



Sample Manager Self-Inspection Checklist

Date: _____ Person-In-Charge: _____

****Use this checklist 2 times a week to determine areas in your operation requiring corrective action. YOU MUST RECORD ALL CORRECTIVE ACTION TAKEN AND KEEP COMPLETED RECORDS IN A NOTEBOOK FOR FUTURE REFERENCE AND MONITORING PURPOSES.

FOODBORNE ILLNESS RISK FACTORS: (All violations in this category must be corrected IMMEDIATELY)

Compliance Status	Yes/ No	Corrective Action
PERSONAL HYGIENE		
Employees hands are washed at critical points (finger nails short & unpolished)		
Open sores, cuts are completely bandaged and covered while handling food(s)		
No discharge from eyes, nose, mouth		
No bare hand contact with ready to eat foods		
Hand sinks supplied with proper supplies (soap and towels)		
COOLERS AND FREEZERS		
All coolers maintaining 41oF (Foods at 41oF inside all coolers)		
All freezers maintaining foods at a hard frozen state		
Hanging thermometers present in all coolers and freezers (conspicuous and accurate)		
HOT HOLDING FACILITIES		
Food is cooked/reheated to proper temperature before placing in hot holding (advisory posted if applicable)		
Food is being hot held at 135°F or higher		
Food is protected from contamination		
Time as public health control being documented and followed		



Compliance Status	Yes/ No	Corrective Action
FOOD HANDLING		
Frozen food is thawed under refrigeration (at 41°F) or under cool running water (70°F or less)		
Food is not allowed to be in the “temperature danger zone” for more than 4 hours		
Food is not allowed to be cross contaminated		
Food is handled with clean utensils, clean gloved hands, or clean hands		
Reusable cloths are only used for sanitizing equipment surfaces (not for hand drying)		
No bare hand contact with ready to eat foods		
Time as a public health control being documented and followed (4 hours maximum time)		
Foods obtained from an approved source at proper temperatures and are in good condition. Documentation provided (shellfish tags present and on file for 90 days and invoices)		
ALL fruits and vegetables washed in the vegetable sink prior to cutting/processing		
Raw meats/fish prepared separate from fruits/vegetables and ready to eat foods or at different times on cleaned and sanitized surfaces		
FOOD STORAGE AND DRY FOOD STORAGE/DISPLAY		
All food 6” (inches) off of ALL floors		
Food inventories are rotated (First in First Out)		
No bulging or leaking canned goods		
Food properly covered in ALL storage areas		
Foods in all containers are properly labeled (name of food and open or discard date)		
Foods (raw meats and fish products) are stored properly in all coolers		
Foods not stored in areas of potential contamination (under plumbing pipes, in bathrooms)		



CLEANING AND SANITIZING		
4 compartment sink used and set up (wash, rinse, sanitize)		
Chlorine or Quat test strips available (Chlorine 50ppm, Quat 200ppm) or thermometer present for heat sanitization (heat final rinse of 160F)		
Dish machine working and sanitizing properly (Chlorine 50ppm or Quat 200ppm or heat at 160°F)		
Utensils allowed to air dry properly		
Wiping cloths are stored in sanitizing solution while in use (Chlorine 100ppm or Quat 300ppm)		
Large equipment cleaned and sanitized properly		
Work surfaces (slicer, knives, prep tables and cutting boards) cleaned and sanitized when needed or between uses		
Cleaned and sanitized utensils stored properly (on clean surfaces and inverted)		



GOOD RETAIL PRACTICES:

Compliance Status	Yes/ No	Corrective Action
PHYSICAL FACILITIES		
Non food contact surfaces clean to sight and touch (floors, walls, ceilings, door handles, shelves, hood system)		
Plumbing fixtures in good repair (not leaking and working properly); back flow prevention installed		
Floors, walls, ceiling tiles in good repair (not broken, missing)		
Lights in all food preparation, storage, display areas working and shielded properly		
Ventilation adequate and working properly		
Waste water disposed of properly (sewer system) AND grease trap pumped and manifests on file		
Toilet facilities cleaned and properly supplied (soap and towels or approved drying device)		
Hot and cold water supplied to ALL sinks		
Garbage/refuse properly disposed; facilities maintained/clean		
Chemicals stored in designated areas and labeled properly and cleaning equipment (brooms, mops) stored properly		
Equipment maintained		
Pests controlled (doors closed, kitchen kept clean, and pest control documentation on file)		