

Food Safety Self-Inspection

Observer: _____ Date: _____

Use this checklist once a week to determine areas in your operations requiring corrective action.

Please note this list does not include all Food Code Violations and only includes some of the most common violations

Personnel	Corrective Action
Employees with illnesses, cuts, and infections are restricted from handling food & utensils	
Employees are using designated areas for eating, using tobacco, storing drinks & personal items	
Employees are washing their hands when needed at a designated hand sink	
Employee Hygiene	Corrective Action
All hand sinks are accessible and stocked with soap & paper towels	
Jewelry is limited to plain ring and hair restraints are worn	
Employees are using single-use gloves or utensils when handling ready-to-eat foods (no bare-hand contact)	
Employee clothing is clean	
Employees are not using cloth towels to wipe hands or utensils	
Food Temperature	Corrective Action
Accurate thermometers are visible in hot and cold hold food units and accurate	
Stem thermometers are available and calibrated	
Potentially hazardous cold foods are held at 41°F or below	Food Item: _____ Temp: _____ °F
Potentially hazardous hot foods are held at 135°F or above	Food Item: _____ Temp: _____ °F
Potentially hazardous foods are reheated rapidly to 165°F within 2 hours	Food Item: _____ Temp: _____ °F
Potentially hazardous foods are being cooled using approved rapid cooling methods	Food Item: _____ Time: _____ Temp: _____ °F
Cooling foods meet cooling parameters (135°F to 70°F within 2 hours, 70°F to 41°F or below within 4 hours)	Food Item: _____ Time: _____ Temp: _____ °F Food Item: _____ Time: _____ Temp: _____ °F
Final cook temperatures are being checked by staff	Food Item: _____ Temp: _____ °F
Potentially hazardous foods are properly thawed	
Food Safety	Corrective Action
Food is from an approved source	
Food is protected from contamination	
Single-use items and utensils are stored inverted	
Food, food equipment & single service items are stored 6 inches off the floor	
Raw items are stored below other foods: Ready to Eat/Produce/Fish/Beef/Poultry	
All food is covered (when required), labeled and date marked	
Consumer advisory is on menu or posted	
Equipment	Corrective Action
Cutting boards and other in-use equipment is washed, rinsed, and sanitized every four hours and when tasks change	
Exhaust hood and filters are clean	
All equipment is clean & in good repair	
Sanitation	Corrective Action
Chemical test kit is available for checking sanitizing solutions	Sanitizer: _____ PPM: _____
Warewash and food prep sinks are cleaned and sanitized before and after use	
3-compartment warewash sink set-up is: Wash→Rinse→Sanitize→Air Dry	
Wiping cloth sanitizer concentration is within correct range	Sanitizer: _____ PPM: _____
Wiping clothes are stored in wiping cloth buckets & stored off the floor	
Facility	Corrective Action
Floors, walls & ceilings are kept clean & in good repair	

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Restrooms are stocked with toilet paper, soap, paper towels & covered waste receptacle (where required)	
Toxic chemicals are labeled and stored separately from food & utensils	
There is NO evidence of pests (e.g. rodents/cockroaches/flies)	
Plumbing is in good working order (hot and cold water under pressure, backflow protection)	
Adequate lighting must be provided and covered with shatter resistant covering	
Dumpster lids kept closed and dumpster area kept clean	

<p>EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE: No/expired food dealer’s license, fire, sewage back-up, no running water, no electricity, utility interruptions, inability to clean & sanitize, evidence of pests or low score.</p>	<p>IMMEDIATELY NOTIFY THE HEALTH DEPARTMENT CONSUMER ENVIRONMENTAL HEALTH 414.286.3674</p>
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At the annual routine inspection, a food service establishment’s point total will result in a letter grade score following the below criteria:

A	100 – 79 points
B	78 – 60 points
C	Below 60 points
Pending	Pending compliance of an imminent health hazard or during an appeal process
Temporarily Closed	Less than 60 points or imminent health hazard. The establishment will re-open after all priority violations have been corrected and the imminent health hazard eliminated.

Food service establishments can earn points back upon re-inspection.

Corrected violations can earn points back.

Repeat violations do not earn points back.

Points are earned back, provided they were not repeat violations, based on the FDA violation criteria and point values below:

	Original Value	Re-inspection #1	Re-inspection #2	Re-inspection #3
Priority	5.0	3.0	2.0	1.0
Priority Foundation	3.0	1.8	1.2	0.60
Core	2.0	1.2	0.80	0.32

Additional Comments: _____

