MONTHLY FOOD SAFETY CHECKLIST

Directions: Use this checklist at least monthly to determine strengths and weaknesses in your food safety practices. Record corrective action taken and keep completed records for future reference.

Personal Dress and Hygiene Yes	Date			Observer				
Yes No Corrective Action Entire, drinking, chewing gum are observed only in								
Engloyees wear proper uniform or clean out coloning, including proper shoes	Personal Dress and Hygiene							1
odesignated areas away from work areas.		Yes	No	Corrective Action		Yes	No	Corrective Action
Effective hair covering is properly worn.								
Coupling/bowing nose.	5				-	\sqcup	ш	
Fingernals are short, unpolished, and dean.	Effective hair covering is properly worn.	ш			i .	l n		
Jovenity is limited to simple, secured	Fingernails are short unnolished and clean		<u> </u>		<u> </u>	Ш	Н —	
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sarrings and plain ring. lease to leaf toods with the hands.	Jewelry is limited to simple, secured							
critical points.	• •							
Copen sores, cuts, or splints and bandages on hands are completed, covered with a single-use food glowe while handling food and touching food-contact surfaces. Copen stage and Dry Storage	Single-use food gloves are changed at				Hands are washed thoroughly using proper hand			
scheol properties. Single-use flood glow while handling food and touching food-contact surfaces. Single-use flood glow while handling food and touching food-contact surfaces. Single-use flood glow while handling food and touching food-contact surfaces. Single-use flood glow while handling food and floor floor while handling flood-contact surfaces. Single-use floor	critical points.				washing procedures at critical points.			
single-use food giove while handling food and louching food-contact surfaces. Yes No Corrective Action There are no bulging or leaking canned goods in storage.	Open sores, cuts, or splints and bandages				Employees do not use tobacco products on any			
The FIFO (first in, first out) method of inventory is being practiced. Yes No Corrective Action There are no bulging or leaking canned goods in storage. Storage temperature is between 50° F Storage. Storag		_			school properties.			
Yes No Corrective Action There are no bulging or leaking canned goods in storage. Yes No Corrective Action There are no bulging or leaking canned goods in storage. Yes No Corrective Action Yes								
Yes No Corrective Action Yes No Corrective Action Yes No Corrective Action There are no bulging or leaking canned goods in storage.	and touching food-contact surfaces.							
Yes No Corrective Action Yes No Corrective Action Yes No Corrective Action There are no bulging or leaking canned goods in storage.								
Dry storage temperature is between 50° F and 70° F (recommended).	Food Storage and Dry Storage							
and 70° F (recommended). All food and paper supplies are 6 inches off		Yes	No	Corrective Action		Yes	No	Corrective Action
All food and paper supplies are 6 inches off floor (required). All food is labeled with delivery date or delivery stocker for rotation purposes. All surfaces and floors are clean. Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons). Chemicals are stored away from food, food related supplies, and food-contact surfaces (equipment, pot holders, dish towels, aprons). All pieces of food are stored in containers with tight fitting lids and labeled. Yes No Corrective Action All pieces of equipment are clean to sight and touch—equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, flyers, and steam equipment. Food slicer is broken down, cleaned, and sanitized before and after use. Refrigerator, Freezer, and Milk Cooler Refrigerator, Freezer, and Milk Cooler Temperature is appropriate for pieces of equipment. Yes No Corrective Action Proper chilling procedures are used. Proper	Dry storage temperature is between 50° F				There are no bulging or leaking canned goods in			
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All surfaces and floors are clean.	All food and paper supplies are 6 inches off				Food is protected from contamination.			
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Open bags of food are stored in containers with tight fitting lids and labeled.	,		١		-		_	
Open bags of food are stored in containers with tight fitting lids and labeled. All pieces of equipment Yes No Corrective Action Loading dock and area around dumpster are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment. Food slicer is broken down, cleaned, and sanitized before and after use.	inventory is being practiced.		╽╙		1			
with tight fitting lids and labeled.	Onen hage of food are stored in containers				por holders, distritowers, aprons).			
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and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers, and steam equipment. Corrective Action Proper chilling procedures are used.		Yes	No	Corrective Action		Yes	No	Corrective Action
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Temperature of cold time/temperature control for safety foods being held is at or	Units are clean and neat.				Air temperature of all refrigerators and freezers is			
control for safety foods being held is at or					monitored and documented daily.			
below 41°F.	,							
	below 41°F.							

MONTHLY FOOD SAFETY CHECKLIST, continued

Food Handling				,			
	Yes	No	Corrective Action		Yes	No	Corrective Action
Frozen food is thawed properly.				Food is tasted using the proper procedure.			
All food stored or prepared in facility is from				Hot holding units are not used to reheat			
approved sources.				time/temperature control for safety foods.			
Preparation is planned so ingredients are				Food is cooked to the required safe internal			
kept out of the temperature danger zone to				temperature for the appropriate time and tested			
the extent possible.				with a calibrated food thermometer.			
Food is handled with suitable utensils, such				Clean, reusable towels are used only for cleaning			
as single use gloves or tongs.				and sanitizing equipment, surfaces and not for			
				drying hands, utensils, or floor.			
Food is prepared in small batches to limit the							
time it is in the temperature danger zone.							
Utensils and Equipment							
Otensiis and Equipment	Yes	No	Corrective Action	T	Yes	No	Corrective Action
All amall aguinment and utancile including	103	110	Corrective / totion	Thermometers are cleaned and sanitized after	103	-110	COTTCOLIVE / TOLIOTI
All small equipment and utensils, including				each use.			
cutting boards, are cleaned and sanitized between uses.				each use.	ш		
Small equipment and utensils are air-dried.		H		Thermometers are calibrated every 2 weeks.			
Work surfaces are clean to sight and touch.		H		Can opener is clean to sight and touch.	H	ㅂ	
Work surfaces are cleaned and sanitized	┞╙—			<u> </u>	-	╁	
between uses.				Drawers and racks are clean.			
Small equipment is inverted, covered, or	┞╙—			Clear utanaile are handled in a manner to prevent	<u> </u>	₩	
				Clean utensils are handled in a manner to prevent			
otherwise protected from contamination when stored.				contamination of areas that will be in direct contact with food or a person's mouth.			
Stored.				with food of a person's mouth.		ΙЦ_	
Hot Holding							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean.				Temperature of hot time/temperature control for	+	+-	
The Holding unit is olean.				safety food being held is at or above 135° F.			
Food is heated to the required safe internal	<u> </u>			Food is protected from contamination.			
temperature before placing in hot holding.				1 ood is protected from contamination.	-		
Hot holding units are not used to reheat	┡┸┈			Hot holding unit is pre-heated before hot food is	+	+-	
time/temperature control for safety foods.				placed in unit.			
				F-95-5 5			
Cleaning and Sanitizing							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for				Chemical sanitizer is mixed correctly, and sanitizer		+	
ware washing.				strip is used to test chemical concentration.			
Dishmachine is working properly (i.e. gauges	—	—		Water is clean and free of grease and food		_	
and chemicals are at recommended levels).				particles.			
Water temperatures are correct for wash and	+=-			Smallware and utensils are allowed to air dry.			
rinse.							
If heat sanitizing is used, the utensils are				Wiping cloths are stored in sanitizing solution while			
allowed to remain immersed in 171° F water				in use.			
for 30 seconds.							
	.1						1
Garbage Storage and Disposal							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Inside waste receptacles shall be durable,				Boxes and containers are removed from site.			
cleanable, insect/rodent resistant, leakproof,							
and nonabsorbent and kept covered when							
not in continuous use.							
Inside kitchen garbage cans are emptied as				Outside loading dock and area around outside			
necessary and kept clean.				dumpster/trash receptacles/recyclables are clean.		<u> </u>	
Outside trash receptacles are constructed to					1		
have cover/lids and are kept closed.							
Pest Control							
	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed,	1			There is a regular schedule of pest control by			
and are equipped with a self-closing device.				licensed pest control operator.			
Pests are eliminated by eliminating harborage	<u> </u>			No evidence of pests is present.			
conditions (what they need to survive).							