

INTRODUCTION TO PERMITTED FACILITY SELF-INSPECTION

Please print the Food Service Self-Inspection sheets and use them weekly in your facility to monitor and correct Critical Red Item Violations.

Please call the Tompkins County Health Department at 274-6688 for information or to discuss modifying processes in your food service establishment to better protect public health.



Environmental Health Division
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Food Service Establishment Self Inspection and Assessment

One strategy for a successful food service establishment inspection is to monitor practices and procedures in your facility on a daily basis. Below is a guidance document to assist you in conducting self-inspections of your facility. Using this tool will help you to prevent a food borne illness outbreak at your food service and assure that safe food practices and procedures are in place.

Daily self-inspection is recommended. You may make copies for your daily use or develop your own tool for this purpose.

The Critical Items:

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|--|-----|----|
| 1. Is the food from an approved source – FDA, USDA licensed facility? | Yes | No |
| 2. Canned goods in good condition?
If no, how are the canned goods disposed of? | Yes | No |
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- | | | |
|--|-----|----|
| 3. Are any foods spoiled, adulterated, home canned, or unapproved?
If yes, how is the food disposed of? | Yes | No |
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4. How are foods protected from cross – contamination?
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5. How is proper hand washing verified?
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6. What type of thermometer is used to measure food temperatures?
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7. How often is the thermometer calibrated, by whom and by what method?
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8. What is the policy in your facility for sick food workers?

9. What procedure do your employees follow to avoid bare hand contact with ready-to-eat foods?

10. Where are toxic chemicals stored?

Food Temperatures:

1. What is the temperature of foods in the cold holding unit/s?

Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____

2. What methods do you use to cool down potentially hazardous foods?

3. Are ALL salad ingredients pre-chilled prior to being assembled and before service?

Yes No

4. Are all cold storage units working and maintained so that food temperatures are 45° F or below? Yes No How do you know?

5. What is the temperature in the hot holding unit/s?

Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____

6. Are the hot holding units working and maintained so food temperatures are 145 ° F or above? Yes No How do you know?

7. List foods and final cooking temperatures:

Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____
Food _____	Unit _____	Temperature _____

The Facility:***Food Protected***

- Food protected during storage, preparation, display, transportation and service – food covered, properly labeled, 6 inches off the floor. Sneeze guards provided at buffet, self-service areas.
- Food dispensing tools properly stored – handle to user, clean and dry, running water.
- Single service items stored properly and dispensed – handle to user.
- Accurate thermometer in ALL cold storage units.
- Proper thawing procedures used – 70⁰ F running water, refrigeration, part of cooking, or microwave.
- Raw fruits and vegetables washed with potable water prior to serving.

Personal Hygiene

- Proper personal cleanliness – clean clothes/aprons, clean nails, hands washed often.
- No tobacco, eating, drinking in food preparation, dishwashing and food storage areas.
- Hair properly restrained in food preparation areas.
- Dressing areas provided and clean.

Equipment Design

- Food contact surfaces and equipment properly designed, constructed, installed and located - no chips, broken, pitted, uncleanable or corroded surfaces.
- Non-food contact surfaces and equipment properly designed, constructed, installed and located - no chips, broken, pitted, uncleanable or corroded surfaces.

Cleaning and Sanitizing Equipment and Utensils

- Adequate manual dishwashing facilities – Wash, Rinse, Sanitize and Air Dry
Mechanical dishwashing working according to manufacturers instructions.
Sanitizer used _____ Concentration _____ ppm
- Wiping cloths properly stored in sanitizing solution between uses
Sanitizer used _____ Concentration _____ ppm
(Separate cloths for food contact and non-food contact).
- Food contact surfaces washed, rinsed and sanitized after each use.
- Non-food contact surfaces of equipment clean.

Sanitary Facilities

- Hot, cold running water provided with adequate pressure.
- Proper sewage disposal – private or public.
- Plumbing and sinks properly sized, installed, maintained and floors drained.
- Toilet facilities adequate – clean, self-closing doors, covered waste can in women's restroom, supply of toilet paper, single-use towels and soap provided or hand drying device provided. Hand washing sticker displayed.
- Hand washing facilities adequate – accessible, clean, soap and single use towels or hand drying device provided. Hand washing sticker displayed.

Garbage and Rubbish Disposal

- Adequate, leak proof, vermin-proof, cleanable, covered containers provided.
- Sufficient number of containers to hold all garbage between pickups. Containers cleaned frequently to prevent insect and rodent attraction.
- Garbage storage areas properly constructed, maintained to avoid creating a nuisance.

Insect and Rodent Control

- No insects and/or rodents present.
- Effective measure taken to prevent entrance by insects and/or rodents – self-closing exterior doors, screens on windows, and no harborage area available.
- Pesticide application by licensed/certified pest control operator.

Construction and Maintenance of Physical Facilities

- Floors, walls, ceilings – smooth, properly constructed, clean.
- Adequate lighting in food prep and storage areas. Lighting – fixtures shielded.
- Adequate ventilation – ventilation hood, ductwork and filters clean.
- Facility free of unnecessary equipment and litter. Living quarters separate from food service operations.
- Live animals, birds and pets excluded from operations.
- Proper storage of cleaning equipment, linens and laundry.

Miscellaneous

- Permit to operate prominently displayed where it can be seen by the public.
- Choking poster displayed and CPR (resuscitation) equipment available to public.