Kitchen Health Inspection Checklist



Receiving

- [ ] Internal temperatures are sampled from all arriving shipments of uncooked meat, poultry and fish, and must register 41 degrees F or colder.
- [ ] Accurate thermometers are available for sampling internal temperatures of food shipments.
- [ ] Receiving area is clean and well lit (to discourage pests).

Dry Storage

- [ ] All inventory is labeled and dated.
- [ ] All containers are airtight and undamaged.
- [ ] Dated containers are arranged for rotation on a first in, first out (FIFO) basis.
- [ ] Dry foods are stored off the floor and away from walls.
- [ ] Chemical cleaners are stored away from food and labeled.
- [ ] There is no sign of pest presence in storage area (check beneath and behind racks).

Refrigerated Storage

- [ ] All inventory is labeled and dated. All potentially hazardous foods (meat, soup, tuna salad, etc.) more than seven days old have been thrown out.
- [ ] All raw meat, poultry and fish is stored separately or below fresh, ready-to-eat foods.

- [ ] Prepared foods are stored in shallow pans, uncovered (to accelerate cooling to safe cold-storage temperature).
- [ ] All food is stored in leak-proof containers, tightly covered with lids, plastic wrap or aluminum foil.

Preparation

- [ ] Every employee employs proper hand-washing technique: Scrubs hands for 20 seconds with soap and water, Uses paper towels, Turns off water with the paper towel
- [ ] Food contact surfaces are in good repair, and are cleaned and sanitized regularly.
- [ ] Measures to prevent cross-contamination are in place. For example, cutting boards of different colors are used for meats and vegetables; countertops and cutting boards are washed, rinsed and sanitized after each use.
- [ ] Pre-prepared foods are reheated to 165 degrees F to kill any bacteria before serving.
- [ ] Steam tables (if present) are kept at a minimum temperature of 140 degrees F and the temperatures of various foods on the line are checked regularly.
- [ ] Personnel with infections or communicable diseases are restricted from food handling areas.
- [ ] All food preparation sinks, dishwashers and ice machines are equipped with indirect drains to prevent sewage backups.
- [ ] After washing, dishes and utensils are sanitized with chemicals (e.g., chlorine) or by separate rinse in very hot water (180 to 190 degrees F).

Restrooms & Waste Disposal

- [ ] Staff restrooms are equipped with cold and hot running water, the hot water is between 100 and 120 degrees F, and the sinks are stocked with soap and paper towels.
- [ ] Garbage does not pass through food preparation areas on its way to disposal.
- [ ] Garbage containers are covered and leak-proof.
- [ ] All outside garbage containers have tight-fitting lids.
- [ ] Garbage containers are cleaned and sanitized regularly, away from food preparation and storage areas.
- [ ] All employees follow proper hand-washing procedures after handling garbage.

The Final Step: Documentation

- [ ] Annual permit
- [ ] Hand-washing policy
- [ ] Information on food-safety training for staff
- [ ] Staff list (all must have up-to-date food-handler cards)
- [ ] Pest management documentation (including pest management company's license, service reports, pesticide usage logs and material safety data sheets)

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