINKS**

- 1. Toilet facilities are clean, well-maintained and in good working order.
- 2. Self-closing doors in toilet and dressing rooms are working properly.
- 3. Single service soap and towel dispensers installed above all handwash sinks are operable and fully stocked.
- 4. Toilet tissue dispensers are full stocked.
- 5. Legible handwashing signs are properly posted.
- 6. Ventilation is provided in each restroom and is in proper working order.

**LIGHT AND VENTILATION**

- 1. Adequate lighting and ventilation are provided throughout the facility.
- 2. Exhaust ventilation filters are clean and well-maintained.
- 3. Light fixtures have approved safety covers.

**PEST CONTROL**

- 1. Facility is free from insect and rodent infestations.
- 2. Live animals, birds, or fowl are not allowed in food prep areas.
- 3. Outside doors and screen doors are self-closing and closures are in working order.
- 4. Air curtains are operating properly.
- 5. Only approved pesticides are used and must be used in the proper manner.

**REFUSE**

- 1. Trash containers are leak-proof and covered.
- 2. Plastic bags are tied before placing in refuse containers.
- 3. Outside trash bin are clean and in good repair and the lids are closed.
- 4. Outside premises and refuse areas are clean and well-maintained.

**OPERATION**

- 1. Hazardous substances (cleaning materials) are properly labeled and stored away from food products.
- 2. There are no living quarters within the facility.
- 3. No smoking and first aid signs (choking) are properly posted.
- 4. Cleaning equipment and soiled linens are properly stored.
- 5. Returned, damaged, or unlabeled food products are properly stored.
- 6. Facility has a current Department of Environmental Health and Quality Permit to operate, and it is conspicuously posted.
- 7. Grade Card (if facility is issued one) is posted properly.