

MONTHLY FOOD SAFETY CHECKLIST

Directions: Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Date _____

Observer _____

Personal Dress and Hygiene

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees wear proper uniform or clean outer clothing, including proper shoes	<input type="checkbox"/>	<input type="checkbox"/>		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Effective hair covering is properly worn	<input type="checkbox"/>	<input type="checkbox"/>		Disposable tissues are used and disposed of when coughing/blowing nose	<input type="checkbox"/>	<input type="checkbox"/>	
Fingernails are short, unpolished, and clean	<input type="checkbox"/>	<input type="checkbox"/>		Employees take appropriate action when coughing or sneezing	<input type="checkbox"/>	<input type="checkbox"/>	
Jewelry is limited to simple earrings and plain ring	<input type="checkbox"/>	<input type="checkbox"/>		Disposable gloves worn when handling ready to eat foods with the hands	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are changed at critical points	<input type="checkbox"/>	<input type="checkbox"/>		Hand are washed thoroughly using proper hand washing procedures at critical points	<input type="checkbox"/>	<input type="checkbox"/>	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food and touching food-contact surfaces	<input type="checkbox"/>	<input type="checkbox"/>		Employees do not use tobacco products inside school buildings	<input type="checkbox"/>	<input type="checkbox"/>	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Dry storage temperature is between 50 and 70 F (recommended)	<input type="checkbox"/>	<input type="checkbox"/>		There are no bulging or leaking canned goods in storage.	<input type="checkbox"/>	<input type="checkbox"/>	
All food and paper supplies are 6-8 inches off floor (required)	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination	<input type="checkbox"/>	<input type="checkbox"/>	
All food is labeled with delivery date or delivery sticker for rotation purposes	<input type="checkbox"/>	<input type="checkbox"/>		All surfaces and floors are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
The FIFO (first in, first out) method of inventory is being practiced	<input type="checkbox"/>	<input type="checkbox"/>		Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons)	<input type="checkbox"/>	<input type="checkbox"/>	
Open bags of food are stored in containers with tight fitting lids and labeled.	<input type="checkbox"/>	<input type="checkbox"/>					

Large Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	<input type="checkbox"/>	<input type="checkbox"/>		Loading dock and area around dumpster are clean and odor free	<input type="checkbox"/>	<input type="checkbox"/>	
Food slicer is broken down, cleaned and sanitized before and after use	<input type="checkbox"/>	<input type="checkbox"/>		Exhaust hood and filters are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Boxes, containers and recyclables are removed from site	<input type="checkbox"/>	<input type="checkbox"/>					

Refrigerator, Freezer and Milk Cooler

	Yes	No	Corrective Action		Yes	No	Corrective Action
Thermometers are available and accurate	<input type="checkbox"/>	<input type="checkbox"/>		Proper chilling procedures are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature is appropriate for pieces of equipment	<input type="checkbox"/>	<input type="checkbox"/>		All food is properly wrapped, labeled and dated	<input type="checkbox"/>	<input type="checkbox"/>	
Food is stored 6 inches off floor in walk-ins	<input type="checkbox"/>	<input type="checkbox"/>		The FIFO method of inventory is used.	<input type="checkbox"/>	<input type="checkbox"/>	
Units are clean and neat.	<input type="checkbox"/>	<input type="checkbox"/>		Air temperature of all refrigerators and freezers is monitored and documented daily	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature of cold food being held is at or below 41 degrees F	<input type="checkbox"/>	<input type="checkbox"/>					

MONTHLY FOOD SAFETY CHECKLIST, continued

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly	<input type="checkbox"/>	<input type="checkbox"/>		Food is tasted using the proper procedure	<input type="checkbox"/>	<input type="checkbox"/>	
All food stored or prepared in facility is from approved sources	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>		Food is cooked to the required safe internal temperature for the appropriate time and tested with a calibrated food thermometer	<input type="checkbox"/>	<input type="checkbox"/>	
Food is handled with suitable utensils, such as single use gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>		Clean, reusable towels are used only for cleaning and sanitizing equipment, surfaces and not for drying hands, utensils, or floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is prepared in small batches to limit the time it is in the temperature danger zone	<input type="checkbox"/>	<input type="checkbox"/>					

Utensils and Equipment

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting boards are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are cleaned and sanitized after each use	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment and utensils are air-dried	<input type="checkbox"/>	<input type="checkbox"/>		Thermometers are calibrated every 2 weeks	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>		Can opener is clean to sight and touch	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned and sanitized between uses	<input type="checkbox"/>	<input type="checkbox"/>		Drawers and racks are clean.	<input type="checkbox"/>	<input type="checkbox"/>	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	<input type="checkbox"/>	<input type="checkbox"/>		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	<input type="checkbox"/>	<input type="checkbox"/>	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	<input type="checkbox"/>	<input type="checkbox"/>		Temperature of hot potentially hazardous food being held is at or above 135° F.	<input type="checkbox"/>	<input type="checkbox"/>	
Food is heated to the required safe internal temperature before placing in hot holding.	<input type="checkbox"/>	<input type="checkbox"/>		Food is protected from contamination.	<input type="checkbox"/>	<input type="checkbox"/>	
Hot holding units are not used to reheat potentially hazardous foods.	<input type="checkbox"/>	<input type="checkbox"/>		Hot holding unit is pre-heated before hot food is placed in unit.	<input type="checkbox"/>	<input type="checkbox"/>	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	<input type="checkbox"/>	<input type="checkbox"/>		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	<input type="checkbox"/>	<input type="checkbox"/>	
Dishmachine is working properly (i.e. gauges and chemicals are at recommended levels).	<input type="checkbox"/>	<input type="checkbox"/>		Water is clean and free of grease and food particles	<input type="checkbox"/>	<input type="checkbox"/>	
Water temperatures are correct for wash and rinse	<input type="checkbox"/>	<input type="checkbox"/>		Smallware and utensils are allowed to air dry	<input type="checkbox"/>	<input type="checkbox"/>	
If heat sanitizing is used, the utensils are allowed to remain immersed in 171° F water for 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>		Wiping cloths are stored in sanitizing solution while in use	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Inside waste receptacles shall be durable, cleanable, insect/rodent resistant, leakproof and nonabsorbent and kept covered when not in continuous use.	<input type="checkbox"/>	<input type="checkbox"/>		Boxes and containers are removed from site	<input type="checkbox"/>	<input type="checkbox"/>	
Inside kitchen garbage cans are emptied as necessary and kept clean	<input type="checkbox"/>	<input type="checkbox"/>		Outside loading dock and area around outside dumpster/trash receptacles/recyclables are clean	<input type="checkbox"/>	<input type="checkbox"/>	
Outside trash receptacles are constructed to have cover/lids and are kept closed.	<input type="checkbox"/>	<input type="checkbox"/>					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>		There is a regular schedule of pest control by licensed pest control operator	<input type="checkbox"/>	<input type="checkbox"/>	
Pests are eliminated by eliminating harborage conditions (what they need to survive)	<input type="checkbox"/>	<input type="checkbox"/>		No evidence of pests is present.	<input type="checkbox"/>	<input type="checkbox"/>	