Food Establishment Pre-Operation Check-Lists

Name of Establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sinks/Warewashing**

* Handwash sinks provided & conveniently located
* “Employees must wash hands” sign provided at all handwash sinks
* Soap, paper towels, and a trash barrel provided at all handwash sinks
* Water temperature at handwash sink is at least
  + 2022 FDA Food Code - 85°F
  + 2013 Merged - 100°F
* 3-bay sink provided with bays large enough to submerge the largest piece of equipment
* Drainboards, utensil racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operations
* Dishwasher reaching proper final rinse temperature
  + Sanitizer solution used: 120°F
  + Stational rack, single temp. Machine: 165°F
  + All other machines: 180°F
* Mop sink provided
* Sanitizer provided (chlorine-bleach, quaternary ammonium compounds, or iodine)
* Sanitizer testing strips available
* Irreversible registering temperature indicator available on site for ware washing machines

**Food Safety**

* Gloves available
* Refrigeration at/below 41°F; food thermometer present in each unit
* Freezer units capable of maintaining frozen food frozen; food thermometer present in each unit
* Food thermometer is available; PIC is able to calibrate

**Physical Facility**

* Indoor floor, wall and ceiling surfaces are;
  + Smooth, durable, and easily cleanable
  + Non-absorbent for areas subject to moisture (food prep areas, walk-in refrigerators, warewashing areas, toilet rooms, and areas subject to flushing or spray cleaning methods)
  + In good repair (no cracked, peeling, stained, or milling floor/ceiling tiles)
* Food contact surfaces are:
  + Smooth, free of breaks, open seams, cracks, chips, etc.)
* Ligh bulbs shielded, coated, or otherwise shatter resistant
* Dry storage areas are clean, dry, and protected from splash, dust or other contamination
* Poisonous/toxic materials are labeled and stored so they cannot contaminate food or food contact surfaces
* Equipment is maintained in good repair; exterior doors are fully sealed

**Bathrooms**

* Toilet paper provided
* Water temperature at least:
  + 2022 FDA Food Code: 85 °F
  + 2013 Merged: 100 °F
* Handwash signage provided
* Soap, paper towels, and a trash bin located at all handwash sinks
* Feminine products container located within each stall
* Properly vented; vents are clean and clear of debris
* Self-closing door

**Required Certificates/ Posters/ Documents**

* Food Protection Manager and Allergen Awareness certificates **posted** in a conspicuous place for the public
* Choke training certificated posted in a conspicuous place for the public
* A sign stating “a copy of the most recent inspection form is available upon request” hung in a conspicuous location for the public
* A clear and conspicuous notice on the printed menu or menu board stating: “Before placing your order, please inform your server if a person in you party has a food allergy”
  + 2022 FDA Food Code - Menu items are clearly labeled with each allergen present in that food item
* If applicable, a clear and conspicuous notice on the printed menu and/ or menu board stating: “Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”
  + All animal-derived foods shall be identified by asterisking them to the above-noted footnote that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients
* Allergy poster posted in the food preparation area
  + Approved Poster: <https://www.mass.gov/doc/food-allergen-awareness-poster-2024-0/download>
* A copy of the vomiting/ diarrheal event plan is available for employees on site
* Signed copies of Employee Health Care Policy for every active food employee