

TOOL 14 - SAMPLE RE-OPENING SELF INSPECTION CHECKLIST FORM

Purpose: This Re-Opening Self Inspection Checklist can be used as an example to help prepare the Food Establishment for re-opening.

Instructions: Consult the Regulatory/Health Authority in your area to discuss the specific requirements for your Food Establishment prior to re-opening.

FOOD ESTABLISHMENT NAME:

LOCATION:

DATE:

PERSON-IN-CHARGE NAME:

TOOL 14 - SAMPLE RE-OPENING SELF INSPECTION CHECKLIST FORM

EQUIPMENT	Y	N	COMMENTS / CORRECTIVE ACTION
1. All equipment at correct storage/holding temperatures			
2. Thermometer in refrigerated storage and/or holding equipment.			
3. Walk-in door closes automatically.			
4. All equipment/food contact surfaces are clean and sanitized (free of all grease and food debris), in good repair and functioning properly. Such as, not limited to: <ul style="list-style-type: none"> • Drink Stations • Heated Cabinet • Cold Line/ Prep table • Display Cases • Hot wells/hot hold units • Ice Machine (scoop stored properly) • Ovens/microwave • Fryers • Grills/Clamshells/Toasters • Gaskets (reach-in coolers etc.) • Prep table, mixer, dough roller, etc. 			
5. Calibrated thermometer available to check equipment and product temperatures.			
6. Utensils are clean and sanitized, free of food debris and properly stored.			
7. Dishwasher is clean, equipped with soap; and sanitizer (low temp machine) or reaches 180°F rinse (high temperature)			
8. Sanitizer test strips available.			
9. Wiping towels properly stored in sanitizer bucket when not in use.			
FOOD, PACKAGING AND SUPPLIES			
1. No expired ingredients. Receiving date and rotation evident.			
2. Only approved ingredient/chemicals evident.			
3. All food, packaging, chemicals are properly stored to prevent cross contamination.			
4. Cans are not dented or swollen.			
5. Refrigerator food temperatures are less than or equal to 41°F.			
6. Hot food temperatures are at least 135°F.			
PEST ELIMINATION			
1. No insect infestation evident (roaches, fruit/drain/house flies)			
2. No rodent issue/infestation evident <ul style="list-style-type: none"> • mouse/rat feces (floor perimeter, in ceiling, attic, basement) • urine trails (need black light to assess) • gnawed packaging • nesting areas 			
3. No unapproved pesticides and/or baited traps evident.			
FACILITIES INCLUDING STORAGE AREAS (basement, attics, sheds):			
1. All holes and cracks (floors, walls, ceilings, doorways) are sealed.			
2. All floor/coving tiles are in good repair.			
3. All lights (such as walk-in, freezer, hoods, ceiling) are in working order, covered and shielded.			
4. Hoses/pipes have appropriate backflow device/air gap.			
5. Plumbing in good repair, not leaking (sinks, toilets).			
6. Excess/unused equipment, supplies, packaging etc. removed from premises to prevent rodent/insect harborage.			
7. Hot water heater is functioning properly, hot water (100°F min.) to hand sink.			
8. Dumpster area clean, lid closed, free of pests.			
9. All hand wash sinks functional and fully stocked (soap, paper towels, hand wash sign etc.).			
10. All toilets clean, functional and good working order.			
11. All storage racks/shelves are 6 inches off floor, clean and free of grease and food debris.			
12. All packaging, food ingredients, chemicals stored at least 6 inches off floor.			
13. All floor drains clean, free of debris/flyes, free flowing and have a secure grate.			
14. Floor, coving, floor corners/edging free of grease, debris, and buildup.			
15. Ceiling tile in good repair and ceiling is clean.			
16. Dining room furniture, fixtures (lights, pictures, posters) clean and in good repair.			
17. Recommend the Kitchen hand wash sink have disposable glove dispenser.			
18. First Aid Kit available and stocked (bandages, CPR mask etc.).			
19. Choking Poster posted as required by regulatory authority.			
20. Health Permit/License available as required by regulatory/health authority.			
21. Food Manager Certificate and/or Food Handler Cards current and on file.			
22. Electricity and water available.			
23. No sewage backup; grease traps operational – no odor.			
24. No evidence of smoking, if applicable.			
EMPLOYEES			
1. Employees or persons assigned or hired to clean facility asymptomatic for 24 hours prior to cleanup (i.e. NO symptoms of nausea, vomiting, diarrhea, jaundice, etc).			
2. Employees assigned to clean facility AND previously diagnosed with Hepatitis A, E. coli O157/STEC, shigellosis, typhoid fever or Norovirus or other diseases regulated in the jurisdiction have received Regulatory/Health Authority approval to return to work.			

