

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
55 Brown Road, Ithaca, NY 14850
(607) 274-6688; Fax (607) 274-6695

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:

1. Is the food from an approved source – FDA, USDA licensed facility? Yes No
2. Canned goods in good condition? Yes No
If no, how are the canned goods disposed of?

3. Are any foods spoiled, adulterated, home canned, or unapproved? Yes No
If yes, how is the food disposed of?

4. How are foods protected from cross – contamination?

5. How is proper hand washing verified?

6. What type of thermometer is used to measure food temperatures?

7. How often is the thermometer calibrated, by whom and by what method?

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.