<b>Food Safety</b>	Daily	<b>Checklist</b>
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Date: \_\_\_\_\_ Shift: \_\_\_\_\_ Observer: \_\_\_\_

Record any corrective action taken and keep completed records for future reference.

#### **Personal Hygiene**

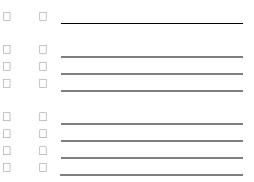
- Food employee uniforms are clean, including shoes. •
- Food employee hair restraints are properly worn.
- Food employee fingernails are short, unpolished, and clean • (no artificial nails).
- Jewelry on hands or arms is limited to a plain wedding band; no bracelets or watches.
- Hands are washed properly, frequently, and at appropriate times.
- Closed burns, wounds, and sores are bandaged and • completely covered with a foodservice glove while handling food.
- Cast, splint, or other brace that prevents proper hand washing is not in use.
- Eating, drinking, chewing gum, smoking, vaping or using tobacco is allowed in only designated areas away from food, storage, and ware washing areas.
- Employees appear in good health. •
- Hand sinks are clean, unobstructed, and operational. •
- Hand sink stations have cold and hot water, soap, disposable • towels, and a trash can.
- Employee restrooms are clean and operational.

## **Food Preparation**

- All food stored or prepared in the facility is from an approved • source.
  - All food is at proper temperatures during storage, display, service, transport, and holding.
  - Food is cooked to the minimum temperature for the • appropriate time.
  - Appropriate cooling procedures are in use. •
  - Food temperatures are taken with a calibrated • thermometer.
- Food equipment, utensils, and food contact surfaces are • properly washed, rinsed, sanitized, and air dried prior to use.
- Frozen food is thawed by an approved method.
- Thawed food is not refrozen. •
- Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible.
- Food is tasted using the proper procedure. •
- Procedures are in place to prevent cross-contamination.
- There is no bare hand contact with ready to eat foods.

Yes	No	Corrective Action

- Yes
- No **Corrective Action**





# Food Safety Daily Checklist

Yes

Yes

Yes

Yes

Yes

## **Hot Holding**

- Hot holding units are clean and operational.
- Hot holding unit is pre-heated before hot food is placed in unit.
- Food is heated to the required temperature before placing in hot holding.
- Food is held at or above 135°F.
  - Thermometers are available and accurate.
  - Food is protected from contamination

## **Cold Holding**

- Food is held at or below 41°F.
- Food is protected from contamination.

## **Refrigerator and Freezer**

- Refrigerator and freezer units are clean and operational.
  - Thermometers are available and accurate.
- Food is stored 6 inches off floor throughout facility unless on pallets or stored in waterproof containers.
- All food is properly wrapped, labeled, and dated.
- Ambient air temperature of all refrigerators and freezers is monitored and documented.

## Food Storage and Dry Storage

- All food scoops are stored properly.
- Food is stored in original container or a food grade container.
- Open food is stored covered.
- All food is labeled properly.
- There are no bulging or leaking canned goods.
- Food is protected from contamination.
- All food and paper supplies are stored 6 inches off the floor throughout facility unless on pallets or stored in waterproof containers.
- Chemicals are clearly labeled and stored away from food, and food-related supplies.

## **Cleaning and Sanitizing**

- Three-compartment sink is properly set up only when actively ware washing (110°F wash water, and appropriate sanitizer concentration in third compartment).
- Washed and sanitized items are allowed to air dry.
- Water is clean and free of grease and food particles.
- Dish machine is working properly (such as gauges and chemicals are at recommended levels).
- Sanitizer in buckets is mixed correctly and a sanitizer strip is used to test chemical concentration.

No	Corrective Action
No	Corrective Action
No	Corrective Action

No	Corrective Action

#### No Corrective Action



## **Food Safety Daily Checklist**

Wiping cloths are stored in sanitizing solution when not in use.

#### **Utensils and Equipment**

- All equipment and utensils, including cutting boards and • knives, are washed, rinsed, sanitized, and air dried every four hours while in use.
- Work surfaces and utensils are kept cleaned and are sanitized between uses.
- Thermometers are cleaned and sanitized prior to each use. •
- Thermometers are calibrated on a routine basis. •
- The can opener is cleaned and sanitized.
- Drawers and racks are clean.
- 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.

#### Large Equipment

- Large equipment is broken down, cleaned, and sanitized ٠ before and after every use.
- Exhaust hood is operating properly; filters are clean, and in place.

#### Garbage Storage and Disposal

- Kitchen garbage cans are clean and lined.
- Garbage cans are emptied as necessary.
- Boxes, containers, and recyclables are removed from site. •
- Loading dock and area around dumpsters are clean and odor-• free.
- Dumpsters are clean and covered. •

#### Pest Control

- Outside doors have air curtains or screens, are well-sealed, and are equipped with a self-closing device.
  - Air curtains are operating properly
- No evidence of pests is present.
- There is a regular schedule of pest control by a licensed pest control operator.

ſes	No	Corrective Action
ſes	No	Corrective Action
<b>res</b>	No	Corrective Action
Yes	No	Corrective Action

