

FOOD SAFETY & SANITATION CHECKLIST

Facility: _____

Date: _____

F-Tags	Review	Y	N
364	1. Does hot food leave the kitchen above 140° F?		
	2. Does cold food leave the kitchen below 41°F?		
370	1. Does the facility appear in sound condition without filth or contamination?		
	2. Is food purchased from a reputable and approved source?		
	3. Are thermometers in the refrigerators?		
	4. Are refrigerator temperatures monitored and recorded?		
	5. Are thermometers in the freezers?		
	6. Are freezer temperatures monitored and recorded?		
	7. Has the Manager scheduled deliveries at off-peak times?		
	8. Is there adequate refrigerator and freezer space?		
	9. Are identification tags for shellfish kept on file for 90 days?		
	10. Is food inspected before placed into storage?		
	11. Are PHF received at 41° F or below?		
	12. Is frozen food received at 0° F or below?		
	13. Is Modified Atmospheric Packaging inspected for time/temperature abuse?		
	14. Does the facility identify food not stored in its original container by its proper name?		
371	1. Is the FIFO storage system utilized?		
	2. Is the dry storage cool, 50°F - 70°F?		
	3. Is the dry storage well-lighted?		
	4. Are thermometers calibrated on a routine basis?		
	5. Are thermometers properly sanitized before using?		
	6. Are food temps in storage monitored & recorded?		
	7. Are all foods covered, labeled and dated?		
	8. Is all food stored off the floor?		
	9. Are the storage areas monitored for cleanliness?		
	10. Is the storage area organized?		
	11. Are food and non-food items stored separately?		
	12. Are food bins clean, labeled with no scoops inside?		
	13. Are PHF handled in a sanitary manner?		
	14. Is hot food held at or above 140° F?		
	15. Is cold food held at or below 41° F?		
	16. Does the facility thaw foods properly?		
	17. Are the refrigerators clean inside and out?		
	18. Are the freezers clean inside and out?		
	19. Are leftovers handled properly?		
	20. Is food transported in a safe manner?		
	21. Is food at least 6" off the floor?		
	22. Is food at least 18" from the ceiling?		
	23. Are raw animal foods separated from raw or ready to eat foods?		
	24. Are utensils, surfaces and equipment cleaned and sanitized after each use?		

F-Tags	Review	Y	N
	25. Does staff work to prevent cross contamination?		
	26. Are scoops or tongs used when serving ice, and are these stored outside of the icemaker?		
371	1. Do employees thoroughly wash their hands and exposed arms before starting work and as often as necessary?		
	2. Is the work area clean and organized?		
	3. Are hand washing sinks designated?		
	4. Are employees eating in only designated areas?		
371	1. Are food contact surfaces smooth, easily cleaned, and free of breaks, seams, racks, chips, pits?		
	2. Is the toaster clean?		
	3. Is the slicer clean?		
	4. Is the mixer clean?		
	5. Is the blender clean?		
	6. Is the can opener clean?		
	7. Is the coffee machine clean?		
	8. Is the range/oven clean?		
	10. Is the hood professionally cleaned routinely?		
	11. Is a cutting board used?		
	12. Are the carts clean? Wheels?		
	13. Is the steam table clean?		
	14. Is the microwave clean?		
	15. Is the fryer clean?		
	16. Are hoods and vents clean?		
	17. Is 3-sink area utilized correctly (including checking sanitizer)?		
	18. Is the dishwashing area clean?		
	19. Are dishmachine temperatures adequate?		
	20. Is the pot and pan area clean?		
	21. If a low-temp machine is used, is the chemical adequate and recorded?		
	22. Are cleaning cloths stored in sanitizing solution between uses?		
	23. Are food contact surfaces cleaned and sanitized after each use?		
	24. Are food prep equipment, utensils & dishes effectively sanitized & cleaned & stored properly?		
	25. Are dishes free of stains and dirt?		
	26. Are dishes air-dried, and stored?		
	27. Are potable and nonpotable water systems connected in accordance with state/local laws?		
	372	1. Are garbage containers covered unless in use?	
2. Are mops stored properly?			
3. Are dumpsters closed and not overflowing?			
469	1. Is the facility free of evidence of insects or pests?		
	2. Are outside openings protected against pests?		
	3. Are floors, walls and ceilings clean and in good repair?		

PHF = potentially hazardous foods

Reference: Consultant Dietitians in Health Care Facilities 2001