**Quick Food Safety Self-Inspection Checklist**

**Employees**

* Person In Charge (PIC) is a Certified Food Protection Manager
* Employees have all completed Food Handler Training
* Employees know when and to whom to report any illness or injury
* Employees that are sick (vomiting, diarrhea, jaundice) are sent home
* There are written procedure for responding to vomiting and diarrheal events
* Employees do not eat, drink, or smoke while preparing food (except cups with lid & straw)
* Employees are washing their hands thoroughly when beginning each new task and after using restroom
* All hand sinks are accessible and have hot water, soap, and paper towels or hand drying device
* Employees are using disposable gloves or appropriate utensils (tongs, deli paper, scoops, etc) when handling ready-to-eat foods

**Food Receiving & Storage**

* All foods are obtained from an approved source
* All foods are in good condition when received
* Temperatures of refrigerated foods are checked when they are received and are below 41°F
* Foods are stored so that they are protected from contamination
* Foods with different required cooking temperatures are appropriately separated
* Refrigerators are all maintaining foods below 41°F
* Freezers are all maintaining foods frozen (preferably below 0°F)

**Cleaning, Sanitization, & Storage of Toxics**

* All parts of the facility are clean to sight and touch
* All food contact surfaces (cutting boards, utensils, knives, slicers, prep tables, interior of reach-in refrigerators, tables in eating area, etc) are cleaned and sanitized regularly
* Sanitizer concentration in 3-bay sink, dishwasher, and buckets for wiping cloths is correct
* Wiping cloths are stored in a sanitizer solution
* Vermin (flies, roaches, rodents) are controlled
* Cleaning products and toxic chemicals are stored where they can’t contaminate food, tableware, food equipment, or single-use items

**Cooking, Cooling, Reheating, & Date Marking**

* Time-Temperature Control for Safety (TCS) foods are cooked to the proper temperature:
  + 145°F – whole muscle meat (beef, pork, lamb, etc), fish, eggs cooked to order
  + 158°F – ground meat or fish, tenderized or injected meats, eggs not cooked to order
  + 165°F –poultry, stuffed meat or fish, stuffed pasta, stuffing containing meat/fish/poultry
* Cooked foods are hot held at 135°F or above
* When hot foods are cooled for service or storage, they are cooled to 41°F within 4 hours (or to 70°F within 2 hours **and** 41°F within 6 hours)
* Cold TCS foods are held at 41°F or below
* All TCS foods that are reheated after cooling are reheated to 165°F
* TCS foods not served within 24 hours are date marked and refrigerated
* TCS foods are discarded if not used within 7 days