



FOOD FACILITY SELF-INSPECTION CHECKLIST

The City of Universal City Health Department is providing you a checklist designed to assist you, the facility operator, in evaluating the sanitation condition of your facility between inspections by this department. We suggest that at least three (3) times a week, you go through this list, and "check off" those items that you believe are in compliance. Those not checked could be considered a "violation" and should be corrected. We hope this checklist will help you maintain your facility at the highest standards.

√	FOOD SAFETY
	Food is purchased from an <u>approved source</u> (licensed by the county, state, or federal government).
	Food is inspected and found to be <u>free from contamination, adulteration, and spoilage</u> .
	Unpackaged foods which have been served or returned from the dining area are <u>discarded</u> .
	All foods are stored <u>off the floor</u> .
	Restrooms are <u>not</u> used for the storage of food, equipment, or supplies.
	Adequate protection is provided for all <u>single service</u> (paper or plastic) products. Store inverted if not otherwise protected. For customer self-service, cups are protected by sleeves or dispensers, unwrapped utensils are stored handles up, etc.
	Food is being <u>protected</u> from dirt, unnecessary handling, over-head leakage, and other forms of contamination. Food is not stored under sewer lines.
	All <u>food storage containers</u> are properly closed; stored in non-toxic containers and are properly labeled. Food products are labeled and stored in non-toxic, easily cleanable containers. (Single-use articles such as formed buckets, bread wrappers, aluminum pie plates and No. 10 cans shall be used only once except that containers made of plastic, glass or other food grade material having smooth sides and of a construction so as to be easily cleaned may be reused).
	Foods are dispensed in the self-service area in an approved manner
	Raw meats and eggs are separated from cooked and ready-to-eat foods during storage and preparation.
	Shellfish tags kept for 90 days, consumer advisory signs posted.

√	TEMPERATURE CONTROL
	Potentially hazardous foods are maintained at 41° F or below or 135° F or above.
	A thermometer, accurate to + or -2° F, is provided either as an integral part of the refrigerator (outside reading), or is located inside each unit at its warmest point in a visible location
	An <u>accurate</u> metal probe thermometer or thermocouple, suitable for measuring food temperatures is <u>readily</u> available and is used to check food temperatures (0°F to 220°F).
	Food products are being <u>thawed</u> in one of the following methods only: a) in refrigerated units b) under cold running, potable water of sufficient velocity to flush loose food particles c) in a microwave oven as part of the cooking process.
	Frozen foods are maintained in a frozen state.
	Foods reheated to a minimum temperature of 165° F throughout and then held at 135° F or above.
	Hot foods are cooled from 135° F to 70°F within 2 hours and from 70°F to 41°F within 4 hours for no more than a total of 6 hours for proper cooling.
	<u>Proper cooling methods</u> are used such as: shallow pans, separating the food into smaller portions, stirring the food after placing container in an ice bath, etc., and loosely covering the food or uncovered if protected from overhead contamination (top shelf in cooler) until cooled. Pans of cooling foods <u>not</u> stacked so as to facilitate heat transfer.

√	PERSONNEL
	Employees wash their hands with soap and warm water for any of the following reasons: a) before starting work b) immediately after using the restroom c) between tasks at any time needed to prevent food contamination.
	Employees handling food or utensils have no open sores and are not sick.
	Employees are wearing clean outer garments and proper hair restraint/s.
	Tongs or other implements are used for handling food products. Food products handled with the least possible bare hand contact.
	All employees drinks are in approved containers and consumed away from food prep, storage, ware wash areas.
	Employees do not smoke or use tobacco inside the facility unless in a designated smoking areas.
	Clothing and personal effects are stored away from food storage and preparation in a proper manner.

√	WATER AND SEWAGE
	All sinks are fully operable with <u>both</u> hot and cold water available under pressure.
	All sinks drain properly. Floor drains and floor sinks are in good working order and clean.
	Plumbing is in good repair and not leaking.
	Cross connection control devices are properly installed and in good repair. (Vacuum breakers and back flow preventers)
	Grease traps are routinely cleaned.

√	EQUIPMENT
	All equipment (i.e., stoves, grills, refrigerators, tables, sinks, etc.) are <u>clean</u> and well-maintained and any food contact surfaces are properly washed, rinsed, and sanitized.
	Inoperable equipment has been repaired, replaced, or removed from the facility.
	Only <u>approved equipment</u> (NSF or equivalent with the exclusion of toasters, mixers, microwave ovens, water heaters and hoods) are installed in an approved manner & location.

√	UTENSILS
	Multiservice utensils are being cleaned and sanitized by one of the following means: a) manual washing in an approved three compartment sink (wash-rinse-sanitize-air dry) b) in a dish machine conforming to NSF standards using chemical or high temperature sanitizing.
	Test strips to adequately test sanitizer solutions are readily available and used.
	All utensils are clean, sanitized and well-maintained (not broken, cracked, peeling, etc.).
	Damaged or unapproved utensils have been repaired or replaced.
	Utensils are stored in clean areas and properly protected.

√	FLOORS/WALLS/CEILINGS
	Floors are clean, well-maintained and in good repair.
	Walls, ceilings and windows are clean, well-maintained and in good repair.

√	TOILET/DRESSING ROOM/HANDWASHING SINKS
	Toilet facilities are clean and in good working order.
	Self-closing doors in toilet rooms are working properly.
	Soap and paper towels are available at all handwash sinks.
	Toilet tissue and trash bins with lid (only in required in the Ladies restroom) are available.
	Legible handwashing signs are properly posted in all restrooms.

√	LIGHT AND VENTILATION
	Adequate lighting and ventilation is provided throughout the facility.
	Exhaust ventilation filters are clean and well-maintained.
	Lights are shielded or shatterproof in all areas where food is prepared or utensils are washed.

√	PEST CONTROL
	Air curtains are operating properly.
	Only approved pesticides are used in the proper manner.
	Facility is free from insect, rodent infestations and live animal/s.
	Outside doors and screen doors are self-closing and screens properly attached.

√	REFUSE
	Trash containers are leak-proof and covered (no cracks or holes in bottom or sides, properly plugged, no broken lids).
	Outside trash bins (dumpsters) are clean and the lids are closed.
	Outside premises and refuse areas are clean and well-maintained. No standing water or loose garbage to attract or breed pests such as mosquitoes and rodents.

√	OPERATION
	Hazardous substances (cleaning materials) are properly labeled and stored away from food products and food contact surfaces.
	No outdoor preparation of food.
	Cleaning equipment (mops, brooms, etc.) and soiled linens are properly stored.
	A Certified Food Manager with a valid UC Health card is onsite during all hours of operation.
	All food employees (food handlers and dish washers) have valid UC Health Cards.
	Facility has a current Food License to operate. Most current inspection report is conspicuously posted.

NOTES:
