

# Quick Kitchen Inspection Checklist

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

## Dry Food Storage:

- Food is kept at least 6" off the ground and 18" from the ceiling.
- Food is stored in a clean, dry location that is not exposed to contamination.
- Containers are sealed, labeled with the food name, and delivery date.
- Food is stored using the FIFO method.
- Area is clean, including ceiling, floors, racks, shelves, and under shelving.

## Freezer and Refrigerator Maintenance:

- Thermometer in warmest part of unit is easily visible and displays the correct temperature.
- Temperature logs complete and action noted if repair needed.
- No significant condensation or frost build up.
- Food is stored using the FIFO method.
- Items are sealed, labeled, and dated.
- Discard any items beyond use by date.
- Area is clean, including ceiling, floors, racks, shelves, and under shelving.

## Food Preparation:

- Food is protected from cross-contamination.
- Staff uses gloves, clean hands, or utensils when handling food.
- Tasting utensils are not used more than once before being cleaned.
- Employee food and beverages are not in prep areas.
- Menu recipes and spreadsheets are used with proper portion serving utensils.

## Sanitation:

- Washing station is organized into three sections for washing, rinsing, and sanitizing.
  - All chemicals have adequate amounts and are at proper ppm.
- Dishmachine temperatures are within correct range, and recorded.
- Utensils are covered to protect them from dust and contaminants when stored.
- Small equipment and utensils are cleaned between uses.
- Chemicals and food are separated.
- Frozen food is thawed properly in a refrigerator or fully submerged under cool running water.
- Food is heated to the correct temperature to remove all bacteria before being placed in the hot holding area, and temperatures are recorded.
- Equipment and food preparation area, shelving, and cabinets are all clean to sight and touch.
- All items are allowed to air dry after washing.

## Refuse and Garbage Disposal:

- Garbage and refuse is properly disposed of.
- The area around the dumpster is clean and free of pests.
- Outside garbage bins are kept closed.

## Employee Hygiene:

- Employees wear hairnets, and male employees cover facial hair.
- Jewelry is limited to simple earrings, plain rings, and watches.
- Cuts and bandages are covered when handling food.
- Fingernails are short, clean, and without artificial nails or polish.
- Employees wash their hands regularly using proper hand-washing techniques.
- Eating and smoking are limited to designated areas away from food prep areas.
- Employees wash their hands after working with raw food, handling money, or switching between stations.
- Employees wear clean clothes, aprons, and proper, closed-toed shoes.