

Daily Inspection Checklist

Prior to opening your business each day, assess all of the Opening criteria below. Make any necessary corrections to ensure that your business can open safely.

<input type="checkbox"/> <i>Power</i> – the facility has power and there has been no evidence of a power outage <input type="checkbox"/> <i>Vermin</i> – no evidence of cockroaches, rodents, or other vermin <input type="checkbox"/> <i>Sewage</i> – no sewage on the ground (inside or outside)
<input type="checkbox"/> <i>Sanitizer</i> – chlorine (bleach), quaternary ammonium, or other approved sanitizer available <input type="checkbox"/> <i>Dish machine</i> – operational and provides adequate sanitizer (if you have one) <input type="checkbox"/> <i>Test strips</i> – available for each type of sanitizer <input type="checkbox"/> <i>Food contact surfaces</i> – properly cleaned and sanitized
<input type="checkbox"/> <i>Thermometers</i> – available for taking temperatures, properly working, and clean <input type="checkbox"/> <i>Refrigerators</i> – operational and capable of maintaining food at 41°F or below <input type="checkbox"/> <i>Food temperatures</i> – perishable foods are maintained at 41°F or below
<input type="checkbox"/> <i>Hot and cold water</i> – adequate hot and cold water (at least 120°F) <input type="checkbox"/> <i>Handwashing stations</i> – adequate liquid hand soap and single use towels/air dryer <input type="checkbox"/> <i>Toilets</i> – operational with any necessary supplies and available for employees
<input type="checkbox"/> <i>Employees</i> – no ill employees working

Prior to closing your business at the end of the day, assess all of the Closing criteria below. This will help prevent any additional issues the next day. Sewage related issues must be addressed immediately. Minor leaks may be able to wait until the next morning.

<input type="checkbox"/> <i>Food storage</i> – protected from contamination, covered, enclosed, off the floor <input type="checkbox"/> <i>Food contact surfaces</i> – properly cleaned and sanitized <input type="checkbox"/> <i>Food debris</i> – cleaned off of any equipment and the floor and properly disposed of <input type="checkbox"/> <i>Water source/leaks</i> – eliminate water sources that attract may vermin <input type="checkbox"/> <i>Garbage/refuse</i> – properly disposed of in outside dumpster (keep dumpster lid closed)
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