

**City of Milwaukee Health Department (MHD)
Food License Pre-Inspection Checklist for Operators**

Licensing and Inspection	✓
Prospective food operator must apply for a food license and pay the application fee with The Milwaukee City Clerks' Office- License Division: City Hall Room 105 200 E. Wells Street Milwaukee, WI 53202 www.milwaukee.gov/license (414)286-2238	
The food service operator or an employee of the operator must be present at the pre-inspection.	
Construction to be complete. All food related areas, restrooms and bars will be inspected. *New construction and/or remodeling requires Health Department plan review BEFORE the pre-inspection	
NOTES: <ul style="list-style-type: none"> MHD will complete a pre-inspection report. Any remaining items to be completed will be listed and a copy of the report will be provided to the operator. The operator will be advised to contact the MHD inspector to schedule the follow up-inspection AFTER all remaining items have been completed. Upon completion of orders, MHD will release the Health Department hold on the license. Pre-opening inspections may be done in any order; MHD does not require that Occupancy inspections have been done before the Health Department inspection. 	
Kitchen Equipment and Facilities	✓
All kitchen equipment installed.	
Dish machine installation complete, chemicals installed and machine ready to run.	
For manual warewashing in 3 or 4 compartment sinks, provide dish soap and an approved sanitizer. Note: Automatic chemical dispensers are NOT required.	
Provide the appropriate test strips for all sanitizers to be used for warewashing and wiping cloth buckets. Provide a maximum read thermometer or strips to check hot water sanitizing machines.	
All coolers (41°F or below) and freezers (0°F or below) up and running. Recommend turning on coolers and freezers 24 hours ahead of the inspection.	
All hot holding equipment (135°F or above) to be up and running (turn on at least 1 hour before inspection) Note: cooking equipment does not need to be turned on/hot.	
Plumbing work completed with hot and cold water provided.	
Provide soap, hand towels and handwash signage at all hand wash sinks and covered waste containers in toilet rooms (MHD can provide handwash signage).	
Provide thermometers in all coolers and freezers. Provide at least one stem thermometer for taking internal food temperatures.	
Floors, walls and ceilings finished with approved materials, in good repair and clean.	
Certification and Policies	✓
Have company policies regarding employee illness reporting requirements and vomit and diarrhea cleanup available for review. If you do not have either of these, MHD can provide a template/draft policy that you may adopt.	
Have final menu and company standard operating procedures available (including using time as a public health control procedure, if applicable).	
Provide a copy of your Certified Food Protection Manager (CFPM) certificate. If you do not have a CFPM, your food license will be considered conditional. MHD is required to order your operation closed if you do not provide a CFPM within 90 day of food license issuance. Visit www.milwaukee.gov/CFM for information on Food Manager Certification.	