

FOOD SAFETY CHECKLIST

Directions: Complete this checklist at least once a month. Determine areas in your operations requiring corrective action. Record corrective action taken and keep completed records in a notebook for future reference and review. On page 4, extra lines are available to record additional corrective action, if necessary. This form can be run front to back to save paper.

Note: This form has been modified to allow the recording of four months of reviews. Please record the date the monthly review was done and check “yes” or “no” to each statement. If a statement is not applicable to your facility, write “N/A” at the end of the sentence.

School Year: _____

Date: _____

PERSONAL HYGIENE

Y N Y N Y N Y N **Corrective Action/Date**

- Employees wear clean and proper uniform including closed-toe shoes. _____
- Effective hair restraints are properly worn. _____
- Fingernails are short, unpolished and clean (no artificial nails). _____
- Jewelry is limited to a plain ring, such as a wedding band, watch and no bracelets. _____
- Hands are washed properly, frequently and at appropriate times. _____
- Burns, wounds, sores, scabs, and splints are covered with water-proof bandages and completely covered with a foodservice glove while handling food. _____
- Eating, drinking, chewing gum and smoking 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 and warm water. _____
- A handwashing reminder sign is posted. _____
- Employee restrooms are operational and clean. _____

FOOD PREPARATION

Y N Y N Y N Y N **Corrective Action/Date**

- All food stored or prepared in facility is from approved sources. _____
- Frozen food is thawed under refrigeration or in cold running water and then cooked to the proper temperature. _____



Date: _____

FOOD PREPARATION (continued)

Y N Y N Y N Y N Corrective Action/Date

- Thawed food is not refrozen. _____
- Preparation is planned so ingredients are kept out of the temperature danger zone. _____
- Food is tasted using the proper procedure. _____
- Procedures are in place to prevent cross-contamination. _____
- 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. _____
- Food is cooked to the required safe internal temperature for the appropriate time. _____
- The internal temperature of food being cooked is monitored and documented. _____

HOT HOLDING

Y N Y N Y N Y N Corrective Action/Date

- 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. _____

COLD HOLDING

Y N Y N Y N Y N Corrective Action/Date

- Temperature of cold food being held is at or below 41 °F. _____
- Food is protected from contamination. _____

REFRIGERATOR, FREEZER and MILK COOLER

Y N Y N Y N Y N Corrective Action/Date

- Food is stored 6 inches off the floor in walk-in coolers. _____
- Refrigerator and freezer units are clean and organized. _____
- Proper chilling procedures are used. _____
- All food is properly wrapped, labeled and dated. _____
- Air temperature of all refrigerators and freezers is monitored using accurate thermometers and documentation is on file. _____



Date: _____

FOOD STORAGE and DRY STORAGE

Y N Y N Y N Y N

Corrective Action/Date

- 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. _____
- All food is labeled with name and date received. _____
- 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. _____
- There are no dented on the seam, bulging or leaking canned goods. _____
- All food surfaces are clean. _____
- Chemicals are clearly labeled and stored away from food and food-related supplies. _____
- There is a regular cleaning schedule for all food surfaces. _____
- Food is stored in original container or a food grade container and is labeled with name and date received. _____

CLEANING and SANITIZING

- Three-compartment sink is properly set up for ware washing. _____
- Dishmachine is working properly (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 heat sanitizing, the utensils are allowed to remain immersed in 171 °F water for 30 seconds. _____
- If using a chemical sanitizer, it is mixed correctly and a sanitizer strip is used to test chemical concentration. _____
- All washed/sanitized items are allowed to air dry. _____
- Wiping cloths are stored in sanitizing solution while in use. _____

UTENSILS and EQUIPMENT

Y N Y N Y N Y N

Corrective Action/Date

- All small equipment and utensils, including cutting boards and knives, are cleaned and sanitized between uses. _____
- Work surfaces are cleaned and sanitized between uses. _____
- Thermometers are cleaned and sanitized after each use. _____
- Thermometers are calibrated on a regular basis. _____
- Can opener is clean. _____



Date: _____

UTENSILS and EQUIPMENT

Y N Y N Y N Y N Corrective Action/Date

- 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.

LARGE EQUIPMENT

Y N Y N Y N Y N Corrective Action/Date

- Food slicer is broken down, cleaned and sanitized before and after every use.
- Exhaust hood and filters are clean.

GARBAGE STORAGE and DISPOSAL

Y N Y N Y N Y N Corrective Action/Date

- Outdoor garbage cans/dumpsters are clean, water-tight and kept covered.
- Garbage cans are emptied as necessary.
- Boxes and containers are removed from the site.
- Loading dock and area around dumpster are clean and odor free.

PEST CONTROL

Y N Y N Y N Y N Corrective Action/Date

- Outside doors have screens, are well-sealed and are equipped with a self-closing device.
- No evidence of pests is present.
- There is a regular schedule of pest control by a licensed pest control operator.

Reviewer's Initials: _____

Additional Corrective Action: (Record the date, problem and corrective action required.)

