

FOOD SAFETY CHECKLIST TOOL

Instructions: This tool is designed to decrease your risk of critical violations. The person in charge (PIC) should use this tool at least twice a day (i.e. AM and PM). Review each checklist item and check yes or no as to whether your facility is in compliance. If no, please provide what corrective action was taken.



Restaurant Name: _____

PIC Name: _____

Date: _____

Time: _____






CONTAMINATED EQUIPMENT

Checklist Item	Yes	No	Corrective Action
Food contact equipment is clean to sight and touch (e.g. can openers, slicers, pots and pans, utensils, etc.)			
Food contact equipment being stored in an area not subject to contamination (i.e. not being stored on the floor)			
Continuous use utensils have been fully sanitized in past 4 hours (e.g. knives, slicers, tongs, cutting boards)			

DATEMARKING

Checklist Item	Yes	No	Corrective Action
All Time and Temperature Control Foods (TCS)/Ready to Eat (RTE) foods are dated with a prep and/or discard date			
All TCS/RTE food discard dates are 7 days or less			
All thawed foods have a thaw date and a prep date			

FOOD STORAGE ORDER

Checklist Item	Yes	No	Corrective Action
<i>Foods are stored according to the following order (top to bottom):</i>			
 RTE foods			
 Raw seafood			
 Raw whole meats			
 Raw ground meats			
 Raw poultry			

CHEMICAL STORAGE, LABELING AND USAGE

Checklist Item	Yes	No	Corrective Action
All chemicals not being stored in original container are labeled with product name			
All chemicals are stores away from food or food contact items			
All chemicals in use are approved for food service establishment use and are being used according to manufacturer's instructions (approved usage appears on label)			

PERSONAL HYGIENE

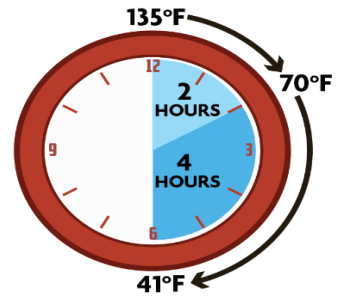
Checklist Item	Yes	No	Corrective Action
Hand sinks are properly stocked with soap and paper towels, are in good repair, and are ONLY being used for handwashing			
All employees are free of the following symptoms: vomiting, diarrhea, fever with sore throat, jaundice, and open wounds			
No employees are handing ready-to-eat foods without gloves or utensils			

HOT AND COLD HOLDING

Checklist Item	Yes	No	Corrective Action
Food is being cooled using thin layers, active stirring, and is uncovered/loosely covered.			
Food is being cooled using walk-in cooler only (no prep units)			
Ambient foods (e.g. coleslaw, salad) being cooled to 41°F			
Hot foods being maintained at 135°F or higher (must reference temp log to answer)			
Cold foods being maintained at 41°F or colder (must reference temp log to answer)			

TEMPERATURE LOG

Food Item	Location (e.g. walk-in cooler, line cooler, heat lamps, hot box, etc.)	Temp Reading	Corrective Action



TIP: YOU MUST CHECK ALL FINAL COOK AND REHEATING TEMPS.

TIP: TAKE TEMPS IN MULTIPLE AREAS OF FOOD - REMEMBER TO CLEAN THERMOMETER PROBE. DON'T JUST READ AMBIENT AIR TEMP OF HOT OR COLD

SANITIZER MEASUREMENTS

Sanitizer Type	Unit 1	Unit 2	Corrective Action
Chemical Sanitizer	ppm	ppm	
Sanitizer Type	Unit 1	Unit 2	Corrective Action
Temperature sanitizer	°F	°F	