Retail Food Establishment
Self-Inspection Checklist

**Handwashing/Personal Hygiene**

☐ Handwashing sinks are set up with soap and paper towels.
☐ Handwashing sinks are easily accessible (not blocked).
☐ Employees practice proper handwashing. (i.e., before putting on gloves, after handling trash, after returning to the kitchen, after touching face/clothes).
☐ Employees practice proper glove usage (change when soiled, no cross contamination)
☐ Employees exhibit good hygienic practices.
☐ Cuts/sores properly covered with bandage and glove.
☐ Employee beverages properly covered and stored.
☐ Employees eating/drinking/smoking away from food preparation areas and clean utensils.
☐ Proper employee health screening, exclusion and restrictions.

**Temperature Control**

☐ Facility is using approved hot holding equipment.
☐ Metal stem thermometer available with range of 0°F to 220°F, calibrated and properly used.
☐ Time/temperature controlled foods for safety, held at 41°F or below or at 135°F or above.
☐ Time/temperature controlled foods for safety, rapidly reheated to 165°F or higher (within two hours or less).
☐ Raw proteins cooked to proper temperature.
☐ Coolers/equipment with TCS foods in good repair.
☐ Proper cooling of prepared foods from 135°F down to 70°F in two hours and then down to 41°F in an additional 4 hours

**Storage/Protection**

☐ Raw meat stored separately from other food items.
☐ All food and single-use items stored at least 6” off the ground.
☐ Utensils stored in water must be at 135°F or above.
☐ Food protected from the environment (i.e., food shielded, covered).
☐ Utensils and single-use items stored inverted and protected.
☐ Chemicals labeled and stored away from food and food contact surfaces.
☐ Food stored in approved refrigerators.
☐ Ensure all food items are from an approved source.

**Sanitizing and Disinfecting**

☐ Utensils/ dishware properly washed/rinsed/sanitized.
☐ Test strips available for testing sanitizer.
☐ Sanitizer available and at the proper concentration.
☐ Properly disinfect all high touch points, food contact surfaces and bathrooms