

Food Safety Self-Inspection Checklist

Date _____

CFM/ PIC _____

IN	OUT	EMPLOYEE/CUSTOMER ILLNESS
		1. All employees are trained as required on our Employee Illness Policy.
		2. All employees have signed an Employee Illness Reporting Agreement and forms are kept on-site.
		3. Ill employees are excluded or restricted as required.
		4. Reports of ill employees are made, as required, to Brown-Nicollet Environmental Health and are entered onto Employee Illness Log as reported to Person In Charge.
		5. All customer complaints of illness are addressed by CFM or PIC and reported immediately as required.

IN	OUT	EMPLOYEE BEHAVIORS
		6. All employees are trained on proper handwashing.
		7. Handwashing is monitored.
		8. Eating, drinking, or tobacco use is restricted in food areas.
		9. Bare hand contact with ready-to-eat and ready-to-serve food items is restricted.
		10. Facilities and supplies are adequate for proper handwashing.
		11. Adequate supply of gloves is available to all employees.

IN	OUT	FOOD SUPPLY
		12. Food is purchased from approved suppliers/no home prepared food.
		13. Food is received at proper temperatures. Monitor receiving temperatures and log as required.
		14. Food items received are inspected, segregated and damaged food are discarded or returned.
		15. Itemized supplier records are maintained onsite, so they are readily available.

IN	OUT	PROTECTION of FOOD from CROSS-CONTAMINATION
		16. Food items are stored properly to protect from cross-contamination, in coolers, and food storage areas.
		17. All food contact surfaces are properly sanitized between uses; including dishes and utensils, food prep tables and preparation sinks.
		18. Sanitizer effectiveness has been tested or monitored and recorded on logs as required.
		19. Proper scoops are available for service of ice and food, and they are stored properly.

IN	OUT	FOOD PROTECTION
		20. Thermometers are calibrated on a regular basis according to manufacturer's specifications.
		21. Final cooked temperatures of menu items are monitored and recorded as required.
		22. All hot holding temperatures are maintained, monitored and recorded as required.
		23. All cold holding temperatures are maintained, monitored and recorded as required.
		24. Potentially hazardous food items are properly date marked and disposed of if date has expired.

IN	OUT	CHEMICAL STORAGE
		25. Toxic chemicals are properly labeled, stored and used in order to prevent cross-contamination of food products and equipment.
		26. Employees are properly trained on proper use of chemicals.

IN	OUT	PHYSICAL FACILITIES
		27. All physical facilities are clean and maintained clean.
		28. Safe potable water supply is available and protected from back-flow or back siphonage.
		29. Hot and cold water are available at all locations in the facility.
		30. Deter insects, rodents or animals from facility.
		31. Unauthorized persons are restricted from food preparation and storage areas.

OTHER:

32. _____

33. _____

34. _____

ITEMS REQUIRING IMMEDIATE ATTENTION (NOTE ITEM #):

To obtain additional copies of this form, visit our website at:

www.co.nicollet.mn.us>Departments>Brown-Nicollet Environmental Health>Licensed Establishments>Food and Beverage Establishments>Documents and Resources>Food and Beverage documents