

SELF-INSPECTION

DATE: ___/___/___

	NAME	TIME
Morning Shift		AM
Evening Shift		PM

COOKING AND REHEATING

Time of Day	Food Item	Cooking (C) or Reheating (R)	Temp. (°F)	Corrective Action
AM				
PM				

CORRECTIVE ACTIONS: C = Continue cooking/reheating process until proper temperature reached D = Discarded food

COLD HOLDING TEMPEARTURES

Time of Day	Time	Unit Name	Unit Temp (°F)	Food Item	Food Temp (°F)	Corrective Action
AM						
PM						

CORRECTIVE ACTIONS: C = Rapidly chill M = Move to another unit/location for cooling D = Discard food item

HOT HOLDING TEMPEARTURES

Time of Day	Time	Food Item	Temp. (°F)	Corrective Action
AM				
PM				

CORRECTIVE ACTIONS: RH = Reheat food to 165 °F for 15 seconds D = Discard Food Item

SANITIZER CHECK

Equipment/Location	Concentration (ppm) or Final Rinse Temp. (°F)	Corrective Action

THERMOMETER CALIBRATION		
Thermometer	Calibration Method Ice Water = 32 °F Boiling Water = 212 °F	Calibrated Temp. °F or N/A
#1	___ Ice ___ Boiling	
#2	___ Ice ___ Boiling	
#3	___ Ice ___ Boiling	

FOOD EQUIPMENT, CLEANING, AND MAINTENANCE				
Task	AM		PM	
	M	NI	M	NI
Proper cooling followed for hot foods				
Food thermometer(s) available for use				
Refrigerator units, freezers, walk-ins, prep coolers: Discard foods past 7-day storage (except freezers), clean door/handles/gaskets, shelving, walls				
Wash and sanitize dishware/cookware				
Wash and sanitize in-use equipment (ex. cutting boards, utensils, etc.)				
Clean-In-Place equipment cleaned (ex. meat slicer, ice machine, etc)				
Clean and sanitize counters/food-contact surfaces				
Replace sanitizer bucket/rags often				
Sweep and mop kitchen floors including corners				
Gather and remove trash				
Clean under prep and cooking equipment				
Clean restrooms: sinks, toilets/urinals, floor, walls, fixtures, empty trash				
Maintain pest control management				
Monitor maintenance for: dish machine/sanitizer, grease traps, hoods, refrigerator units/coolers/freezers.				
Chemicals are labeled and stored away from food				

EMPLOYEE HEALTH & HYGIENE				
Check that all employees...	AM		PM	
	M	NI	M	NI
Are not sick and not experiencing illness signs or symptoms				
Have appropriate and clean attire (ex. clean clothes, hair restraints, cuts covered, etc.)				
Have washed hands at appropriate times (ex. at start of shift, in between tasks, after restroom, before putting on gloves, etc.)				
Are only eating/drinking/smoking in designated, not food prep, areas				
If drinking a beverage, using a lid and straw				
Check that the following are stocked at hand wash sinks...	AM		PM	
	M	NI	M	NI
Hot water				
Soap				
Paper Towels				
Hand wash reminder sign				

Checklist Key: M = Meets Requirement NI = Needs Improvement

REMINDERS				
Cooking	Reheating	Holding	Cooling	Sanitizer
Poultry, stuffing: 165 °F Ground meats, ground fish: 155 °F Eggs served later: 155 °F Eggs served immediately: 145 °F Beef, pork, lamb, veal: 145 °F Fish, shellfish: 145 °F	Previously cooked TCS food: To 165 °F held for 15 seconds Commercially-processed foods: To 135 °F held for 15 seconds	Cold Hold: Keep at 41 °F or below Hot Hold: Keep at 135 °F or above	Step 1: Cool within 2 hours from 135 °F to 70 °F Step 2: Cool within 4 more hours from 70 °F to 41 °F or below	Concentration levels for chemical solutions Chlorine: 50-100 ppm Quaternary Ammonium: 200 ppm or check manufacturer's specifications

