

» Operational Inspection Handout

PERSONAL HYGIENE

- Effective hair restraints are properly worn.
- Hands are washed properly, frequently, and at appropriate times.
- Burns, wounds, sores or scabs, or splints on hands are bandaged with water proof bandages and completely covered with a glove while handling food.
- Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from preparation, service, storage, and ware washing areas.
- Employees use disposable tissues when coughing or sneezing and then immediately wash hands.
- Employees appear in good health.
- Hand sinks are unobstructed, operational, and clean.
- Hand sinks are stocked with soap, disposable towels, warm water, and trash receptacles.
- Employee restrooms are operational and clean.

Yes	No	Corrective Action
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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FOOD PREPARATION

- All food stored or prepared in facility is from approved sources.
- Food equipment, utensils, and food contact surfaces are properly washed, rinsed, and sanitized before every use or as indicated.
- Frozen food is thawed under refrigeration, under cold running water, as part of cooking process, or in a microwave if cooked immediately after defrosting.

Yes	No	Corrective Action
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____



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Yes No Corrective Action

- Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible. _____
- Food is tasted using the proper procedure. _____
- Procedures are in place to prevent cross-contamination. _____
- Ready to eat food is handled with suitable utensils, such as single use gloves or tongs. _____
- Food is prepared in small batches to limit the time it is in the temperature danger zone. _____
- Clean reusable towels are used only for sanitizing equipment and surfaces and not for drying hands, utensils, or floor. _____
- The internal temperature of food being cooked is monitored with a calibrated food thermometer so that it is cooked to the required safe internal temperature for the appropriate time. _____

HOT HOLDING

Yes No Corrective Action

- Hot holding unit is clean. _____
- Food is heated to the required safe internal temperature before placing in hot holding. Hot holding units are not used to reheat potentially hazardous foods. _____
- Hot holding unit is pre-heated before hot food is placed in unit. _____
- Temperature of hot food being held is at or above 135 °F. _____
- Food is protected from contamination. _____



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COLD HOLDING

- Refrigerators are kept clean and organized.
- Food is protected from contamination.
- Ambient air temperature of all refrigerators and freezers is monitored and documented at the beginning and end of each shift.
- Thermometers are available and accurate.
- Food is stored 6 inches off floor.
- Proper chilling procedures are used. Cooling is monitored to ensure food temperature goes from 135 F to 70 F in 2 hrs, and down to 41 F within the allotted time.
- All food is properly wrapped, labeled, and dated.
- The FIFO (First In, First Out) method of inventory management is used.

Yes	No	Corrective Action
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

FOOD STORAGE AND DRY STORAGE

- Temperature of dry storage area is between 50 °F and 70 °F
- All food and paper supplies are stored 6 to 8 inches off the floor.
- Open bags of food are stored in containers with tight fitting lids and labeled with common name.
- The FIFO (First In, First Out) method of inventory management is used.

Yes	No	Corrective Action
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____



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- There are no bulging or leaking canned goods.
- Food is protected from contamination.
- All food surfaces are clean.
- Chemicals are clearly labeled and stored away from food and food-related supplies.
- Food is stored in original container or a food grade container.
- Distressed merchandise is segregated.

Yes No Corrective Action

CLEANING AND SANITIZING

- Three-compartment sink is properly set up for ware washing.
- Dishmachine is working properly (such as gauges and chemicals are at recommended levels).
- Water is clean and free of grease and food particles.
- Water temperatures are correct for wash and rinse.
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration.
- Smallware and utensils are allowed to air dry.
- Wiping cloths are stored in sanitizing solution while in use.

Yes No Corrective Action



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UTENSILS AND EQUIPMENT

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses and as needed.
- Small equipment and utensils are washed, sanitized, and air-dried.
- Work surfaces are cleaned and sanitized between uses.
- Thermometers are cleaned and sanitized after each use.
- Thermometers are calibrated on a routine basis.
- Can opener is clean.
- Drawers and racks are clean.
- Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth.

Yes No Corrective Action

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LARGE EQUIPMENT

- Food slicer is clean. It is broken down, cleaned, and sanitized before use, between raw and ready-to-eat, at least every 4 hours, and as needed.
- Boxes, containers, and recyclables are removed from site.
- Loading dock and area around dumpsters are clean and odor-free.
- Exhaust hood, fans and filters are clean.

Yes No Corrective Action

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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____



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GARBAGE STORAGE AND DISPOSAL

- Kitchen garbage cans are clean and covered when not in constant use.
- Garbage cans are emptied as necessary.
- Boxes and containers are removed from site.
- Loading dock and area around dumpster are clean.
- Dumpsters are clean, covered, and on nonabsorbent surfaces that are sloped to drain.

Yes No Corrective Action

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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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PEST CONTROL

- Outside doors have screens, are well-sealed, and are equipped with a self-closing device.
- Windows are enclosed with glass or screens.
- No evidence of pests is present.

Yes No Corrective Action

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

NAME _____

Date _____

