



**County of San Diego**  
**DEPARTMENT OF ENVIRONMENTAL HEALTH**  
**FOOD AND HOUSING DIVISION**  
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## COTTAGE FOOD OPERATION - CLASS B PRE-INSPECTION CHECKLIST

The items listed below represent the main areas evaluated during a routine cottage food operation inspection. This checklist is designed to assist you, the facility operator, in evaluating the condition of your operation 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 Specialist on Duty at (858) 505-6900 if you have any questions.

### FOOD SAFETY

- Food is properly labeled and purchased from an approved source (licensed by the county, state, or federal government).
- All foods are stored a minimum of 6" off the floor.
- Restrooms, garages, or other habitable rooms are not used for the storage of food, equipment, or supplies.
- Raw whole produce is washed prior to being cut and combined with other ingredients to be cooked.
- Food is being protected from dirt, unnecessary handling, over-head leakage, and other forms of contamination.
- All food storage containers have proper covers and are properly labeled.
- Food products are labeled and stored in non-toxic containers.
- Hazardous substances (cleaning materials) are properly labeled and stored away from food products.

### TEMPERATURE CONTROL

- Potentially hazardous ingredients are maintained at 41°F or below.
- 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 readily visible location.
- An accurate metal probe thermometer or thermocouple, suitable for measuring food temperatures, is readily available and is being used to check food temperatures.

### EMPLOYEE HEALTH & HYGIENE

- All employees handling unpackaged food or utensils have obtained their Food Handler's Certificate and all records are readily available.
- Employees wash their hands with soap and warm water 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.
- Employees handling food or utensils have no open sores, and are not sick with symptoms of diarrhea, vomiting, fever, or persistent coughing, sneezing, or runny nose.
- Employees are wearing clean outer garments and hair of employees is properly confined.
- Employees do not smoke or use tobacco inside the residence kitchen. Children and pets are excluded from the preparation areas. No other personal cooking activities are taking place during cottage food production.
- Clothing and personal effects are stored away in a proper manner.

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## **WATER AND SEWAGE**

- All sinks are fully operable with hot and cold water under pressure. Hand washing water must be at least 100°F and hot water of at least 120°F must be available within the Cottage Food Operation.
- Plumbing is in good repair and not leaking.
- All waste water is properly disposed of through appropriate methods.

## **EQUIPMENT / UTENSILS**

- All equipment items (i.e., utensils, tables, sinks, food containers, etc.) are clean and well maintained, and food contact surfaces are properly washed and sanitized.
- The final sanitizing rinse of equipment is done by one of the following means only: a) immersed in solution of 100 ppm chlorine for at least 30 seconds; b) immersed in solution of 200 ppm quaternary ammonium for 60 seconds; c) in a mechanical dish machine capable of achieving a utensil surface temperature of 160°F.
- Testing materials to adequately test sanitizing methods are readily available and used. (Test strips should match with the type of sanitizer used)
- Damaged or unapproved utensils have been repaired or replaced.
- Utensils are properly protected during storage.
- Both dry and wet wiping cloths are properly used. Multi-use wiping cloths are stored in a sanitizer solution when not in use.

## **FLOORS / WALLS / CEILINGS**

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

## **TOILET / HANDWASHING SINKS**

- Toilet facilities are clean, well maintained and in good working order.
- Paper towels and single service, dispensable soap are present. (Bar soap and reusable cloth towels are not approved)
- Toilet tissue dispensers are fully stocked.
- Ventilation is provided in each restroom and is in proper working order.

## **PEST CONTROL**

- Facility is free from insect and rodent infestations.
- Live animals are not allowed in food prep areas.
- Only approved pesticides are used in the proper manner.

## **REFUSE**

- Trash containers are leak-proof and covered.
- Plastic bags are tied before placing in refuse containers.
- Outside trash bins are in good repair and the lids are closed.

## **OPERATION**

- Product labels are printed and available for review to ensure proper compliance with Cottage Food Operation Labeling Requirements.
- Facility has a current Department of Environmental Health Permit/Registration to operate and is available for review upon request.
- A copy of the last inspection report is available for to review upon request.