

Daily Self-Inspection Sheet

Establishment: _____

Date: _____ Time: _____

Person In Charge: _____

*Cold Holding (Requires 41°F)

Item:	Location:	Temperature:	Corrective Action Taken

*Cooking (Pork/Seafood – 145°F, Ground Beef – 155°F, Poultry & Stuffed Foods – 165°F)

Item:	Location:	Temperature:	Corrective Action Taken

*Hot Holding (Requires 140°F)

Item:	Location:	Temperature:	Corrective Action Taken

*Cool Down (From 140°F to 70°F within 2 hours and from 70°F to 41°F within another 4 hours)

Item:	Location:	Temperature:	Corrective Action Taken

*Reheating (Heat to 165°F within 2 hours)

Item:	Location:	Temperature:	Corrective Action Taken

*Items may contribute to foodborne illness

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In – Means “In compliance or acceptable.” Out – Means “Out of compliance or unacceptable.”

Personal Hygiene

In	Out		Corrective Action taken
		* No employees present with fever, jaundice, vomiting, diarrhea	
		* Frequent hand washing observed (20 seconds)	
		* No open cuts or wounds/bandages (gloves used)	
		* No eating, drinking or tobacco use in prep areas	
		Hair restraints, fingernails/clothes clean	
		Gloves, utensils used to reduce bare hand contact with food	

Hand Sinks

In	Out		Corrective Action taken
		* Accessible/not blocked, hot and cold water	
		Clean, No food waste	
		* Soap and paper towels	

Refrigerated Storage

In	Out		Corrective Action taken
		* Refrigeration equipment maintaining 41°F or below	
		* Cooked/prepared foods stored above raw/unprepared foods	
		All refrigerated products properly labeled with time/date	
		Accurate probe thermometer available	
		Accurate refrigeration thermometer provided/visible	

Dishwashing

In	Out		Corrective Action taken
		Machine clean – no food waste or lime/calcium build-up	
		Machine properly dispensing soap	
		* Proper sanitizing: _____ ppm or _____ °F	
		3-vat sink clean – not greasy: wash, rinse, sanitize	
		Dishes/utensils/glasses – clean and air dried	
		Test strips available (Chlorine, Quaternary Ammonia, Iodine)	

General

In	Out		Corrective Action taken
		Doors and windows properly closed, vermin resistant	
		No vermin (roaches, mice, flies, etc.)	
		Valid food handler permits/manager certification	
		Kitchen equipment - clean, no grease or food waste build-up	
		Pop heads/tea spigots - clean	
		Cutting boards, pots, pans - clean, and in good repair	
		Ice scoops properly stored (handle out of ice or on clean surface)	
		Refrigerated foods covered, labeled, and dated	
		* Food Source - sound condition	
		Wipe cloths properly stored in clean sanitizing solution	
		Chemicals and spray bottles properly stored and labeled	
		Consumer advisory in place if serving raw/undercooked meats	
		Single service articles properly stored and dispensed	
		All lights working and properly shielded	
		Floors/floor drains cleaned and maintained (walls & ceilings)	
		Consumers directed to use clean plates for refills from buffet	
		Dumpster doors/lids properly closed and no trash on ground	

*Items may contribute to foodborne illness

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